

## 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:

*Note: Please include this checklist with your complete file*

- 1.** Complete the OUAC application form online, [www.grad.uOttawa.ca/apply](http://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 must 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](http://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](http://www.telfer.uOttawa.ca/reference)
  - Referees should be an employer or professional contact
  - Referees must sign the original form and send it in a sealed envelope. Please print form one-sided
- 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 official GMAT results
  - Request that official GMAT test results be sent directly to the Telfer Graduate Office
  - The Telfer department codes are 4BZ-76-75 (MBA FT), 4BZ-76-74 (MBA PT), 4BZ-76-78 (MHA FT) and 4BZ-76-67 (MHA PT)

*Note: The GRE and TAGE MAGE will not be accepted.*
- 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 1<sup>st</sup>** (International students) and **April 1<sup>st</sup>** (Canadian and American students)  
**Please email all electronic documents to the appropriate address:**  
[mba@telfer.uOttawa.ca](mailto:mba@telfer.uOttawa.ca) – [mha@telfer.uOttawa.ca](mailto: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](http://www.telfer.uOttawa.ca)