



WILFRID LAURIER UNIVERSITY MBA APPLICATION

FINAL APPLICATION DEADLINES

- Full-time:** Waterloo Campus – May 1 (program begins annually in the Fall)
– January 30 – Applicants with student visas
- Part-time:** Waterloo Campus – May 1 (program begins annually in the Fall)
- Weekends:** Toronto Campus – February 15 (program begins annually in the Spring)
- MBA/CMA:** Toronto Campus – February 15 (program begins annually in the Spring)

CONTACT INFORMATION

If you have questions about the MBA programs or about completing this application, please contact:

Susan Manning Faber (MBA Marketing) (519) 884 0710 ext. 6220 smanning@wlu.ca

If you have questions about your application after you have applied to a program please contact:

Dianne Hotson (Program Leader – Waterloo MBA Programs) (519) 884 0710 ext. 2142

dhotson@wlu.ca

Maria Tamblyn (Program Leader – Toronto MBA Programs) (519) 884 0710 ext. 2575

mtamblyn@wlu.ca

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

Completing the Application

This is a self-administered application package. You must assemble all required documentation and forward the complete package to the address below. Read all instructions carefully before completing the forms.

- When completing the forms, please print or type.
- Please answer every question; enter N/A if a question is not applicable to you.
- Completed applications should be mailed to: MBA Programs Office, Wilfrid Laurier University, 75 University Avenue West
Waterloo, Ontario, Canada N2L 3C5

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OFFERS OF ADMISSION

All offers of admission are made by the Dean of Graduate Studies and Research. Correspondence with a faculty member, department or school does not constitute approval for admission. All offers of admission are valid only for the term of entry indicated on the offer. Only those students with final, or final probationary, offers of admission will be issued registration forms. Offers will be one of the following types:

- 1. Conditional/Conditional Probationary.** If you receive a conditional offer of admission, your offer will specify the conditions that must be met before you can receive a final offer of admission to a graduate program. This offer may also specify any probationary terms attached to your admission, if applicable. When documentation has been received in the Faculty of Graduate Studies that you have successfully met the conditions of your offer, you will receive a final, or final probationary, offer of admission. Documentation indicating successful completion of admission conditions must be received in the Faculty of Graduate Studies Office at least one month prior to the beginning of the term of entry.
- 2. Final Probationary.** If there are conditions that must be met before you may receive clear admission, but these conditions may be met while you are registered in an MBA program, you will receive a final probationary offer of admission. The final probationary offer of admission will specify what conditions must be met. Official documentation indicating successful completion of probationary admission conditions must be received in the Faculty of Graduate Studies Office no later than one month after the end of the first term of registration. Failure to meet these conditions may result in your required withdrawal from the program.
- 3. Final.** When you have met any conditions specified, or have an unconditional acceptance, you will receive a final offer of admission.

General Graduate Students

Such students are admitted at the discretion of the Dean of Graduate Studies and Research in consultation with the MBA Program Director. Courses taken by General Graduate Students are not intended to be used for credit toward a degree in a graduate program at Laurier. Please contact Dianne Hotson directly at (519) 886-0710 ext. 2162 for further information.

✂-----
An application for admission consists of the following items: *(please check and submit with application)*

- ☐ **Résumé** showing at least two years of full time work experience, or six co-op work terms.
- ☐ A completed **Application for Admission** form.
- ☐ A completed **Personal Information** form.
- ☐ **Official transcripts. Two (2) official copies of each transcript are required.** If transcripts do not state that the degree was granted, a copy of the degree and graduation certificates must accompany them. For this purpose, a transcript is considered official only if it is received in a University envelope sealed and signed on the flap by the person in the office issuing the transcript. Transcripts in languages other than English or French must be accompanied by a certified literal translation as well as the original copies (therefore four transcripts in all). Foreign transcripts that have been assessed by Comparative Education Service (416) 978-2185) may speed up the application process. Faxed documents are not accepted.
- ☐ A **cheque or money order for C\$100.00** made payable to Wilfrid Laurier University (equivalent US funds are also accepted).
- ☐ **Three (3) letters of recommendation** completed on the attached reference forms one, two and three. One professional reference, one academic reference, and one either academic or professional reference. If university courses have not been completed in the last five years then all three may be professional. Completed reference forms may be sent directly to us. If they are forwarded to you then they must remain in their sealed and signed envelopes in order for us to accept them. Please do not include personal references (e.g., family and friends).
- ☐ An official copy of your **GMAT** <www.GMAT.com> **score or evidence of quantitative skills** normally shown by successful completion of an university-level course in calculus or statistics with a grade of B (73 percent) or better.
- ☐ Students whose degree was conferred by a non-English language institution, an English language proficiency test is required, e.g., **TOEFL** (minimum 550/213), **IELTS** (minimum 7), **MELAB** (minimum 90) or **CAEL** (minimum 70). Official scores are needed.
- ☐ Additional Information and Career Goals completed on separate pages in either essay or point form.

