



SAUDER
School of Business

**ROBERT H. LEE
GRADUATE SCHOOL**

The MSc Program in Business Administration

**MSc Program
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Sauder School of Business
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APPLICATION PROCESS

Please read the following instructions carefully before you begin to complete the applications. We suggest that you use this application package to familiarize yourself with the information that we require. **After doing so, we strongly encourage you to submit an electronic application via our website: www.sauder.ubc.ca/msc/admissions/index.cfm as this increases the efficiency to the admission file processing, and enables UBC to provide more timely decisions.** Retain a copy of the information provided to UBC for your records.

The Admissions committee carefully evaluates the entire applicant profile as presented through academic record, Graduate Management Admissions Test (GMAT) scores or Graduate Record Examination (GRE) scores, full-time work experiences, essays, and letters of recommendation. Each application is reviewed carefully and assessed independently from other applications.

The MSc in Business Administration program commences annually in September. UBC uses a rolling admission process, in which applications are evaluated in the order they are complete. Therefore, it is to your advantage to submit your complete application as early as possible before the deadline.

Files are only reviewed upon receipt of the application fee and all required application materials including the official transcripts, referee letters, GMAT or GRE, and TOEFL or IELTS or MELAB (if applicable) score. For this reason, we encourage you to ensure that all documentation is forwarded to UBC in a timely manner. If you anticipate a delay in the submission of any documentation, please enclose an explanatory note.

ENTRANCE REQUIREMENTS

Grading systems differ widely between countries. We recommend that applicants have academic backgrounds within the general requirements listed below to ensure a reasonable chance of gaining admission to graduate studies at the Master's level. Specific information on requirements for graduates from other countries may be found on the Internet at: www.grad.ubc.ca/apply/how/require.asp

CANADA & U.S.A

A four year Bachelor's degree with an overall B+ standing in third and fourth year level courses prescribed by the department concerned as prerequisite to the Master's program. From Quebec, a three-year Bachelor's degree is acceptable provided the Diplome d' Études Collegiales has been previously awarded.

DENMARK, NORWAY, & SWEDEN

Candidateus, Sivilingenor or Hogskolexamen or equivalent with an overall 10/13.

FRANCE

(and other schools modeled after the French system) Diplome or Maitrise; or title of Ingenieur with at least overall "Bien" standing.

GERMANY

Hauptdiplom, Magister Artium, or Staatsexamen with at least overall "Gut" standing.

INDIA, PAKISTAN, & BANGLADESH

B.Eng., B.Sc. (Eng.), B.Tech., B.Sc. (Nurs), B.Arch., or a Master's degree in a non-engineering field is required. All degrees must be awarded with First Class/Division standing. Applicants must arrange for the submission of certified copies of detailed mark sheets and degree certificates to be sent to UBC in envelopes sealed and endorsed by the issuing institution.

IRAN

Four year bachelor's degree with a minimum overall average of 16/20.

ISRAEL

Three year bachelor's degree with a minimum overall average of 75% or "Good" standing.

JAPAN, KOREA & TAIWAN

A four-year Bachelor's degree with an overall "B+" average.

MEXICO, COLOMBIA, & VENEZUELA

Licenciado or Licenciatura or Titulo (Professional title) requiring at least four years of study with an overall 8/10 or "Bien" standing.

NEW ZEALAND & AUSTRALIA

Honours or Bachelor's degree requiring four years of study with an overall minimum standing of Second Class, Upper Division.

PEOPLE'S REPUBLIC OF CHINA

A four-year Bachelor's degree with an overall "B+" average (85% or better). Applicants must arrange for the submission of official transcripts in Chinese and certified English (literal) translations to be sent directly from the home university at UBC. Official proof of degree conferral is required in the form of Chinese and certified English degree certificates.

PHILIPPINES

Must complete both Bachelor's and Master's degree in all disciplines with First Class standing or 1.5 (reversed scale).

ROMANIA

Diploma di Licenta, Professional title with an overall grade of 8/10.

UNITED KINGDOM

(And other Commonwealth countries whose system follows that of the U.K.) Honours Bachelor's degree with at least an Upper Second Class standing.

DEADLINES

Program Start Date Annually-September

Last Acceptable Test Dates

GMAT *	December
GRE*	December
IELTS/TOEFL	December

Application Deadlines

International	December 31
Canada & USA	January 31

* To ensure that positions are available in the program all applicants are strongly encouraged to take the GMAT or GRE by December. December is the last acceptable test date for international candidates who may require more than three months to secure a visa.

APPLICATION FEE

A non-refundable \$90 fee for Canadian Citizens or Permanent Residents of Canada or \$150 fee for International applicants in Canadian currency is required prior to the application being processed. Please note that the electronic application requires payment of an application fee using a MasterCard or VISA Credit Card only. If you prefer to pay by cheque, bank draft or money order, you must complete a paper application form. Please make the payment payable to: Faculty of Graduate Studies, UBC.

Application fees cannot be deferred and are only valid for the academic year in which you apply.

