



IVEY MBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

ADMISSIONS CONTACT INFORMATION

(all application documents should be mailed to this address):

MBA Program Services, Room 3R02 Richard Ivey School of Business The University of Western Ontario 1151 Richmond St. North London, Ontario, Canada N6A 3K7	Tel: (519) 661-3212 Fax: (519) 661-3431 Email: mba@ivey.ca Please note that some email systems (similar to Hotmail) filter automated responses. If you have not received an answer from the email address above, please contact Laurie Johnston (ljohnston@ivey.ca)
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Table of Contents:

[ADMISSIONS PROCESS](#)

[RE-APPLICATION](#)

[APPLICATION DEADLINES](#)

[MBA COHORTS](#)

[APPLICATION FEE](#)

[ON-LINE APPLICATION](#)

[Checklist of items to be returned to the Ivey Business School](#)

[INTERVIEWS AND VISITS](#)

[CONFIRMATION OF ADMISSION](#)

[COMBINED JD/MBA PROGRAM \(formerly LLB/MBA\)](#)

[COURSE EXEMPTIONS](#)

[EMPLOYMENT IN CANADA FOR VISA STUDENTS](#)

[FINANCIAL AID](#)

ADMISSIONS PROCESS

We look at many factors in reaching admission decisions: your academic record in a four year university degree, achievements, full-time work experience, interests, GMAT score, leadership ability, interpersonal skills and management potential. Full-time work experience carries considerable weight. Such experience develops maturity, self-awareness and career goals, all of which contribute to success in the Program.

Each application is carefully reviewed. The suitability of the School for the applicant is just as important as the suitability of the applicant for the School. Information contained in this application will only be divulged outside the University of Western Ontario in the event that you are being considered for a scholarship or financial aid.

[Back to top](#)



IVEY MBA
Put Yourself on Fast Forward.

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Ivey MBA On-Line Application***

RE-APPLICATION

Applicants that have been denied admission to the Ivey MBA program must wait at least one year to re-apply. Re-applicants should clearly demonstrate how they have improved their application status.

APPLICATION DEADLINES

There are two sessions offered of the one-year MBA program in 2009: one starting in the Spring, and the other starting in the Fall. ****Starting in 2010, sessions will be combined into one start date in the Spring.**** Deadlines may change from year to year, please check the MBA Program website www.ivey.ca/mba for up to date information. Applications received after the final deadline may still be considered for the requested session. Please contact Niki Healey (nhealey@ivey.ca) for more information.

[Back to top](#)

MBA COHORTS

Please ensure you select the right cohort timing for your application:

- SpringMBAcohort refers to the one-year MBA Program beginning in the Spring;
- FallMBAcohort refers to the one-year MBA Program beginning in September 2009;
- SpringMBAHealth refers to the one-year Health Sector Specialization for the MBA Program beginning in Spring;
- FallMBAHealth refers to the one-year Health Sector Specialization for the MBA Program beginning in September 2009
- SpringMBA-LLB refers to the MBA portion of the application to the 3 year combined JD/MBA degree Program
- AMBAIveyHBAOnly refers to the Accelerated Program available ***exclusively to Ivey HBA*** graduates

International students are encouraged to submit their MBA applications at least 7 months prior to start of the session to allow sufficient time for visa applications.

[Back to top](#)

APPLICATION FEE

The on-line application fee is \$150 payable in Canadian currency. You may pay by credit card (Visa or Master Card) as part of the online application submission process. Follow the instructions provided on the screen to submit your payment.

Alternately, you may send a certified cheque or money order payable to the Richard Ivey School of Business. The application fee reflects the cost of processing. It is not refundable, nor is it applied against tuition.

[Back to top](#)



IVEY MBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

ON-LINE APPLICATION

The on-line application is updated yearly and candidates have access to the current application only. Your application remains open in the current application year until you click the SUBMIT button. You may work on it over a period of time, and can make any changes or additions until it is submitted electronically. If you start an application for one session but do not submit it, you may need to start a new application if you wish to apply to the program for a subsequent session. Contact the MBA Programs Office for assistance.

Make sure you print and retain a copy of your completed on-line application. Submit any remaining hardcopy documents in one envelope to our office within one week of sending the on-line application. Note that upon submitting the on-line application, you will be prompted to forward a softcopy of your resume via email to the MBA Program Office, using the link provided on the web page. If you are unable to submit your resume immediately, you must forward it via email to mbaappresume@ivey.ca within 48 hours of submitting your on-line application.

Files are prepared when we receive all supporting documents. An electronic application without all the supporting documents is considered an incomplete application. It is important to note, in order for a decision to be made, we require official transcripts, GMAT and TOEFL scores to be sent to our office. This information should arrive within a week of submitting your on-line application to avoid any delays in issuing a final admission decision.

