

Program Application Guidelines

Ivey Executive MBA

Mailing Address

If submitting the program application form or supporting documentation by mail, they should be sent to the following address:

Executive MBA Program Office

c/o Annaka Norman

Ivey Business School
Western University
1255 Western Road
London, ON, Canada, N6G 0N1

Introduction

Your completed application will consist of:

- Resumé
- Completed online application form, including self-evaluation forms
- Two completed reference evaluation forms (one from your direct manager and one from a peer or colleague)
- Employer Endorsement Letter
- Two official transcripts from each post-secondary institution(s) attended
- If required, the Graduate Management Admissions Test (GMAT)
- If required, proof of proficiency in English (TOEFL)
- Proof of official name and citizenship
- Completed SGPS Form

We encourage you to request your transcripts and your recommendations early in the application process as it is our experience that these items take longer to obtain than candidates expect. Below is a suggested timeline for completing the application as well as more information on each above application item.

Please feel free to contact our Program Office should you have any questions or require guidance while completing your application package. You can reach us toll-free at 1-800-342-1857 or email at execmba@ivey.ca.

Application Deadline

The Ivey Executive MBA program has two intakes each year. We admit on a rolling basis for each intake and will continue to accept applications until the sections are full. Applications completed after a section is filled will be automatically considered for the following intake.

As a general guideline we recommend having your completed application submitted to us by June 1, for our September intakes (Fall section) and by December 1 for our February intakes (Winter section). We encourage all applicants to apply as early as possible as sections can fill early.

Confirmation of Completed Application

All items listed above must be received before an application is considered complete. Your application will then be sent to the Admissions Committee for review. The Admissions Committee meets every Thursday. You can expect to hear about the admissions decision within 5 business days of your file being completed.

Application Process

1. Resumé

Please provide a resume that highlights your education and academic focus; work experience, responsibilities, and accomplishments (organized by company); and organizations to which you belong. Your resume can also include bullet points highlighting specific skills as well as personal interests or leadership qualities.

We suggest that at the beginning of the application process you send us a copy of your resume so that we can provide you with immediate feedback on the likelihood of your success in our admissions process.

2. Application Form

Please complete all requested information in the application form. Please access our online application form at <http://apply.iveyemba.com>. You can start your application online without having to start and finish it all at once. Simply save each page as you complete it and it will be there for you when you return to the site until you are ready to submit your completed application. If you have accessed an online application for our full-time MBA program, please note that you will need to create a new username and password to access the Executive MBA online application.

3. Self-Evaluation Questions

In the application form, you are asked to respond to several open-ended questions. These questions give you the chance to tell us things about yourself that the application might not. Your answers also provide the Admissions Committee with a better understanding of your learning objectives and expectations for the program as we want to ensure that you choose a program that meets these objectives and expectations.

4. Reference Evaluation Forms

We suggest that you request your references early in the application process. These forms should be given to two individuals whom you believe can supply supporting evidence of your professional experience and who have observed your abilities and character. We suggest that one of these people be your direct manager and one be a peer who you have worked with extensively, either in your current or previous organization. To obtain objective feedback, we ask that your peer evaluation be someone other than a direct report.

The online reference evaluation form is available through our online application at <http://apply.iveyemba.com>.

If you would prefer the reference evaluation forms in MS Word format, please contact our office. Please request that the forms completed in the MS Word format be sent directly to the Executive MBA Program Office c/o Annaka Norman by email execmba@ivey.ca.

Application Process

5. Employer Endorsement

A letter of financial support from your organization is not an admission requirement, however, it is important that the appropriate individuals are supportive of your participation in the Ivey Executive MBA program and are aware of the time demands. To obtain a template to help guide you with the content of this letter, please contact our office.

An endorsement letter should be sent by your employer to the Admissions Committee c/o Annaka Norman. It should state specifically that time will be made available for full participation in all course work. It should also acknowledge the financial responsibilities that will be incurred by the company, if any. Please note that this letter should be written by a person who is in a position to authorize the above on behalf of the company. For many candidates, the letter is signed by their manager or an HR representative.

If you are unable to provide us with this letter due to unique circumstances, please call our office so that we can discuss this further with you. Applicants who are self-employed are not required to submit this letter.

6. Official Transcripts

We suggest that you request transcripts as early as possible in the application process. Two official transcripts from each post-secondary institution you attended are required. We require transcripts for all post-secondary education, whether a degree was earned or not. Official transcripts must be sent in a sealed envelope directly from the post-secondary institutions to our program office c/o Annaka Norman. If the official transcripts are in a language other than English then Canadian translated, notarized copies must also be included in your application.

If you are unable to obtain official transcripts please contact our program office for more information.

For individuals with a professional designation we require that confirmation of this be included with your application.

The Ivey Executive MBA program does admit individuals that do not have an undergraduate degree, but have extensive managerial experience.

7. Proof of Official Name and Citizenship

Please provide copies of one of the following as proof of your official name and Canadian citizenship; your birth certificate, passport, landed immigration card/ papers or citizenship card. More than one of the above items can be provided if necessary. These document(s) can be faxed to our program office 519-850-2521 or can be scanned and emailed to execmba@ivey.ca Please be sure to include both sides of your citizenship or landed immigration card if you send either as proof.

Application Process

8. Completed SGPS Form

This form is required by the Faculty of Graduate Studies at the University to ensure the accuracy of your information on file. This form can be completed electronically and submitted by email execmba@ivey.ca.

9. GMAT (if applicable)

If you are required to write the GMAT as part of your application package, we can provide you preparatory material to assist in this regard.

We do accept GMAT scores that have been written prior to applying to the Ivey Executive MBA program within a two year period.

The GMAT is widely available at test centres across Canada and throughout the world. For registration information and a listing of locations, please contact the Graduate Management Admissions Council (GMAC) at www.mba.com. Your official score report should be forwarded to the Ivey Business School by the Educational Testing Service. The Ivey Executive MBA code is CMB-MG-52. 9.

10. Proof of Proficiency in English (if applicable)

Applicants must have the ability to communicate and learn in English in order to be successful in the Ivey Executive MBA program. For individuals whose first language is not English we may require that the TOEFL (or IELTS or MELAB) be taken to judge an applicant's English language proficiency. We will also consider a post secondary education or significant work experience in an English language environment as well as a proficiency in English demonstrated in interviews and written interaction.

If your first language is not English we will let you know what will be required as proof of your English language proficiency either at the time your resumé is reviewed or at the time you submit your application.

Program Fees:

Upon Acceptance:	\$ 2,000 (non-refundable deposit)
Term One:	\$ 31,000
Term Two:	\$ 33,000
Term Three:	\$ 33,000
TOTAL:	\$ 99,000

The program fees include all tuition fees, all books and course materials, travel and accommodation on the international trip, meals and accommodations during residence periods as well as onsite meals at our Toronto Campus. Due to program demand and pre-program preparation, cancellations within 30 days of the program start date are subject to an administrative fee of \$5,000.