



TELFER MBA AND MHA 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 online the \$100 OUAC application fee (Do not send payment to Telfer Graduate Office)
- 2. Provide an electronic copy of the Submission Summary of the application form (document provided after completing the payment) to the Telfer Graduate Office
- 3. Provide in a sealed envelope a recent official transcript from each university institution you attended
 - If applicable, include official translations in English or French
 - To accelerate the admission process an electronic copy of your transcript(s) can be temporarily accepted until we receive your official copies
 - Provide official proof of degree(s)
 - Transcripts from non-Canadian and non-American institutions should include the grading scale
 - Candidates who completed their studies in China must ask the *China Academic Degrees and Graduate Development Center* to assess the authenticity of their degree(s) and transcript(s). For more details visit www.cdqdc.edu.cn

Note: Transcripts from the University of Ottawa will be requested by our office
- 4. Provide an electronic copy of your curriculum vitae (resume)
 - Please outline your managerial experience, professional experience and any pertinent volunteer work
- 5. Provide hard copies of two sealed referee forms
 - Visit our website for the referee form www.telfer.uOttawa.ca/reference
 - Referees should be an employer or professional contact
 - Referees must sign the form and send it in a sealed envelope directly to the Telfer Graduate Office
- 6. Provide an electronic copy of your letter of intent (cover letter)
 - 500 words stating your reasons for pursuing a graduate program, and your contribution to the program given your background and experience
- 7. Provide the official admission test scores (GMAT or TAGE MAGE)
 - Request that official GMAT or TAGE MAGE test results be sent directly to the Telfer Graduate Office
 - The Telfer department codes are 4BZ-76-75 (MBA) and 4BZ-76-78 (MHA)

Note: The TAGE MAGE is only for those applying to a French Graduate Program
- 8. If applicable, provide your official language proficiency test scores (TOEFL, IELTS, CANTEST etc.)
 - Request that your official test scores be sent directly to the Telfer Graduate Office
 - The TOEFL Department code is 0993

Note: Please provide only one copy per required document (electronic or paper)

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

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