



**Sobey MBA Application**  
This application valid for  
September 2013 – January 2014

Dear Prospective Student;

Thank you for your interest in the **Sobey MBA Program** at Saint Mary's University. We have enclosed information, which we trust will be helpful to you in making your decisions about graduate studies in management. The Sobey School of Business is the leading and largest business faculty in Atlantic Canada. Top class teaching, reasonable tuition, and well-placed graduates from our program make us an excellent choice for your graduate business education.

Saint Mary's University has offered the MBA Program since 1974. We have a long tradition of quality education, success in case competitions, and award winning faculty. Over the years we have established academic partners in places as diverse as Mexico and Denmark. Our students have been awarded prestigious internships in Hong Kong, the USA, western Canada, the Philippines and many more.

We hope you will apply to our MBA Program and obtain acceptance in our next academic year. For assistance at any time during the application process, please contact our offices:

Email: [mba@smu.ca](mailto:mba@smu.ca)

Telephone: (902) 420-5002

Fax: (902) 420-5119

Web Site: [www.smu.ca/mba](http://www.smu.ca/mba)

We wish you success in your application.

Sincerely,

Dr. Mark Raymond  
Associate Dean, Masters Programs  
Sobey School of Business

## One MBA, Three Choices!

**The Sobey Full time MBA** consists of 20 courses (60 credit hours) and normally takes 16-20 months of study. Students take 5 courses in the fall and winter semesters of their first year of study. Courses include foundational work in Leadership, Business Statistics, Managerial Economics, Financial Reporting and Information Systems in first semester and functional courses in Marketing, Finance, Operations, Organizational and Control Systems in the second semester. Most of the second year of the program consists of student-chosen electives, although students are required to take courses in Strategy, Ethical Issues and Global Business. Second year students are also to complete either an applied Masters Consulting Project or an academic research based Masters Research Project in their second year.

**The Sobey Part-Time MBA** is 20 courses (60 credit hours) is length and normally takes 3.5 years of part time study to complete. Students normally take 2 courses in the fall, winter and summer semesters. Courses for the part-time program are offered in the evenings. Core courses include foundational work in Leadership, Business Statistics, Managerial Economics, Financial Reporting, Information Systems and functional courses in Marketing, Finance, Operations, Organizational and Control Systems. After completing the core courses students move onto advanced level courses which consist of student-chosen electives, although students are required to take courses in Strategy, Ethical Issues and Global Business. Students are also to complete either an applied Masters Consulting Project or an academic research based Masters Research Project in their second year.

**The Sobey Accelerated MBA** is designed for those students with a solid 4 year undergraduate academic background in Business Administration or Commerce with a minimum CGPA of 3.5 or higher. This is a 13 courses (39 credit hours) and can be completed in 12 month program full-time or 28 months part-time. Students take required courses in Leadership, Strategy and Ethical Issues at the same time they take advanced electives in their chosen areas of study. Students in the Sobey Accelerated MBA also complete either the Masters Consulting Project or Masters Research Project as part of the requirements of this program.

The Sobey MBA Program offers a state of the art teaching facility, world class faculty, a network of high caliber classmates and a strong connection with the business community will enrich your learning experience.

The Sobey MBA Program welcomes application to any of these three programs at any time. However, students can only start the Sobey Full Time MBA in September. Students can start both the Sobey Part-Time MBA and the Sobey Accelerated MBA programs in September or January.

## Sobey MBA Application Instructions

This application serves for both Canadian and International applicants. It is a legal document. Retain this instruction page for your records. All application pages can be torn out of this booklet for your convenience. Do not send these instructions with your application.

**Deadlines** (Please adhere to the following deadlines)

	<u>September Start</u>	<u>January Start</u>
Full-time Canadian Applicants	June 15 <sup>th</sup>	Not Applicable
Full-time Chinese Applicants	January 31 <sup>st</sup>	Not Applicable
Full-time International Applicants	April 1 <sup>st</sup>	Not Applicable
Part-time Canadian Applicants	June 15 <sup>th</sup>	November 15 <sup>th</sup>
Accelerated Applicants (FT or PT)	June 15 <sup>th</sup>	November 15 <sup>th</sup>

Please note, successful Chinese/international applicants may expect a lengthy process in obtaining a student visa. This is why we ask Chinese applicants to apply very early. Other international applicants are encouraged to apply early as well. Those who wish to be considered for entrance scholarships should apply as early as possible.

