



MBA Application Information

Updated September 9, 2022

To have your application evaluated the following items will be required:

- Application form - a link can be found at: www.haskaynemba.ca
- Unofficial transcripts/degree certificates (overseas) to be uploaded to your application
- 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. (These must be sent officially.)
- Application fee
- You may be sent a link to a video interview

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.
- We will evaluate your file with unofficial transcripts that you will upload to your application form. When your application is complete and submitted, you will receive an email from Graduate Studies with instructions on how to upload your transcripts into the Student Centre.
- If the transcript or certificate is written in a language other than English, you must provide a notarized English translation.
- Please note students cannot attend two programs at the same time, so degree requirements must be completed by April 30, 2022, for the Winter 2023 Accelerated intake or April 30, 2023, for the Fall 2023 intake.
- All degree requirements must be completed by June 1st, 2022, if you are applying for the Winter 2023 Accelerated MBA intake.
- 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.
- Should you be admitted to the program, you will need to arrange for official transcripts to be mailed or couriered from all post-secondary institutions attended directly to our office in a sealed envelope. Our address is 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 **workplace** referees. A link will be sent to your referees with instructions on filling out the reference form and uploading it to our system.
- 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 full-time 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 (official results must be sent by the test provider)

Applicants for whom English is a second language must have a minimum score of 97 and 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 and a minimum score of 6 in each section.

GMAT or GRE (official results must be sent by the test provider)

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 MBA.com. GMAT scores are valid for five years from the date the test is taken. Our institution code is: L62-DR-53.

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 (for business graduates) 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 2023 intake	Day Program	International	Sept 15, 2022	February 1, 2023
September 2023 intake	Day Program	Perm. Res. or Canadian	Sept 15, 2022	June 1, 2023
September 2023 intake	Evening Program	Perm. Res. or Canadian	Sept 15, 2022	June 1, 2023

Accelerated MBA Program – Application Deadlines

If you hold a Bachelor of Business Administration, Bachelor of Management or Bachelor of Commerce 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
January 2023 intake	Accelerated	PR/Canadian	June 15, 2022	Nov 15, 2022
September 2023 intake	Accelerated	PR/Canadian	Sept 15, 2022	April 1, 2023
September 2023 intake	Accelerated	International applicant that holds a Canadian or U.S. business degree	Sept 15, 2022	February 1, 2023

For more information, please contact:

Accelerated MBA Program	Kaitlyn Byl Senior Recruitment and Admissions Specialist Email: kaitlyn.byl@ucalgary.ca Tel: 403.220.5149
Daytime MBA Program	Amanda Ramsey Senior Recruitment and Admissions Specialist Email: amanda.ramsey@ucalgary.ca Tel: 403.220.8872
Evening MBA Program	Micheline Campanaro Senior Recruitment and Admissions Specialist Email: mcampana@ucalgary.ca Tel: 403.220.3808 Toll Free: 1-877-220-3808

Mail/Courier Address for Transcripts:

MBA Office, University of Calgary
 Room SH302, 2500 University Dr NW
 Calgary AB T2N 1N4
 Phone: 403-220-5685