

## 2017 PROGRAM APPLICATION



EXECUTIVE MBA GLOBAL NETWORK

**Dear Executive MBA Applicant,**

Thank you for your interest in the Kellogg-Schulich Executive MBA Program. Please read this booklet thoroughly and retain a copy for future reference. The booklet contains all the information and materials you need to complete a formal application to the Kellogg-Schulich EMBA Program.

**Introduction to the Program Application Process . . . . . 3**  
**Checklist of Items Required for Application to the Program . . . . . 3**  
**Instructions for Completion of the Program Application . . . . . 4**  
**Program Fees . . . . . 5**  
**Financing Options . . . . . 6**  
**Application Deadline . . . . . 6**  
**Confirmation of Acceptance to the EMBA Program . . . . . 6**

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**MAIL** The program application forms and all supporting documentation can be sent to:

Kellogg-Schulich Executive MBA Program  
Schulich School of Business  
Executive Learning Centre, Suite X212A  
York University  
4700 Keele Street  
Toronto, Ontario  
Canada M3J 1P3

**EMAIL** [emba@schulich.yorku.ca](mailto:emba@schulich.yorku.ca)

**FAX** 416.736.5427

## **INTRODUCTION TO THE PROGRAM APPLICATION PROCESS**

Your formal program application will be reviewed by the Kellogg-Schulich Executive MBA Admissions Committee. When reviewing applications, the committee evaluates candidates on their:

- ability to do graduate-level coursework;
- potential to apply the knowledge gained to their work environment;
- experience and expertise that will contribute to the learning of the class;
- demonstration of management achievement and potential;
- future career advancement potential;
- willingness and ability to meet program requirements.

### **Pre-application Interview**

All qualified candidates applying to the Kellogg-Schulich Executive MBA Program will be interviewed. Please note that admission to the program is competitive and therefore meeting the minimum admission requirements does not guarantee admission to the program. Further, since there are far more candidates than available space in the program, the Kellogg-Schulich Executive MBA Program reserves the right to select only the candidates with the most competitive profiles.

Although original transcripts from postsecondary institutions attended are required for completion of the formal program application process, it is permissible to use copies for the Pre-application Interview. Prior to your interview, please forward the documents listed below by e-mail to [emba@schulich.yorku.ca](mailto:emba@schulich.yorku.ca) or by fax to 416.736.5427:

- An up-to-date résumé.
- Transcripts from all postsecondary institutions attended (if available).
- Official GMAT and/or IELTS (International English Language Test System) or TOEFL (Test of English as a Foreign Language) results, if applicable and if already written.

Following the interview, successful candidates will be invited to apply. Although this is not a guarantee of admission, it is a positive step that will permit you to approach your employer with confidence. You will also be advised as to what additional steps will be necessary to complete your application. This may involve presentation of satisfactory scores on the GMAT and/or the IELTS or TOEFL. In addition, invited applicants will have the opportunity to attend a class and meet EMBA students or graduates.

### **CHECKLIST OF ITEMS REQUIRED FOR APPLICATION TO THE PROGRAM**

- A completed Application Form.
- The application fee of CDN \$150 (non-refundable).
- Official transcripts from all postsecondary institutions attended.
- An up-to-date résumé.
- Current position data.
- Essay questions.
- Two letters of reference.
- Company Letter of Support for sponsorship for the time commitment to do the program (at a minimum) and for the cost of the program (if applicable). Or a third letter of reference if you are self-employed.
- Candidate Letter of Intent for the time commitment to do the program and the financial obligation for the program.
- Official GMAT results (if applicable).
- Official proof of proficiency in English – IELTS or TOEFL results (if applicable).

## INSTRUCTIONS FOR COMPLETION OF THE PROGRAM APPLICATION

### Application for Admission Form

Please complete all sections of the Application Form. Sign and date the forms as indicated. Be sure to use the same combination of spelled-out first names, initials and surnames on all forms.

### Application Fee

A non-refundable application fee of CDN \$150 is required. Cheques should be made payable in Canadian funds to *York University*. Credit card payment is processed by calling the office at 416.736.5486.

### Official Transcripts from all Postsecondary Institutions Attended

One full set of official transcripts from all postsecondary institutions attended is required. Transcripts must cover all postsecondary work, including post-baccalaureate studies, whether a degree has been earned or not. An official transcript must clearly indicate course grades for each semester/year of university-level study or equivalent. The academic requirement for admission is the equivalent of a Canadian university Bachelor's degree (in any field of study) with at least a B average or equivalent from an accredited institution. Transcripts must be sent directly from the academic institution to the EMBA Program office. If the institution provides transcripts in a language other than English, a certified English translation is required. Photocopies or faxes of translations may be used in the Pre-application Interview, but originals are required for your formal application to the EMBA Program.