### **General Instructions**

Carefully complete all questions and use separate sheets for essays and short-answer questions.

Ensure that you have noted ALL post-secondary schools attended.

**Please ensure that you have signed and dated the application form.** Please staple your application.

**The application fee is \$70.00 (Canadian).** Payment must accompany the application in any of the following forms: cheque, credit card, bank draft, cash (in person only). Make cheques payable to Saint Mary's University. Do not send cash by mail. If paying by credit card, please use the application fee form included in this package.

### **Referees**

You are to ensure all referees are given the reference form to complete. It is the referee's responsibility to return the completed form and reference letter to the *Faculty of Graduate Studies and Research Office*. These forms and letters are confidential and are not to be returned to the applicant. Please note: Referees are to submit letters on company/school letterhead and provide a business card. **We will only accept reference forms that are submitted to us directly from your references.**

### **Official University Documents**

Official transcripts must be received from each post-secondary university attended. If the original document is not in English, you also must provide a notarized English translation. This does not apply to French language universities in Canada.

### **Official Test Scores**

Please ensure that you have ordered all official test scores to be sent to Saint Mary's University (school code for GMAT is 0M9-5R-11 and TOEFL is 0958). If you have chosen to take the CAEL Test, which is administered at Saint Mary's University, the TESL Centre will forward the scores to the FGSR Office automatically.

## **Residence Application**

For anyone interested in living on campus, please visit [www.smu.ca/administration/resoffic](http://www.smu.ca/administration/resoffic) .

## **Resume**

Please submit one copy of your resume. The resume should include the following elements.

- Your name
- Education (including studies in program)
- Employment history (most recent first), including name and location of organization, size and type of business, job title, position responsibilities, and dates employed. Please indicate full-time and part-time employment.
- Academic, business, or professional awards and achievements
- Community, professional and extra-curricular activities
- Special Skills

## **Admission Process**

Once your application has been received in the *Faculty of Graduate Studies and Research Office*, they will document it and all pieces of the application will be collated and placed in a file under your name. After processing at the *Faculty of Graduate Studies and Research Office*, your file will be sent to the MBA Office for evaluation by the Admissions Committee. At any time during the application process you may contact the MBA Office for information about your file (902) 420-5002 or [mba@smu.ca](mailto:mba@smu.ca); however it is appreciated if you wait for at least two weeks to contact us after you have received email confirmation from the Faculty of Graduate Studies and Research that your file has been processed and forwarded to the MBA Program. If you would like to confirm initial receipt of your application with the Faculty of Graduate Studies and Research please contact [fgsr@smu.ca](mailto:fgsr@smu.ca).

## **Seat Deposit**

Should your application be successful, you will be required to deposit \$100.00 (Can) to confirm your acceptance of the offer of admission. Please note, this is a non-refundable fee but it will be applied to your tuition upon registration in the program. The fee cannot be transferred from one year to the next.

### **Application Fee Form**

The application fee is \$70.00 (Canadian). Payment must accompany the application in any of the following forms: cheque, credit card, bank draft & cash (in person only). Do not send cash by mail. If paying by credit card, please fill in the form below. (Make cheques payable to Saint Mary's University).

Name on Card (*please print*) \_\_\_\_\_

Visa Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Master Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application for the Sobey MBA Program

**Program and Start Date:**

- Full-time MBA   
  Part-time MBA   
  Accelerated Full-time MBA   
  Accelerated Part-time MBA  
 **September 2013**   
  **January 2014**

Request for Conditional Acceptance – Once conditions are met request starting the MBA program either (please allow time for completion of conditions when requesting start term):  September 2013 Master of Business Preparatory Program  January 2014

Mailing Address (Please Print)

Family name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Previous Family name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel # (H): \_\_\_\_\_ Tel # (W): \_\_\_\_\_  
 (include country code/city code for International numbers)

Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Personal Information:

1.  Male     Female   
 2. Date of Birth (dd/mm/yy) \_\_\_\_\_   
 3. Citizenship \_\_\_\_\_  
 4. Social Insurance Number \_\_\_\_\_   
 5. First language \_\_\_\_\_   
 6. Number of years work experience \_\_\_\_ \_\_\_\_