Wilfrid Laurier University

75 University Avenue West,
Waterloo, Ontario, Canada N2L 3C5
(519) 884-0710 ext. 2542



Official admission is by Final Offer of Admission only, issued by the Faculty of Graduate Studies.

WLU ID# _____

APPLICATION FOR ADMISSION TO THE FACULTY OF GRADUATE STUDIES

INSTRUCTIONS:

1. Print firmly and give all data requested.
2. Mail to address indicated on enclosed instructions.
3. An application fee must be submitted with application form.

PERSONAL DATA	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	Family Name	First Name	Middle Name	Preferred Name	Date of Birth	Day	Month	Year
	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single, Divorced or Widowed <input type="checkbox"/> Married or Separated	Social Insurance Number (Canadian)				Other names in which transcripts and official documents appear		
	Home/Permanent Address	Apt. No.	No. and Street (Address)						
	City		Province/State	Postal Code/Zip Code	Country	Area Code & Phone No. ()			
	Mailing Address <input type="checkbox"/> as above or	Apt. No.	No. & Street (Address)					Valid until:	
	City		Province/State	Postal Code/Zip Code	Country	Area Code & Phone No. ()			
	E-mail address home:								
	E-mail address work:						Area Code & Phone No. (work) ()		
	Please indicate preferred e-mail address: <input type="checkbox"/> Home <input type="checkbox"/> Work								
	Country of Citizenship		Proposed status in Canada: <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Other	Entry Date into Canada (Box 45 on Record of Landing form)			<input type="checkbox"/> Copy of Record of Landing enclosed		
Country of Birth		Languages spoken (underline native tongue)			English Proficiency Test (if degree not conferred in English) Date Taken Score				
If you are going to study full-time when you enter Canada, inform the Canadian immigration officials in your home country.									
Do you wish to identify yourself as a member of a minority group? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify.									

APPLICATION DATA	MBA Program applied for:	Waterloo – Fall entry date <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Toronto – Spring entry date <input type="checkbox"/> Weekend Format <input type="checkbox"/> MBA/CMA, Weekend Format
	General Graduate Applicants please complete the following:		Term applied for: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring
	Have you applied to Graduate Studies at WLU before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when? Month Year
	Have you ever had contact with another department at WLU? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which department?
	Specify any financial scholarships/awards already applied for:		

ACADEMIC	List post secondary education in chronological order. Please indicate major field of study and whether honours or general program.				
	Name and Location of Educational Institution	Dates of Attendance		Degree or Certificate Awarded	Academic Awards Received
		From	To		

REFERENCES	Your application must be supported by letters of reference as indicated on the instruction sheet. Please contact your referees directly and list their names and addresses below.			
	Name	Address (University, Business)	Telephone	Position

DECLARATION

I hereby certify that all statements are correct and complete including my declaration of status in Canada. I understand that I may have to provide documentation at some future date to substantiate my claim and that any misrepresentation of this data may result in the cancellation of my admission or registration status.

Applicant's Signature _____ Date _____



MASTER OF BUSINESS ADMINISTRATION

Personal Information Form

Return this completed form to:
MBA Programs Office, Wilfrid Laurier University
75 University Avenue West, Waterloo, Ontario, Canada, N2L 3C5

Date _____

Family Name _____ Given Name(s) _____

How did you hear about the Wilfrid Laurier University Master of Business Administration (MBA) Program? _____

English Language Proficiency Test

(if undergraduate degree was not conferred in English)

Languages Spoken (underline native tongue) _____

Date _____

Score _____

Quantitative Knowledge

Date you took (or will take) the Graduate Management Admission Test _____ GMAT Score _____

Date official score ordered _____

Or,

Quantitative University Course Completed

University	Course # and Name	Date	Grade Received

Employment History

How many years (including co-op) of full-time work experience have you had? _____

(Attach résumé to this form.) Please try to account for all periods of time. Note if work is managerial or not. Indicate whether work is full-time or part-time.

Will you be financed by your employer? ☐ Yes ☐ No



ADDITIONAL INFORMATION

ON SEPARATE SHEET(S) OF PAPER, PLEASE RESPOND TO THE FOLLOWING:

1. List significant business or professional achievements /awards /distinctions /honours.
2. List your extra-curricular activities while attending university/college.
3. List community and professional activities you have participated in.

CAREER GOALS

1. Describe your career aspirations and why you have decided to enter Laurier's MBA program at this time.
2. The Admissions Committee is not only attempting to identify candidates with strong academic potential but also those with strong potential for future success in a professional environment. What additional information concerning such areas as leadership ability, entrepreneurial interests, or interpersonal skills can you supply in support of your candidacy?
3. If there is additional information you believe would be helpful to the Admissions Committee in considering your candidacy, please feel free to submit it with your application.



REFERENCE FORM — No. 1

To be Completed by Applicant (before sending to referee)

Applicant is responsible for submitting all documents to the MBA Programs Office.

