



MBA Application Information

Updated February 2020

All applications must include:

- Application form - a link can be found at: www.haskaynemba.ca
- Transcripts
- Two references (link to be sent from on-line application system to referees)
- Resume
- Statement of career and learning goals
- Special examination scores such as GMAT, GRE, TOEFL, IELTS
- Application fee

Transcripts

- Applicants must have a four-year undergraduate degree from a recognized institution with a Grade Point Average (GPA) of 3.0 on our 4.0 scale. Those with GPA slightly below 3.0 should contact our office.
- The required mark can vary for overseas transcripts as not everyone uses the 4-point scale, so please contact the MBA office for clarification on your transcript.
- Include one set of official transcripts to be provided by the institution in a sealed envelope from **ALL** post-secondary institutions attended. (We will not evaluate with unofficial documents.)
- If the transcript or certificate is written in a language other than English, you must provide a notarized English translation.
- If you are in your final year, arrange to have an official final set of transcripts sent once the degree is awarded. All applicants must convocate by June of the year they plan to start their MBA.
- If you are requesting transfer credits from another postgraduate program, do so when you apply to the Haskayne MBA.
- You do not need to send for transcripts if you have received your degree from the University of Calgary.
- Transcripts can be mailed or couriered to the address on the last page of this document.

References

- On the application form you will be asked to supply the names and email addresses of two references. A link will be sent to your references with instructions on filling out the reference form and uploading it to our system.
- References should be from individuals who are able to speak with certainty about your professional achievements and potential (preferably this will be your current or most current employer).
- We will need two professional references if you have been out of school for more than two years.
- **We do not accept references from family members, friends or people currently registered in a graduate degree.**

Work experience and resume

- Two or more years of appropriate employment after graduation is required. Time spent in co-op or internship programs will not be considered.
- When your application is complete and submitted, you will receive an email from Graduate Studies with instructions on how to upload your resume into the Student Centre.

Statement of career learning goals

Answer the following two questions as clearly and concisely as possible – only the first 250 words in each answer will be read.

- (1) How, considering your career progress to date does an MBA fit in with your future career goals? Please describe.
- (2) When thinking of your own personal successes – were they a result of your own personal skills or your ability to work with others? Please describe.

If you are applying for the daytime program, and believe you are a good candidate for a donor-sponsored scholarship where there is a specific "field of study" requirement, note the award in your response to question (1) and explain how your background/career objectives qualify you.

Include unique experiences or abilities not indicated in your transcript or resume.

When your application is complete and submitted, you will receive an email from Graduate Studies with instructions on how to upload your statement into the Student Centre.

English language proficiency

Applicants for whom English is a second language must have a minimum score of 250 (computer-based) or 97 (internet-based) (with a minimum score of 20 in each section) on the Test of English as a Foreign Language (TOEFL). Please note that the TOEFL score **may** be waived if you are working in Canada and you do well on the English component of the GMAT. Please request that testing centres send your scores to our institution. Our institution code is: 0813.

Applicants may also provide proof of English proficiency by passing the International English Language Testing System (IELTS) Academic-level with a minimum overall band score of 7.0 (with a minimum score of 6 in each section.)

GMAT or GRE

All applicants to the Haskayne MBA must take the Graduate Management Admission Test (GMAT) or the GRE (Graduate Record Examinations). A minimum score of 550 is required. If you are interested in information regarding test centre locations, the nature of the exam and scoring procedures, please visit the GMAT website at gmat.com or mba.com. GMAT scores are valid for five years from the date the test is taken. Our institution code is: L62-DR-53.

Please schedule your test appointment by phone: 1.800.717.GMAT (4628) or register online at mba.com.

Our school code for the GRE is 0813. The department code is: 4201. We require your GRE to be at the 80%.

Application fee

All applicants need to submit a non-refundable application fee of \$125 CAD for Canadian citizens and permanent residents and \$145 CAD for international applicants.

MBA program fees

The regular MBA consists of 20 courses. The Accelerated MBA consists of 11 courses.

Fees are currently under review and are subject to change from year to year. For more information on fees, please see this link: <https://www.ucalgary.ca/pubs/calendar/current/p-1-2.html>

Regular MBA Program – Application Deadlines

Program Start	Day or Evening	Open To	Application Opens	Application Closes & Documents Due
September 2020 intake	Day Program	International	Sept 15, 2019	March 1, 2020
September 2020 intake	Day Program	Perm. Res. or Canadian	Sept 15, 2019	June 1, 2020
September 2020 intake	Evening Program	Perm. Res. or Canadian	Sept 15, 2019	June 1, 2020

- Please note, admission evaluation occurs when all required documentation is received. Early submission of official transcripts, official test results, and supporting documentation is recommended.

Accelerated MBA Program – Application Deadlines

If you hold a bachelor of business administration or bachelor of commerce degree issued from a recognized Canadian or U.S. post-secondary institution, you may be eligible for the MBA Accelerated program. You must have received your degree within 10 years of the intake start date, and your GPA must meet the Accelerated program admission requirements.

(Business degrees issued from institutions outside Canada and U.S.A. are not eligible for this program.)

Program Start	Program	Open To	Application Opens	Application Closes & Documents Due
September 2020 intake	Accelerated	International applicant that holds a Canadian or U.S. business degree Perm. Res. or Canadian	Sept. 15, 2019	March 1, 2020
September 2020 intake	Accelerated	Perm. Res. or Canadian	Sept. 15, 2019	April 1, 2020
January 2021 intake	Accelerated	Perm. Res. or Canadian	June 15, 2020	Nov 15, 2020

Accelerated & Evening MBA Programs

For more information, please contact:

Micheline Campanaro

Senior Recruitment and Admissions Specialist

Haskayne School of Business

University of Calgary

Room SH302, 2500 University Dr NW

Calgary AB T2N 1N4

Email: mcampana@ucalgary.ca

Tel: 403.220.3808

Toll Free: 1-877-220-3808

Daytime MBA Program

For more information, please contact:

Amanda Ramsey

Senior Recruitment and Admissions Specialist

Haskayne School of Business

University of Calgary

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