

1. SUPPLEMENTARY ADMISSION DATA FORM

Please fill out the attached Master of Business Administration (MBA) Supplementary Admission Data form.

2. LETTERS OF RECOMMENDATION

A minimum of two Letters of Recommendation are required for each application.

The two recommendations should be from academic referees – former professors or research supervisors familiar with applicant's abilities. One recommendation may be substituted with a professional letter from a previous employer.

IMPORTANT!

A new online referee portal is now available for the fall 2012 session. You will be asked to complete the referee page on the online application form with their contact information including an active institution e-mail address. Your referee will be contacted electronically within 5-7 business days of your application submission with further instructions.

Reference letters are a key component of your application package and a close attention must be paid prior to selecting a referee. It is also your responsibility to contact the referee before filling out the online application form to confirm their availability.

Please note that we reserve the right to contact your referees at any stage during the application process.

3. STATEMENT OF INTEREST

You are required to submit a brief statement (about 500 words in length) that should address the following:

- your reasons for graduate study;
- the research interest(s) you may wish to pursue in the MBA program;
- how your previous studies and experience have prepared you for the MBA program; and
- your career objectives and how the MBA program relates to them.

4. RÉSUMÉ

Please submit an updated résumé highlighting your education, work experiences, skills, awards, etc.

5. APPLICATION CHECKLIST (# OF COPIES REQUIRED TO SUBMIT)

Please submit all required items in one package.

- Hard copy printout of your signed online application form in a pdf format. (2 copies)
- Supplementary Admission Data Form (2 copies)
- Statement of Interest (2 copies)
- Résumé (2 copies)
- Two Letters of Recommendation (*referees will be contacted by Ryerson upon submission of the online application form*)
- All Official Transcripts (2 official copies) *Hard copies not required ONLY if official transcripts from an Ontario university was requested through the online OUAC application form.*
- English Proficiency Test Score (if applicable)
- GMAT Score (sent to Ryerson University, code: 3QP-56-33)
- Write "MBA (Global Focus)" on the outside of your application package

Important: Incomplete applications will **NOT** be processed. It is the responsibility of the applicant to ensure that all required documentation is submitted correctly and promptly.

NOTES:

1. Ryerson reserves the right to withdraw or cancel programs or courses due to a lack of enrolment.
2. For further information about the program, please contact the Program Administrator at 416-598-5925, mba@ryerson.ca or visit www.ryerson.ca/mba.
3. For further information about your application, please contact the Graduate Admissions Office at 416-979-5150, gradadmit@ryerson.ca or visit www.ryerson.ca/graduate/admissions.

**Complete all sections. TYPE or PRINT carefully. Read and follow the attached Instruction Sheet.
Include all submissions. Applications without the correct fee payment will not be processed.**

Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/>	Last Name	First Name
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E-mail:

To ensure you receive your Ryerson University, School of Graduate Studies emails, please add gradmit@ryerson.ca and newapp@ryerson.ca to your address book.

PROGRAM Option: (check one)	<input type="checkbox"/> MBA - Full-time	<input type="checkbox"/> MBA - Part-time	PREVIOUS RYERSON STUDENT # (if applicable)							

Proposed Field of Study: (check one)	<input type="checkbox"/> International Business	<input type="checkbox"/> Marketing
	<input type="checkbox"/> Human Resources Management	<input type="checkbox"/> Retail and Commercial Development

GMAT Score:

Previous Studies Please indicate which of the following you have completed*:

- Accounting
- Finance
- Economics
- Marketing
- Statistics

*Full-time students who do not have these undergraduate credits must earn them at the Ted Rogers School of Management in the May to July (Summer) Foundation Term. Part-time students can take the Foundation courses at the Ted Rogers School of Management during the evenings in the Summer or Fall Terms.

Funding from External Sources	Please list any Scholarships, Fellowships, Grants and/or other financial awards you hold or have applied for to support your graduate studies:
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Major Work Experience	Number of Years of Full-time Employment	Date/s	Employer and Your Job Responsibility

Languages (indicate the level of proficiency)	Spoken:
	Written:
	Reading:

Letters of Recommendation Please list the names and contact information of your referees.	Name of Referee	Academic Institution	Address	Email Address
	1.			
	2.			

Signature	Date
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If evidence of misrepresentation or fraudulent or falsified documentation is found, the penalty is severe. Ryerson University reserves the right to revoke any offer of admission and/or financial support from the University.

Ryerson University may disclose evidence of any misrepresentation or fraudulent or falsified documentation to all Canadian university, to Citizenship and Immigration Canada and to law enforcement personnel where appropriate.