Immigration Status (for non-Canadians)

- Landed Immigrant (dd/mm/yy)   
  Will apply for Student Visa   
  Currently on Student Visa

Academic Record

Have you previously applied to the Sobey MBA Program?   
 Yes     No   
 If yes, when \_\_\_\_\_

If you have previously attended Saint Mary's University, indicate year: \_\_\_\_\_ Student Number: \_\_\_\_\_

Family name under which you were registered: \_\_\_\_\_

This year, did you attend:   
 college   
 university   
 no educational institution

ALL universities, colleges and any other post-secondary education	Years		Area of Study	Degree or Diploma	GPA or Average
	From	To			

Applicants are normally required to possess a Bachelor's degree in any field from a recognized university or college. Failure to report attendance at Saint Mary's University or any other institution will invalidate this application.

Undergraduate School Information: Please provide the Web site of your undergraduate school (if available):

**www:** \_\_\_\_\_  
**www.** \_\_\_\_\_

Required Tests

When did you take or plan to take the Graduate Management Admissions Test?

month      year  
   

When did you take or plan to take TOEFL or CanTest?  
*(for applicants whose first language is not English)*

     
month      year  
      
yes          no

*Please provide scores if known*

GMAT Score: Total \_\_\_\_\_

TOEFL Score: Total \_\_\_\_\_

CanTest: Average \_\_\_\_\_

Have you had your scores reported to Saint Mary's University?

**Please note that application will not be processed without official scores from the testing agency.**

Please list your work experience, starting with the most recent position first. Please provide complete information.

Job Title and Name of Company	Dates*	Full or Part-time	Primary Responsibilities	Last monthly salary drawn (in CDN \$)**

\* Indicate starting and ending months and years (e.g., 05/2000 – 05/2003)  
\*\* If your salary was not in Canadian \$, please convert it to CDN \$ using the latest exchange rate available to you.

Essay Questions

Please write two essays (250-300 words each) . Choose one of (A) or (B). You must do (C). Please provide your typed essays on separate sheets.

- A. Describe a recent situation where you had to confront an ethical challenge in your personal or professional life. How did you address the challenge? What generalizations can you draw from this experience?
- B. Describe a recent event in your life when you overcame adversity and succeeded in a task or achieved a goal. What did you learn about yourself from this experience?
- C. Why do you wish to pursue a Sobey MBA at Saint Mary's University? How does the MBA relate to your future career goals? Please be specific.

Short Answer Questions

To provide the Admissions Committee with a complete picture of you, submit short answers to the following questions. Be specific in your answers and provide examples, where possible. (Please provide your typed short answers on a separate sheet(s).)

1. What are your main strengths?
2. In what areas do you think you need improvement?
3. a) List the countries to which you have traveled.    b) List the languages in which you are proficient.
4. Is there any other information you would like the Admission Committee to consider?

Names of Referees: (Two reference letters are required, you are not required to submit an academic reference; you may submit an optional third reference letter if you wish. Referees cannot be personal friends or relatives.)

	Referee #1	Referee #2	Referee #3 (optional)
Name			
Job Title			
Organization			
Email			
Full Mailing Address			

What were your sources of information concerning the Sobey MBA Program?

- Sobey MBA Web Site     Other MBA related Web Sites     Advertisement     Educational Fair \_\_\_\_\_(city)
- Word-of-Mouth     Saint Mary's Alumni (name)\_\_\_\_\_
- Other, please specify: \_\_\_\_\_

To which other MBA Schools have you applied or do you intend to apply? \_\_\_\_\_

**Permission to release Personal information (optional)**

Your written permission is required before any personal information, including any admissions decisions, can be released to a third party. If a family member, agent or designated representative will be inquiring on your behalf and you would like to grant them access to your application information, you must indicate so below. Access to your personal information will be granted only during the evaluation of your application.

- I hereby consent to the release of information concerning my application for admission during the application evaluation period to:

\_\_\_\_\_  
Name and Relationship



# Application Checklist

**Application Checklist:** Your application cannot be processed until the following documents have been received. Please include this page with your application.