The application fee is waived ONLY for applicants whose correspondence address is in the following countries: Bangladesh, Bhutan, Burkina Faso, Burundi, Chad, Ethiopia, Guinea-Bissou, Lao PDR, Madagascar, Malawi, Mali, Mozambique, Nepal, Niger, Rwanda, Sierra Leona, Tanzania and Uganda.

TRANSCRIPTS

You must arrange to have two official transcripts sent directly to the PhD and MSc Programs Office by your home university. Transcripts must be submitted from all universities and/or colleges which you have attended. This requirement also applies to all UBC graduates. Applicants who graduate from non-English speaking countries must arrange to have all academic records issued in the original language and accompanied by certified English language translations (English translation must be literal translations of the original document). **To be considered official, two transcripts and two degree certificates, if applicable, must be received by our office in envelopes sealed and endorsed by your home university.**

GMAT/GRE

All applicants are strongly encouraged to take the GMAT or GRE no later than December to ensure that positions are available in the MSc program. The GMAT or GRE is mandatory for all applicants and files will not be evaluated before the official GMAT or GRE score has been received. We will not accept photocopies or faxed score reports. GMAT and GRE scores are valid if written within the last five years. **You must arrange to have the official results sent directly from the Educational Testing Service to the PhD and MSc Programs Office at UBC. Please indicate that you would like the official GMAT scores sent to the UBC MSc Program (LQS-CP-79). For GRE scores, please use the following institution and department codes: 0965-4201.** For information and registration materials please visit:

GMAT (Website: www.gmac.com)

GRE (Website: www.gre.org)

ENGLISH LANGUAGE PROFICIENCY

Applicants must be able to speak, comprehend, and write English well. A TOEFL or IELTS or MELAB is required of all applicants.

TOEFL offers a computer-based test in most countries and a paper-based test in countries that cannot yet accommodate the computer testing method. Either the computer-based or the paper-based TOEFL is acceptable. Scores arrive in our office approximately three weeks after the computer-based test has been written and between four to six weeks after the paper-based test has been written. The two tests are marked on different scales. A minimum TOEFL score of 100 is required on the internet version (effective September 2005). On the computer-based exam, a minimum score of 250 is required. On the paper-based test, a minimum score of 600 is required.

IELTS is offered in most countries at least once a month. Scores arrive in our office approximately three weeks after the test has been written. A minimum overall Band Score of 6.5 is recommended together with a minimum score of 6 in each of the four modules.

MELAB is offered in Canada and the United States. More information about the MELAB can be found at their website listed below. A minimum overall score of 84 is required.

All applicants are strongly encouraged to write the TOEFL or IELTS or MELAB no later than December, as admission decisions are not made without an official TOEFL or IELTS score. Photocopies of faxed score reports are not accepted. TOEFL, IELTS or MELAB scores are valid if written within the last two years.

You must arrange to have the official TOEFL or IELTS or MELAB scores sent directly from the Testing Service to the PhD and MSc Programs Office at UBC. When requesting TOEFL to be sent to UBC you must quote the institution code 0965, department code 02. There is no code for the IELTS, therefore, please include the full name of the institution, which is the 'University of British Columbia'.

For information and registration materials please visit:

TOEFL (Website: www.toefl.org)

IELTS (Website: www.ielts.org)

MELAB (Website: www.lsa.umich.edu/eli/melab.htm)

REFERENCES

The referee questionnaires included in this package should be given to three referees who are prepared to provide a confidential report on your academic ability. Please note that all referees must complete UBC's Referee Form. If additional space is required, the referee can attach an addendum. **Please have your referees return the completed forms to you in sealed envelopes with the referee's signature across the seal.** Send all the sealed referee envelopes with the completed paper application, or within 14 days after submitting an electronic application.

CITIZENSHIP AND IMMIGRATION STATUS

Permanent Canadian Residents should give the date of entry into Canada and provide proof of Permanent Resident status (photocopy of Record of Landing form).

CONFIRMATION OF ACCEPTANCE

Upon receipt of an offer of admission, students must submit non-refundable and non-transferable deposits in Canadian currency. These deposits will be credited towards your tuition, and will be specified in the offer of admission.

HOUSING

Applications for UBC Housing should be submitted immediately. Information about housing can be found at www.housing.ubc.ca.

ON-LINE APPLICATION INSTRUCTIONS

We strongly encourage you to submit an electronic application as this increases the efficiency of processing your file. The electronic application consists of two parts as outline below:

Part 1: Submitted electronically.

Part 2: All supporting documentation must be submitted by mail to the PhD and MSc Programs Office within 14 days of completing your electronic application.

Formatting is limited. We suggest that you compose text documents first in a word processing program, and then cut and paste into the on-line application. We recommend that you use hard returns and the space bar. Avoid extensive formatting, as the on-line application does not support stylized text, fonts and font sizes, bold, italics, underline, bullets centering and justifying. In particular avoid using tabs.

ADDITIONAL INFORMATION FOR APPLICANTS

FINANCIAL ASSISTANCE

Students who require financial support to attend UBC must arrange this support prior to their arrival. All international and domestic students admissible to UBC's MSc program are eligible for merit-based awards and departmental assistantships. Competition for these awards is keen and the monetary value of each award generally covers only a small portion of the MSc program tuition.

