

MBA - MASTER OF BUSINESS ADMINISTRATION

Application Checklist

(Last updated: March 2016)

IMPORTANT NOTES

1. Applicants must submit official transcripts from each post-secondary institution attended (unless no post-secondary institutions were ever attended by the applicant). Transcripts must be mailed directly to UNBC from the issuing institution or submitted in a sealed institutional envelope.
2. In the interim, applicants may upload unofficial transcripts to expedite the processing of their application. If you do not find your institution listed on the Graduate Admission Application Status page, please upload your unofficial transcript to the "Other Documentation" option. The preferred format is PDF. Web printouts of courses and grades will not be assessed.
3. For an application to be assessed, **it must be complete by the Application Deadline**. Applications not complete by the deadline will be considered late and will be closed if there is no late application deadline.

ALL APPLICANTS MUST COMPLETE AND/OR PREPARE TO UPLOAD

- The Online Application** (<https://gradapply.unbc.ca/gr.php>)
- Statement of Academic Interests:** Your academic interests and ambitions, reasons for applying. Also, describe yourself, emphasizing your strengths and weaknesses and any major influences that have shaped your interests; describe how the MBA Program can help you achieve your career goals; and how you can contribute - with your background and experience – to your peer group learning environment within the UNBC MBA Program. **Applicants should clearly indicate how they satisfy the minimum requirements for managerial experience with supervisory and operational decision making responsibilities.**
- Detailed Resume or a Curriculum Vitae:** Refer to the *Professional Background* section on the following link: <http://www.unbc.ca/commerce/mba/admissions>
- MBA Supplemental Information:** Short answer questions are asked when you apply online
- Names/Email Address Information for Three (3) Referees.** The referees can be academics, colleagues, supervisors or significant clients. At least one referee should confirm that the applicant satisfies the minimum requirement for managerial experience with supervisory and operational decision making responsibilities.
- Optional: Unofficial Transcripts for ALL Post-Secondary Education Institutions Attended/Attending**
- Application Fee:** Please visit: <http://www.unbc.ca/apply/graduate/application-fees> for details.
- Official Transcripts:** Refer to the *Important Notes* section for more information

SUBMIT – IF APPLICABLE

- Official English Language Requirement Test Scores <http://www.unbc.ca/apply/graduate/english-language-requirements>
- Notarized English Translation of Transcripts - When transcripts are not written in English
- For International Applicants – Proof of Previous Degree(s)

APPLICATION DEADLINE FOR AUGUST/SEPTEMBER ENTRANCE: December 15th