I have included the following documents in my application package: (please tick appropriate boxes)

- Application form
- Typed essay and short answer question responses
- Resume
- Admission Application Fee: \$70, non-refundable, cheque or money order payable to Saint Mary's University.

I have requested that the following official documents be sent to Saint Mary's University: (please tick appropriate boxes)

- GMAT (school code is GMAT is 0M9-5R-11)
- TOEFL (school code is 0958) or CAEL at Saint Mary's University
- Transcripts: one (1) copy of all official transcripts forwarded from the issuing institution to Saint Mary's University. In addition, a notarized official English translation is required of all applicants of a foreign institution not issuing documents in English.
- References: forwarded from your referees to Faculty of Graduate Studies Office.

## Declaration (required)

I hereby certify that all of the above information provided in this application is complete and correct, and I authorize Saint Mary's University to verify any information provided as part of this application. I understand that withholding information or falsification of information in this application or supporting documents may be considered grounds for non-admission or, after admission, grounds for dismissal.

All submitted documents become the property of Saint Mary's University and will not be returned. Your application must be complete to be processed and a decision made.

Regulations relating to all academic matters and student conduct on campus are made by the Board of Governors and the Senate of the University. In making this application, the student agrees to abide by all regulations, from time to time promulgated by the University. Attendance refers to both full-time and part-time and even applies in cases of withdrawal before completion of an academic year or program.

\_\_\_\_\_  
Signature (unsigned applications cannot be considered)

\_\_\_\_\_  
Date

## **Mail or Deliver this Form with your Application Fee to:**

**Faculty of Graduate Studies and Research  
Saint Mary's University  
Atrium, Suite 210  
923 Robie Street,  
Halifax, NS B3H 3C3 CANADA**

## CONFIDENTIAL

# Recommendation for Sobey MBA Admission

Note to Candidate: Please print your name and date of birth and give this form to your referee. Your referee **MUST** directly mail this form and a letter to the Faculty of Graduate Studies.

Name of Candidate (*Please Print*): \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_

\_\_\_\_\_ All information below to be filled by the Referee \_\_\_\_\_

Note to Referee: The individual named above has applied to the Sobey MBA Program at Saint Mary's University. The MBA is a Masters degree that provides students the skills and training required to become successful business leaders/managers/entrepreneurs. Your detailed assessment of this applicant will assist the MBA Admissions Committee in determining the suitability of this applicant for a rigorous graduate program in business. We thank you for taking the time to provide a thorough and fair evaluation of this candidate. Please return this form and your letter directly to the Faculty of Graduate Studies Office.

How long (months/years) have you known this candidate? \_\_\_\_\_

In what capacity do you know / did you know this candidate? \_\_\_\_\_

How well do you know this applicant? \_\_\_\_\_

Characteristics of Candidate	Exceptional Top 2%	Outstanding Top 2-5%	Very Good Top 5-10%	Good Top 10-25%	Average Top 25-50%	Below Average Lower 50%	No Basis for Judgment
Analytical Skills							
Speaking Skills in English							
Writing Skills in English							
Interpersonal Skills							
Intelligence							
Initiative							
Work Ethic							
Creative and Original Thinking							
Maturity							
Self Confidence							
Integrity							
Potential for Successful Graduate Study							
Potential for Becoming a Successful Leader or Manager							

*Continued on reverse...*

If you were responsible for the admission decision for this candidate, which of the following would best represent your action

(check only one, please).

- |   |  |
|---|--|
| <input type="checkbox"/> accept the application with absolutely no reservations | <input type="checkbox"/> uncertain what my action would be |
| <input type="checkbox"/> accept the application                                 | <input type="checkbox"/> probably reject the applicant     |
| <input type="checkbox"/> accept the application with some reservations          | <input type="checkbox"/> definitely reject the applicant   |

If you said "accept the application with some reservations", please elaborate on the reasons for such a recommendation:

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Please provide answers to the following questions in a letter to the Admissions Committee. The letter must be in your official letterhead or must have the official seal of your organization. Please sign and date the letter. Please send the letter along with this form to the Faculty of Graduate Studies Office.

1. What are the main strengths of this candidate?
2. What are this candidate's weaknesses and areas that need improvement?
3. Have you observed this candidate play a leadership role (in class or at work)? In your experience, was this applicant a leader or a follower?
4. Please comment on this candidate's interpersonal skills. How well does this candidate work in a team environment?
5. Please include any other information you deem pertinent to this candidate's MBA application.