*Note: The Kellogg-Schulich Executive MBA Program admits a small number of mature students who do not possess an undergraduate degree but have had extensive business experience. These applicants will be asked to present an acceptable GMAT score. Non-degree applications may require additional time for processing.*

### Up-to-date Résumé

A detailed résumé of work experience since university graduation must be submitted with the application. Clearly identify the names of firms, locations, positions held, responsibilities and dates of employment. You should also outline your participation in volunteer work or community organizations, as well as any other information you feel would help your candidacy, such as publications, inventions or other creative work.

### Current Position Data and Organization Chart

Describe the organizational unit for which you are responsible and relate it to the total organization in terms of size, scope and autonomy of responsibility. What human resources (number and level of employees), budget, and capital investment are you responsible for? To what position(s) do you report?

### Essay Questions

The essay question component allows you to provide additional information about your background.

Please answer each of the following questions on the application form. Each essay should be limited to 500 words in length.

- Please outline your career strategy and objectives and how you hope to apply the knowledge gained from the Kellogg-Schulich Executive MBA Program to achieve them.
- Describe a situation at work that best illustrates how your direct contribution has had a strategic and/or lasting impact on your organization.
- Describe a professional situation that turned out unsuccessfully. How did you resolve it? What did you learn from it?

### Letters of Reference

Two recommendations are required. Each submission must include a completed Reference Letter Form. Each recommendation should be from an individual who can comment on your professional qualifications, academic promise and suitability for the program. Peers or co-workers and direct reports are not eligible referrers. Additionally, personal references are ineligible. The referrer may wish to comment on the factors the EMBA Admissions Committee will consider, including the following questions:

- Does the referrer believe that the applicant has outstanding promise and leadership potential?
- Does the applicant have a position of responsibility that makes the program of value in furthering his or her career?
- Does the applicant have both the time and the motivation to make an 18-month commitment to attend classes and prepare assignments?

Each Letter of Reference must be submitted directly to the EMBA Program office by the referrer. The letters of reference are part of your application and remain confidential. The EMBA Program office reserves the right to contact your referees for further information about your application.

### **Sponsorship Letter and Letter of Intent**

The Kellogg-Schulich Executive MBA Program should be viewed as part of a career development process. In general, applicants are mid-career managers and executives who have at least eight years of work experience. This includes substantial management experience, which may be management of people, budgets, projects, or as a successful entrepreneur. A limited number of somewhat less experienced applicants are also admitted each year. These individuals are viewed by their employers as stellar performers with exceptional promise and careers that have already shown outstanding development.

Every applicant, including those who are self-sponsored, must include an Employer Sponsorship Letter for the time commitment to do the program (at a minimum) and for the cost of the program (if applicable). Regardless of your situation you will need to submit a Candidate Letter of Intent that addresses both the time commitment and the financial obligation that the program requires.

For the self-employed or entrepreneurs, the Sponsorship Letter should be replaced by a third letter of reference.

### **Official GMAT Results (If Applicable)**

The Kellogg-Schulich Executive MBA Program does *not* require the GMAT of candidates who satisfy all the admission requirements: acceptable academic achievement, management experience, satisfactory references and a successful Pre-application Interview.

A limited number of candidates who do not hold an undergraduate degree or do not satisfy the minimum academic requirements may be accepted if other elements of their file are outstanding. A satisfactory GMAT score will be required of such applicants to improve their competitive position.

The GMAT is available year-round at test centres throughout the world. For a complete listing of the locations where the GMAT computer-adaptive test is offered in your area and for registration procedures, we recommend that you visit the Graduate Management Admission Council (GMAC) at [www.gmac.com](http://www.gmac.com). Another Web site with a wealth of information about the GMAT and about MBA programs in general is [www.mba.com](http://www.mba.com). The GMAT score must be reported directly to the Kellogg-Schulich Executive MBA Program by the Educational Testing Service. GMAT scores must have been written within the five years prior to application to the EMBA Program.

### **Proof of Proficiency in English (If Applicable)**

Proficiency in reading, writing and speaking English is required in the Kellogg-Schulich EMBA Program as participation in classes and small group work require strong language skills. Applicants whose first language is not English must provide evidence of English proficiency, with the exception of those who have completed at least two years of undergraduate or graduate studies where classes were conducted in English. A test that includes oral proficiency is preferred, such as the IELTS. The TOEFL does not test oral ability, and therefore, applicants will be required to be interviewed in addition to providing a TOEFL score.

### **TOEFL (Test of English as a Foreign Language)**

[www.toeflgoanywhere.org](http://www.toeflgoanywhere.org)

Minimum score requirement: 250 on the computer adaptive test (CAT), 600 on the paper-based test with a minimum 5.0 on the test of written English (TWE) or 100 on the Internet-based test. TOEFL scores must have been written within the two years prior to application to the EMBA Program.