Family Name _____		Given Names _____	
MBA Program Applied for:	Waterloo – Fall entry date <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Toronto – Spring entry date <input type="checkbox"/> Weekend Format <input type="checkbox"/> MBA/CMA, Weekend Format	
Referee's Name _____		Referee's Position _____	
Referee's Address _____ _____			
Referee's Telephone (_____) _____		Ext. _____ Referee's E-mail _____	

To be Completed by Academic Referees Only

1. I have known the applicant as:

☐ an undergraduate student ☐ a graduate student ☐ a teaching assistant ☐ other (specify) _____

2. I have served as the applicant's:

☐ department chair ☐ research supervisor ☐ instructor in several classes ☐ instructor in one class

3. If the applicant applied to your own graduate program, would you recommend his/her admission?

☐ without reservation ☐ not at all ☐ no comparable program exists ☐ with some reservation (please specify) _____

4. Does the academic record fairly reflect the applicant's ability?

☐ Yes ☐ No (if no, please give details) _____

To be Completed by all Referees

1. How long have you known the applicant? _____

2. I have known the applicant as: ☐ a student ☐ an employee ☐ other (specify) _____

3. In comparison with other individuals at the applicant's level with whom you have been associated, please rank the applicant with respect to the following categories. Please indicate the group with which you are comparing the applicant: (e.g. co-workers, industry standards) _____

	Above Outstanding Top 5%	Above Average Top 10%	Average Top 25%	Below Average Top 50%	Average Bottom 50%	Unable to Rank
Analytical Ability						
Creativity						
Initiative						
Ability to Work Independently						
Ability to Work with Others						
Judgement						
Overall Rating						



You may attach a separate sheet to respond to these questions.

4. What do you consider to be the applicant's primary talents or strengths?

5. What do you consider to be the applicant's chief weaknesses?

6. Please comment on the applicant's leadership skills.

7. Please comment on the applicant's managerial skills.

8. Please discuss your perception of the applicant's potential in a professional environment following the completion of graduate work.

9. How does the applicant fare in a team setting?

10. Please feel free to provide any further comments that you feel would aid the Admissions Committee in the evaluation of the applicant, especially with regards to their ability to succeed in a challenging program.

Note to the Referee:

Completion of this reference form is a necessary part of the application to graduate studies at Wilfrid Laurier University. The MBA Admissions Committee places a great deal of importance on these confidential recommendations and we appreciate your assistance in evaluating this applicant. The evaluation will be used only for admission purposes. Please return reference form to the applicant in a sealed envelope, which you have signed across the flap. A prompt return is greatly appreciated.

Date _____ Signature _____



REFERENCE FORM — No. 2

To be Completed by Applicant (before sending to referee)

Applicant is responsible for submitting all documents to the MBA Programs Office.

Family Name _____ Given Names _____

MBA Program Applied for: _____ Waterloo – Fall entry date _____ Toronto – Spring entry date _____
☐ Full-Time ☐ Part-Time ☐ Weekend Format ☐ MBA/CMA, Weekend Format

Referee's Name _____ Referee's Position _____

Referee's Address _____

Referee's Telephone (_____) _____ Ext. _____ Referee's E-mail _____

To be Completed by Academic Referees Only

1. I have known the applicant as:

☐ an undergraduate student ☐ a graduate student ☐ a teaching assistant ☐ other (specify) _____

2. I have served as the applicant's:

☐ department chair ☐ research supervisor ☐ instructor in several classes ☐ instructor in one class

3. If the applicant applied to your own graduate program, would you recommend his/her admission?

☐ without reservation ☐ not at all ☐ no comparable program exists ☐ with some reservation (please specify) _____

4. Does the academic record fairly reflect the applicant's ability?

☐ Yes ☐ No (if no, please give details) _____

To be Completed by all Referees

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Date _____ Signature _____



REFERENCE FORM — No. 3

To be Completed by Applicant (before sending to referee)

Applicant is responsible for submitting all documents to the MBA Programs Office.

Family Name _____ Given Names _____

MBA Program Applied for: _____ Waterloo – Fall entry date _____ Toronto – Spring entry date _____
☐ Full-Time ☐ Part-Time ☐ Weekend Format ☐ MBA/CMA, Weekend Format

Referee's Name _____ Referee's Position _____

Referee's Address _____

Referee's Telephone (_____) _____ Ext. _____ Referee's E-mail _____

To be Completed by Academic Referees Only

1. I have known the applicant as:

☐ an undergraduate student ☐ a graduate student ☐ a teaching assistant ☐ other (specify) _____

2. I have served as the applicant's:

☐ department chair ☐ research supervisor ☐ instructor in several classes ☐ instructor in one class

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☐ Yes ☐ No (if no, please give details) _____

To be Completed by all Referees

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Creativity						
Initiative						
Ability to Work Independently						
Ability to Work with Others						
Judgement						
Overall Rating						



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