Name of Referee (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Company: \_\_\_\_\_

Company/School web site: \_\_\_\_\_

Your Highest Educational Qualification/Degree: \_\_\_\_\_

Complete Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please attach your business card in this space.

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Atrium, Suite 210, 923 Robie Street,  
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Date of Birth (dd/mm/yy): \_\_\_\_\_

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How long (months/years) have you known this candidate? \_\_\_\_\_

In what capacity do you know / did you know this candidate? \_\_\_\_\_

How well do you know this applicant? \_\_\_\_\_

Characteristics of Candidate	Exceptional Top 2%	Outstanding Top 2-5%	Very Good Top 5-10%	Good Top 10-25%	Average Top 25-50%	Below Average Lower 50%	No Basis for Judgment
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Writing Skills in English							
Interpersonal Skills							
Intelligence							
Initiative							
Work Ethic							
Creative and Original Thinking							
Maturity							
Self Confidence							
Integrity							
Potential for Successful Graduate Study							
Potential for Becoming a Successful Leader or Manager							

*Continued on reverse...*

If you were responsible for the admission decision for this candidate, which of the following would best represent your action  
(check only one, please).

- |   |  |
|---|--|
| <input type="checkbox"/> accept the application with absolutely no reservations | <input type="checkbox"/> uncertain what my action would be |
| <input type="checkbox"/> accept the application                                 | <input type="checkbox"/> probably reject the applicant     |
| <input type="checkbox"/> accept the application with some reservations          | <input type="checkbox"/> definitely reject the applicant   |

If you said "accept the application with some reservations", please elaborate on the reasons for such a recommendation:

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Please provide answers to the following questions in a letter to the Admissions Committee. The letter must be in your official letterhead or must have the official seal of your organization. Please sign and date the letter. Please send the letter along with this form to the Faculty of Graduate Studies Office.

6. What are the main strengths of this candidate?
7. What are this candidate's weaknesses and areas that need improvement?
8. Have you observed this candidate play a leadership role (in class or at work)? In your experience, was this applicant a leader or a follower?
9. Please comment on this candidate's interpersonal skills. How well does this candidate work in a team environment?
10. Please include any other information you deem pertinent to this candidate's MBA application.

Name of Referee (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Company: \_\_\_\_\_

Company/School web site: \_\_\_\_\_

Your Highest Educational Qualification/Degree: \_\_\_\_\_

Complete Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please attach your business card in this space.

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Writing Skills in English							
Interpersonal Skills							
Intelligence							
Initiative							
Work Ethic							
Creative and Original Thinking							
Maturity							
Self Confidence							
Integrity							
Potential for Successful Graduate Study							
Potential for Becoming a Successful Leader or Manager							

*Continued on reverse...*

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(check only one, please).

- |   |  |
|---|--|
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| <input type="checkbox"/> accept the application                                 | <input type="checkbox"/> probably reject the applicant     |
| <input type="checkbox"/> accept the application with some reservations          | <input type="checkbox"/> definitely reject the applicant   |

If you said "accept the application with some reservations", please elaborate on the reasons for such a recommendation:

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Please provide answers to the following questions in a letter to the Admissions Committee. The letter must be in your official letterhead or must have the official seal of your organization. Please sign and date the letter. Please send the letter along with this form to the Faculty of Graduate Studies Office.

11. What are the main strengths of this candidate?
12. What are this candidate's weaknesses and areas that need improvement?
13. Have you observed this candidate play a leadership role (in class or at work)? In your experience, was this applicant a leader or a follower?
14. Please comment on this candidate's interpersonal skills. How well does this candidate work in a team environment?
15. Please include any other information you deem pertinent to this candidate's MBA application.

Name of Referee (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Company: \_\_\_\_\_

Company/School web site: \_\_\_\_\_

Your Highest Educational Qualification/Degree: \_\_\_\_\_

Complete Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please attach your business card in this space.