### **IELTS (International English Language Test System)**

[www.ielts.org](http://www.ielts.org)

Minimum score requirement: 7

IELTS scores must have been written within the two years prior to application to the EMBA Program.

### **PROGRAM FEES**

The program fee for the 2017 – 2018 class is CDN \$120,000\*. This fee is payable in instalments and includes: tuition; books and course materials; organized meals during class weekends at the Schulich School; organized meals and accommodation during the residential Schulich Live-in Week; airfare\*\*, organized meals and accommodation for the required off-site modules. These off-site modules are the following: the Kellogg Live-in Weeks; a Global Strategy Project trip and the Kellogg Electives Module. Students have the opportunity to personalize the program for their individual career objectives by attending a Global Electives Module at a partner school location. Students also have access to one-on-one executive coaching while in the program to leverage their personal branding effectively.

\* *subject to government approval*

\*\* *based on a travel allowance*

## FEE PAYMENT\*

1. Confirmation Deposit of CDN \$10,000 (non-refundable and non-transferable):
  - CDN \$2,500 due upon admission to the program with your Letter of Confirmation of Acceptance.
  - CDN \$2,500 due by December 2, 2016.
  - CDN \$5,000 due by January 2, 2017.
2. CDN \$65,000 – billed in three installments due February, April and June, 2017\*.
3. CDN \$45,000 – billed in three installments due January, March and May, 2018\*.

\*a full payment schedule is provided upon acceptance into the program

Payment by tele-banking, online banking or wire transfer is recommended. However, cheques are also accepted and should be made payable to *York University*. **All payments should be in Canadian funds.**

## FINANCING OPTIONS

The program fee should be viewed as an investment in you and your future.

There are several ways to finance your EMBA Program:

- **Company Sponsorship:** Some EMBA students receive sponsorship from their employers who recognize the value of sponsoring their most promising executives to this program. They may require you to complete a business case to illustrate how the EMBA experience applies to them. In making your case for sponsorship, you should be aware that your employer may be eligible to claim a tax deduction for the tuition portion of the overall fee. The Canada Revenue Agency Web site ([www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)) is an excellent source of information on the details of tax deductions for tuition.

To help you receive support, there are some useful points for a business case found on our web site ([www.emba.schulich.yorku.ca/emba/faq](http://www.emba.schulich.yorku.ca/emba/faq)). This will allow you to illustrate to your employer the benefits of doing the program. We would also be pleased to provide you with feedback on a draft of your business case prior to you submitting it to your employer.

- **Self-sponsorship:** Every year, the program welcomes individuals who, for a variety of reasons, have chosen to sponsor themselves (in whole or in part). In all cases of self-sponsorship, it is recommended that you consult a professional financial planner to determine the course of financing that would be best for you. There are several avenues open to you to make this option more attractive:
  - Individuals who pay part or all of the program fee may claim a tax credit on the tuition component of the overall fee.
  - You may be eligible for the Lifelong Learning Plan

(LLP). This plan permits you to make tax-free withdrawals from your RRSPs of up to CDN \$20,000 over the duration of the program to help finance your studies. The Canada Revenue Agency Website ([www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)) is an excellent source of information on the details of tuition tax credits as well as the LLP.

– Most banks offer a tuition loan. Please check with your financial institution to find out what options may be available to you.

- **Scholarship Program:** A limited number of scholarships are available to qualified applicants. They are awarded on the basis of the quality of the applicant's professional profile, merit and need.

## APPLICATION DEADLINE

Please note that the Kellogg-Schulich Executive MBA Program is offered annually and begins each January. Applications are accepted on a rolling basis with the following submission deadlines for the January 2017 intake:

- Spring Round of Admissions ends on June 17, 2016
- Fall Round of Admissions ends on September 23, 2016
- Final Round of Admissions ends on December 2, 2016

We will still accept applications after the last deadline, subject to space availability. However, it is strongly recommended that applications be submitted well before the deadline date as space cannot be guaranteed.

**Further, candidates who apply after the deadline date cannot be considered for a scholarship.**

## CONFIRMATION OF ACCEPTANCE TO THE EMBA PROGRAM

Due to the limited size of the Kellogg-Schulich Executive MBA Program, the program office must receive your form for the Confirmation of Acceptance to the EMBA and the initial payment of the Confirmation Deposit 15 days after you have received the EMBA Program's offer of admission letter. Failure to confirm your acceptance of the offer of admission and to secure your seat in the program with the initial payment of the Confirmation Deposit within the required time frame may result in a withdrawal of the offer.

The EMBA Program office must receive your initial deposit of CDN \$2,500 along with your Letter of Confirmation of Acceptance. Please see Fee Payment for details on the payment schedule for the Confirmation Deposit. This deposit is not refundable nor is it transferable, but it will be credited against your program fees. Payment can be made by tele-banking, online banking or wire transfer. Cheques are also acceptable and should be made payable to *York University*. **All payments should be in Canadian funds.**