[Back to top](#)

Checklist of items to be returned to the Ivey Business School:

You are requested to submit any hardcopies of supporting documents in one package. Generally, transcripts, GMAT, and TOEFL scores must be sent directly to Ivey from the issuing or testing institution. In some cases, the issuing educational institution may send transcripts to the graduate. These will be accepted if they are certified copies, are not marked 'Issued to Student' and are forwarded to Ivey in the issuing institution's original sealed envelope.

The self-managed structure of this application gives you greater control of the process and helps ensure that a decision will not be delayed because of missing information. In this way you can be certain that the application, application fee, etc. are submitted and that the application is complete, with the exception of test scores and transcripts. Incomplete applications will not be considered for admission. Before submitting your completed application, please keep a copy for your records.

Our office will contact you within two weeks of submitting your application if any components are missing: please do not contact the office prior to this.

Once your application package is submitted, all information becomes the property of the Ivey MBA Program Office and cannot be returned or photocopied.

1. Send electronically:
 - Application form
 - Application fee payment of \$150 Canadian (online payment by credit card accessed through the online application).
 - Softcopy of resume in Microsoft Word or text format (via email to mbaappresume@ivey.ca)
 - GMAT original score (Institution Code: CMB-MG-18)



IVEY MBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

2. Send directly from ETS to Ivey:
 - TOEFL original score, if applicable (Institution Code: 0984; Department Code: 02)
3. Transcripts:
 - Send two official copies of university transcripts directly from your University to the MBA Program Office, Room 3R02, Ivey Business School. Students who attended The University of Western Ontario do not have to send transcripts.
4. Submit the following in an envelope to Ivey within one week of submitting your electronic application:
 - If you did not pay your application fee by credit card online – certified cheque or money order for \$150 payable to the Richard Ivey School of Business in Canadian funds.
 - Two or three reference forms (hardcopy or via email – see detailed information below)
5. Landed Immigrants/Permanent Residents only:
 - Please include a complete photocopy of your Record of Landing or proof of Permanent Resident status
6. International Students only:
 - A copy of degree(s) or diploma(s). The original must be presented when you arrive at Ivey.
 - A valid student visa must be presented on arrival at Ivey

[Back to top](#)

EMAIL ADDRESS

The primary means of communication with you is through email. Please ensure that you have a current and valid email address which you regularly check for messages. Advise us if your email address changes.

INTERNATIONAL CANDIDATES

Students from over 40 countries attend Ivey. We welcome and encourage foreign candidates to apply. The criteria for admission is the same for all applicants, both Canadian and international citizens.

TRANSCRIPTS

Two (2) official certified transcripts from each post-secondary institution are required. Photocopies, uncertified transcripts or transcripts stamped: "Issued to Student" are not accepted. Generally, transcripts are sent directly to Ivey by the issuing institution.

Applicants from foreign countries must submit one copy of their original diploma and present the original diploma when they arrive at Ivey. Two (2) official certified transcripts from each foreign institution with certified English translations are also required. If you are submitting interim transcripts from studies in progress, please submit two official certified final transcripts as soon as they become available.

Please request that the Registrar's Office of your home university send your transcripts directly to the MBA Program Office, Richard Ivey School of Business, at the address provided at the top of this document. *Students who attended The University of Western Ontario do not have to send transcripts.*



IVEYMBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT)

GMAT scores range from about 600 to 780. However, the GMAT test is only one part of the application that is considered by the admissions committee. When you designate Ivey, (code CMB-MG-18) we will receive your GMAT score electronically.

We encourage candidates to take the GMAT no later than the month preceding the deadline date to ensure that we receive all of your information in time. No admission decisions are made without GMAT scores. Test scores are valid for five years.

REFERENCE FORMS

Two or three reference forms are required with your application. The standard form for references is available in PDF or Microsoft Word format on the on-line application. Please note that the PDF form can only be edited online if the referee has compatible software, such as Adobe Acrobat installed on his or her computer. If in doubt, forward the Microsoft Word version.

If your referee will be completing a hardcopy of the form, please have the referee return it to you in a sealed envelope. Send the unopened reference with your completed application. Reference forms can also be sent directly by the referee to the MBA Program Services Office, using the address at the top of this document.

If your referee prefers, the form can be completed in softcopy and emailed to the MBA Program Office at MBAreference@ivey.ca.

[Back to top](#)

TEST OF ENGLISH AS A FOREIGN LANGUAGE

Candidates whose native language is not English and who have not completed a university degree from an English speaking institution must take the TOEFL, IELTS or MELAB. An applicant who studied in English (i.e. India, Hong Kong, Pakistan, etc.), but whose first language is not English is not exempt from this requirement. No admission decisions are made without valid English proficiency test scores. If English is not your first language, please identify within your MBA application how frequently you have used English in your employment or education, as well as during travel within English-speaking countries.

TOEFL

TOEFL scores are valid for 2 years. A minimum score of 250 is required on the computerized TOEFL. Applicants who score below 250 or below 23 in any subsection cannot be considered for admission and must retake the test before submitting an application.