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Halifax, NS B3H 3C3 CANADA**

## **Criteria For Advanced Standing At Saint Mary's University**

MBA applicants may be granted advanced standing credits based upon demonstrated mastery of 5000 level Sobey MBA courses. "Advanced standing" means that credit is granted for the course(s) as if they had been taken in the program. The benefits to the student are a shortened program and reduced costs. Regardless of the number of advanced standing credits granted, students must complete a minimum of 6.5 credits (the equivalent of 13 half-courses) after admission and a minimum of 5.5 of these credits must be taken at Saint Mary's.

The criterion is that students must have completed 1.0 credits (2 half-courses) with grades of B+ or higher (or equivalent) in the area of the course being considered for advanced standing. For example, a student who has completed two undergraduate courses (1.0 credit) in financial accounting, with a B+ in one and an A- in the other, would be granted advanced standing for the MBA Financial Accounting course.

Since transcripts do not provide sufficient evidence of mastery, you are required to submit additional information from the university in English. Appropriate documentation would include either a letter on university letterhead detailing course content and signed by either the instructor or the academic head of the program or an official academic calendar, which includes course outlines. If the university cannot provide official documents in English, you may submit the official document in its original language along with a notarized translation of the specific information that supports your application for advanced standing.

Candidates considering the Accelerated Program must have a 4 year undergraduate degree in business with a CGPA of 3.5 or higher.



## ***On-Campus Living at Saint Mary's University***

Information about graduate/family or single student campus accommodation can be found on the web at [http://www.smu.ca/administration/resoffic/app\\_family.html](http://www.smu.ca/administration/resoffic/app_family.html). Please note, space is very limited in the graduate/family residences, so apply early.

**For residence applications please see link:** <http://www.smu.ca/administration/resoffic/app.html>

As a graduate applicant, you should apply for **graduate/family accommodation** as soon as your program application is submitted.

***Do not wait to find out if you are accepted to the MBA Program.***

Your residence application will be placed on a waiting list at the housing office in the order in which it arrived. You will be notified after you are accepted to the MBA Program as to whether or not you were successful in obtaining accommodation.

To receive an information package on **graduate/family campus accommodation**, please visit the website above, or contact the Graduate/Family Housing Office:

902-420-5589 or [family.housing@smu.ca](mailto:family.housing@smu.ca)

Or write to: Saint Mary's University, Family & Graduate Housing Office  
Office of the Director, University Residence  
923 Robie Street,  
Loyola Residence, Room 105  
Halifax, Nova Scotia B3H 3C3 Canada

In addition, there are **single student accommodations** on campus. These rooms are typically occupied by 17-20 year old undergraduate students, but it is not uncommon for graduate students to live there also. Should you be interested in obtaining information about single student accommodation on campus, visit the link: <http://www.smu.ca/administration/resoffic/single.html>

Residence Life Office - 902-420-5598 or [residence.life@smu.ca](mailto:residence.life@smu.ca)

Or write to: Saint Mary's University, Residence Life Office  
923 Robie Street,  
Loyola Residence, Room 108  
Halifax, Nova Scotia B3H 3C3 Canada

The University reserves the right to refuse an application for residence accommodation, to cancel residence privileges at any time, and to reassign students to other rooms for reasons it deems appropriate.

## ***Off-Campus Housing at Saint Mary's University***

For those of you considering living off-campus during the program, Saint Mary's has created an Off-Campus Housing Office to assist you with finding the right living arrangement for you. Information about off-campus housing in Halifax can be found at the web site

<http://www.smu.ca/och/>

There are over 18,000 students attending university in Halifax, with the majority living in the south end of the city. As such, ***Halifax's vacancy rate is quite low and you are encouraged to start looking for off-campus housing as soon as possible*** (ideally in April or May).

The Off-Campus Housing Office is ready to assist you with:

- How to find a house, an apartment, flat, or room with a local family
- What to look for in your accommodations
- How to find a roommate
- Signing leases
- Tenant and landlord rights in Nova Scotia
- Current property listings

### **Please contact:**

Saint Mary's University, Off-Campus Housing Office  
923 Robie Street,  
Loyola Residence, Room 107  
Halifax, Nova Scotia B3H 3C3 Canada

Phone: 902.491.8606

Fax: 902.496.8107

Off-Campus Housing website - <http://www.smu.ca/och/>

Email: [offcampus.housing@smu.ca](mailto:offcampus.housing@smu.ca)

# NOTES