

Preparing your Application

At the Telfer Executive MBA Program, we understand the investment you will make. Our objective is to ensure that you are making a well-informed decision that is right for you.

Complete Application Checklist

- **Prerequisites for Admission**
 - An undergraduate degree with a minimum 70% average or significant work experience;
 - At least 5 years work experience (although participants have on average 15 years work experience);
- **Interview with the Director**
 - Please prepare and submit a copy of your curriculum vitae the week before the interview.
- **Completed Application Form**
- **Accompanying Documentation**
 - Current Curriculum vitae;
 - A letter of intent describing your suitability for the Telfer Executive MBA Program
 - Additional information you believe may be useful to gain admission to the Program;
 - Official transcripts from all previously attended post-secondary institutions;
 - Two confidential letters of recommendation from either current or former supervisors;
 - A letter from your current employer providing support for your enrollment;
 - Business Case study analysis;
 - In some cases, results from a recent Graduate Management Admission Test (GMAT);
 - In some cases, evidence of proficiency in English.
- **Payment of the Application Fee (\$165.00)**



Interview with the Director

You will need to schedule a meeting with the Director as a part of your application process. The interview provides you with an avenue to personally discuss your eligibility as well as your personal and professional goals as they may relate to the Program. This is an opportunity for you to ask questions about the Program and to provide us with a more personal explanation of your professional background and personal interests. Many candidates accompany the interview with the Director with the chance to sit-in on a Telfer Executive MBA class. This way, your interview as well as your participation in the classroom constitute as a component of your research and validation of your investment into the Program.

LETTER OF INTENT

The letter of intent is an important component of your application. It allows you to communicate to the Telfer Executive MBA Selection Committee the key topics that will prove critical to your success within the Program. Your letter of intent should be two to three pages in length and can be addressed to the director of the Program.

The focus of your letter of intent should address the following six topics:

1. Consider your personal contribution to the learning experience within the classroom.

The diversity of candidates within a Telfer Executive MBA cohort allows you to learn not only from experienced faculty members but also from your peers. Provide your own individual assessment of what you can contribute to the learning environment based upon your personal career progression, experiences and achievements.

2. Articulate your expectations and objectives for the Telfer Executive MBA Program.

Every candidate has a distinct purpose for considering the Telfer Executive MBA Program. You will need to critically develop a well-defined set of professional development and learning objectives. Clearly specify why you are pursuing the Telfer Executive MBA, how the Program will contribute to your career progression and what are the key elements in which you wish to develop as you move through the Program.

3. Describe your work ethic.

The Telfer Executive MBA Program requires a high level of commitment, active involvement with classmates and clients, and the enthusiasm to learn new concepts. Characterize your work ethic and provide examples where you have successfully operated in a stressful, high-intensity and delivery-focused work environment.

4. Describe how you work within a team environment.

At the Telfer Executive MBA Program, there is a strong emphasis placed on teamwork and learning to work within a group environment. Discuss your experiences in working within project and management teams. What do you consider as your strengths which you would bring to a team environment? What areas you would like to further develop? Describe what you look for in your teammates.

5. Explain your plans to meet the time requirements of the Program.

The Telfer Executive MBA Program is a full-time graduate program. You can expect to invest on average 25 to 35 hours per week on program requirements. This includes preparation, classes, and team meetings. It is important for you to have a support network in place, including your family and employer in order to devote the necessary levels of time and commitment to the Program. Explain what changes you will be making to your professional and personal schedule to accommodate this additional commitment.

6. Articulate how you plan to meet the financial commitment to the Program.

The Telfer Executive MBA requires a financial commitment over the 21 months. Please explain how you will manage to support the financial requirements. If you are receiving financial support from your employer, please discuss.