A minimum of score of 600 is required on the paper-and-pencil TOEFL. Applicants who score below 600 in total or below 56 in any subsection cannot be considered for admission and must retake the test before submitting an application.

A minimum score of 100 is required on the internet-based (iBT) TOEFL.

Please designate Ivey (Institution Code: 0984; Department Code: 02) to have your TOEFL scores forwarded to us.



IVEY MBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

For more TOEFL information contact:
Educational Testing Service TOEFL/TSE, Order Service Station
P.O. Box 6154
Princeton, New Jersey, USA
08541-6154 Telephone: (609) 771-7330
World Wide Web: <http://www.toefl.org>

IELTS

Applicants may substitute the IELTS (International English Language Testing System) in place of TOEFL. The minimum score is 6 out of 9. For more information contact the closest British Council Office or www.britcoun.org

MELAB

The MELAB (Michigan English Language Assessment) is offered in Canada, the United States and elsewhere. The minimum score required is 85 with no less than 80 on each section. For more information contact:

The English Language Institute
University of Michigan
Ann Arbor, Michigan, USA, 48104
or contact www.lsa.umich.edu/eli
[Back to top](#)

INTERNATIONAL STUDENT VISA

All international students that wish to study in Canada must apply through the Canadian Embassy in their home country for a temporary resident visa and study permit. Contact the Canadian Embassy at least six months prior to your expected arrival date. Canadian law requires students to confirm their source of financial support for all expenses for the entire two year study period, and in some countries, to have a medical examination. Canadian immigration information is available on the web at www.cic.gc.ca

Information and services for international students at the University, such as travel to London, peer support, visa assistance, etc. is available at www.sdc.uwo.ca/int and www.ivey.uwo.ca/intl_students/default.htm.

[Back to top](#)

INTERVIEWS AND VISITS

Interviews are requested by the Admissions Committee following the first review. If your application meets Ivey's admission profile, you will be contacted for a personal interview. We ask that you refrain from contacting us to request an interview. Due to the volume of applications, not all applicants will be interviewed. Interviews are conducted by the MBA Admissions Team and/or Career Management. For further details, visit: www.ivey.ca/mba/admissions/interviews.htm.

[Back to top](#)



IVEY MBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

CONFIRMATION OF ADMISSION

Once you are offered admission to the Ivey MBA Program, you must submit a non-refundable deposit of \$5,000 by the intent to register deadline outlined in your acceptance package. This deposit is deducted from your tuition fees.

DEFERRED ADMISSION

Requests to defer admission offers will be considered at the discretion of the Admissions Committee. If granted, a deferral is only valid for one year (12 months) and applicants requesting additional time will be required to re-apply to the program. If you have questions regarding a deferral, please contact Heather Kearns at hkearns@ivey.ca.

[Back to top](#)

COMBINED JD/MBA PROGRAM (formerly LLB/MBA)

The combined JD/MBA program is designed for students who envision a career in those areas where business and law interact. The program allows students to complete both the JD and MBA degrees in three academic years instead of the normal four years required if the JD and MBA degrees are taken separately.

Applicants to the combined program must apply separately for admission to the JD and the MBA programs by the deadlines established for the Faculty of Law and the Richard Ivey School of Business. Applicants may seek admission to the combined program either when applying for admission to the two individual programs or during the first year of the Law program. For further information on the Combined JD/MBA Program visit: http://www.ivey.ca/mba/programs/llb_mba.htm.

[Back to top](#)

COURSE EXEMPTIONS

Courses taken at the undergraduate or graduate level at another institution may not be used as credit toward the Ivey MBA Program.

EMPLOYMENT IN CANADA FOR VISA STUDENTS

It is possible for international students to obtain a work permit for temporary employment on the university campus during the summer or with an employer for 12 months after graduation. The responsibility is with the student to find an employer who will agree to allow them to work for that period and to sponsor the student in applying for the work permit. Students with student visas should not expect to work off-campus for the period of their study at Ivey. For further employment information visit: www.ivey.ca/recruiting.

FINANCIAL AID

Scholarships and bank loans in varying amounts are available to defray tuition costs. A loan program through selected banks is available to all accepted Canadian or Landed Immigrant candidates. Information on MBA scholarships and bank loans will be available through the applicant intranet site (eZone) to all MBA applicants.



IVEY MBA
Put Yourself on Fast Forward.

***Thank you for completing the
Ivey MBA On-Line Application***

To be considered for all Ivey awards, applicants are required to complete the on-line MBA Financial Application.

Information on sources of financial assistance is available at:

Financial Aid Services <http://www4.registrar.uwo.ca/FinancialServices>

Faculty of Graduate Studies <http://www.uwo.ca/grad/>

MBA Scholarships www.ivey.ca/mba/finances/scholarships.htm

Loan Programs www.ivey.ca/mba/finances/loan.htm

If you have any questions regarding financing your MBA, email mbafinaid@ivey.ca.

[Back to top](#)