



TELFER GRADUATE PROGRAMS CHECKLIST

In order for your admission's file to be reviewed by the Telfer School of Management Admissions Committee the following tasks must be completed:

- 1. Complete the OUAC application form online, www.grad.uOttawa.ca/apply
 - Pay \$75 application fee to OUAC online
- 2. Provide an electronic copy of the application form to the Telfer Graduate Office
- 3. Provide recent official transcript(s) sealed from the institution
 - If applicable, include official translations
 - If possible, provide an electronic copy of transcript(s)
 - Provide, if possible official proof of degree
 - You will receive notification from the Telfer Graduate Office once your application file is complete
 - Transcripts from non-Canadian and non-American institutions should include the grading scale

Note: Transcripts from the University of Ottawa will be requested by our office
- 4. Provide an electronic copy of your curriculum vitae (resume)
 - Please detail managerial and/or professional experience
- 5. Provide two sealed confidential letters of recommendation
 - If preferred, referees may send the letter directly to the Telfer Graduate Office
- 6. Provide an electronic copy of your letter of intent (MBA/MHA) or statement of research interest (MSc)
 - 500 words for MBA / MHA (letter of intent)
 - 800-1000 words for MSc (statement of research interest paper)
- 7. Provide the official admission test scores (GMAT, TAGE MAGE or GRE)
 - Request that official GMAT, TAGE MAGE or GRE test results be sent directly to the Telfer Graduate Office.
 - GMAT (MBA/MHA/MSc)
 - TAGE MAGE (MBA/MSc)
 - GRE (MSc)

Note: The TAGE MAGE is only for those applying to a French Graduate Program
- 8. If applicable, provide the official language proficiency scores (TOEFL, IELTS, CANTEST etc.)
 - Request that your official test scores be sent directly to the Telfer Graduate Office

Note: For information on test exemptions visit: [http://www.telfer.uOttawa.ca/mba/content/view/3/180/lang.en/](http://www.telfer.uOttawa.ca/mba/content/view/3/180/lang/en/)

Deadline: February 1st (International students) and April 1st (Canadian and American students)

Please email all electronic documents to the appropriate address:
mba@telfer.uOttawa.ca – mha@telfer.uOttawa.ca – mhc@telfer.uOttawa.ca

Please have all hard copy documents delivered to the following address:
55 Laurier Avenue East, Room 4160, Ottawa ON K1N 6N5 Canada
613-562-5884 - www.telfer.uOttawa.ca