



**MSc Program in Business Administration**

***Application Checklist***

In addition to the Faculty of Graduate Studies Application form and the application fee, the following supporting documents must be submitted. Please see the program brochure or program website for more detailed information.

- Official copies of the scores of the Graduate Management Aptitude Test (GMAT) and/or the Graduate Record Exam (GRE). Please arrange to have official results sent directly to the Sauder School of Business. Please ask them to send the official GMAT scores to the UBC, Sauder School of Business, MSc Program. The institution code for GRE scores is 0965 and the subject code is 4201.
- If degree(s) are from a country outside of Canada where the language of instruction is not English, an official copy of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS-Academic test) or the Michigan English Language Assessment Battery (MELAB) scores should be submitted. The TOEFL score should be at least 600 on the paper-based exam and at least 250 on the computer-based exam or at least 100 on the internet based exam. Score reports more than two years old will not be accepted. Please arrange to have official results sent directly to the Sauder School of Business PhD and MSc Programs Office (institution code: 0965).
- Two official sets of transcripts (or certified copies that have been endorsed by the issuing institution) from all universities/colleges previously and currently attended. Transcripts and degree certificates issued in a language other than English must be accompanied by certified English translations. To be considered official, transcripts and degree certificates must be received in envelopes that have been endorsed by the issuing institution.
- Supplementary Application Form for the MSc Program in Business Administration (you will find these same questions on the on-line application form as well and if you submit your answers to these questions on the on-line application form, you will not need to send in a hard copy of your answers).
- 3 confidential references (e-reference or original signed letter sent in a sealed envelope that has been endorsed by the referee)

**Checklist (Please enclose with application materials)**

Have you arranged for the following to be submitted to the PhD and MSc Programs Office, Sauder School of Business at the University of British Columbia?

- GMAT *Date Written/Plan to Write* \_\_\_\_\_
- GRE *Date Written/Plan to Write* \_\_\_\_\_
- TOEFL *Date Written/Plan to Write* \_\_\_\_\_
- IELTS *Date Written/Plan to Write* \_\_\_\_\_
- Supplementary Application Form for the MSc Program in Business Administration
- Faculty of Graduate Studies Application Form
- Application Fee             Transcripts (2)             References (3)

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_