MERIT-BASED AWARDS

The Faculty of Graduate Studies administers an annual university-wide competition that provides University Graduate Fellowships (UGF) to 400 Master's and Doctoral students engaged in study or research in any graduate degree program. Awards are given on the basis of academic excellence and are open to full-time graduate students regardless of citizenship or visa status. Recipients of these fellowships may not commit more than 12 hours a week of working time, including teaching assistant or research assistant duties. The award covers a twelve-month period and may be renewable. The PhD and MSc Programs Office is responsible for recommending suitable candidates to the Faculty of Graduate Studies for the UGF Competition.

DEPARTMENTAL ASSISTANTSHIPS

Teaching assistant, marker, and research assistant positions are administered by each Division at the Sauder School of Business. Vacant positions are posted in the School and after officially registering at UBC, interested students are required to apply in writing directly to the individual faculty members. Hiring for these positions generally takes place in September.

NEEDS-BASED AWARDS

A. Canadian Students

1. Federal and Provincial Assistance

Federal and Provincial Students Loans are available to Canadian citizens or permanent residents whose own resources are insufficient to cover educational costs.

2. Work/Study Program

Students who have applied for a Canada Student Loan may also be eligible for employment in a Work/Study Program sponsored jointly by UBC and the B.C. Ministry of Skills, Training and Labour. Pay rates vary but are equivalent to those paid for comparable work or those established by a collective agreement. Applications are available from the UBC Awards office in Mid-August and must be submitted by October 1 directly to the Awards Office.

B. United States Students

United States citizens or nationals are eligible to apply for Subsidized and Unsubsidized Stafford Loans.

Further information on graduate awards and Canadian and U.S. Loan programs is available through the Internet at www.grad.ubc.ca, or E-mail: awards.enquiry@ubc.ca, or Awards and Financial Aid Office at Brock Hall, Room 1036, 1874 East Mall, Vancouver, B.C. V6T 1Z1.

LIBRARIES

UBC has the third largest library in Canada with an extensive collection of books, journals, electronic databases, computer files, maps, videos, and microfilms. There are 19 branches; one of these branches is the David Lam Management Research (DLMR) Library located in our faculty. The DLMR Library houses a collection covering all facets of business management and administration. With over 500 periodicals and a wide range of other materials in many different formats including electronic databases, the Library is an important resource to students, academic researchers, and the business community.

INTERNATIONAL STUDENT SERVICES

International House is an international student centre with facilities for cultural, social, and intellectual activities. Year round services include a peer program, language services - ESL classes, English tutorials, and advising on immigration and cross-cultural adjustment matters, and health insurance.

SPORTS AND RECREATION FACILITIES

Sports enthusiasts have a wide variety of activities to choose from as UBC sponsors one of the largest intramural sports programs among Canadian universities. The campus has several sports complexes. The UBC Aquatic Centre has indoor and open-air pools, and a well-equipped weight room. The Winter Sports Centre has hockey and curling rinks, squash, racquetball, and indoor tennis courts. A state-of-the-art student recreation centre contains 3 gymnasiums, a fitness centre, studios for martial arts and dance, and a playcare area.

HOUSING

There are single students and family accommodations available on campus either for the winter session or year round.

Green College – A residential college that has an interdisciplinary focus and is available to 85 single or married graduate students without children. Applications can be obtained from: Green College, 6201 Cecil Green Park Road, Vancouver, B.C. V6T 1Z1; Telephone (604) 822-8660, Fax (604) 822-8742, Website: www.greencollege.ubc.ca, or e-mail: greencol@interchange.ubc.ca

St. John's College – A residential college that has an international focus is available to 142 single and married graduate students without children. Applications can be obtained from St. John's College, 2111 Lower Mall, Vancouver, B.C. V6T 1Z4; Telephone: (604) 822-0533; Fax: (604) 822-8885, Website: www.stjohns.ubc.ca, or e-mail sjc.reception@ubc.ca

Single Students and Couples – Unfurnished studios or one-bedroom units are available for single students and couples on a year-round basis. Priority is given to graduate students in professional programs. Applications can be obtained from: Thunderbird Residents Assignments, Brock Hall, 1874 East Mall, Vancouver, B.C. V6T 1Z1; Telephone (604) 822-2812, Fax: (604) 822-6935, Website: www.housing.ubc.ca

Furnished accommodation is available for single students from August 31 to April 30 on a room and board basis. Please address your inquiries to Single Student Housing at the Brock Hall address noted above.

Student Family Housing – There are 531 unfurnished apartments and townhouses available for married students with or without children, on a yearly tenancy basis. Applications are available from: UBC Family Housing Brock Hall, 1874 East Mall, Vancouver, B.C. V6T 1Z1; Telephone (604) 822-4411, Fax (604) 822-6935, Website: www.housing.ubc.ca

The Housing Department's application process is entirely separate from the University's admission process. You should not wait until you receive your acceptance to UBC before applying for housing.