



Three Steps to Applying

APPLYING IS AS EASY AS 1-2-3

At Ivey, it is our belief that while the programs should be challenging, the application process should be simple, straightforward and supportive. That's why we have streamlined it to ensure the best possible fit between the program and applicant.

Step #1 – Send Us Your Résumé

Simply email, or fax us your résumé for a complimentary, no obligation assessment as to whether the Ivey Executive MBA program is the right fit for you. We will review it and let you know within two to three business days if you are likely to be a successful candidate and what your admission requirements will be. At the same time we will also tell you if you may qualify for a GMAT exemption.

Step #2 – Start An Application

If the Ivey Executive MBA is a good match for you, your next step is to go to <http://apply.iveyemba.com> and start an online application. You don't have to complete it all at once as you can save your information as you go – just get one started and we'll help you with all of the steps from there forward. An Ivey Admissions Counsellor will be assigned to guide you through the application process, assisting with such details as:

- *understanding application details*
- *making your case for support to your organization*
- *finding the right people to fill out the evaluation forms*

Your Ivey Admissions Counsellor is dedicated to helping you put together a thorough and accurate submission in order to maximize your chances of success.

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Provocative
Dynamic
Exhilarating

Step #3 – Assemble Your Supporting Documents

Your completed application will consist of:

- The Application Form*
- Self-evaluation questions – you are asked to respond to three open ended questions that have been designed to provide the Admissions Committee with a better understanding of your learning objectives and expectations.*
- Two completed reference evaluation forms (one from your direct manager and one from a peer or colleague) – these individuals will supply supporting evidence of your professional experience, abilities and character.*
- If required, a Letter of Employer Endorsement.*
- Two official transcripts from each post-secondary institution(s) attended - the Ivey Executive MBA does admit a small number of individuals that do not have an undergraduate degree, but have extensive managerial experience.*
- If required, the Graduate Management Admissions Test (GMAT) scores. Many individuals are exempt from writing the GMAT based on their academic backgrounds and work experience. Upon submitting your résumé we will notify you if you may qualify for a GMAT exemption.*
- If required, proof of proficiency in English (TOEFL) – for individuals whose first language is other than English, consideration for admission will include a post secondary education or significant work experience in an English language environment.*

We Will Contact You

As soon as your application file is complete you will be notified and your file will be sent to the Admissions Committee. You will be notified of their decision within two to three weeks.

Your application will be evaluated against a broad range of factors from work experience to references. Candidates should have the support of their employer regarding release time from work obligations to attend and participate in all class sessions and other scheduled program activities.

WE ARE HERE TO HELP

If you think the Ivey Executive MBA program is a good match with your background and goals then we encourage you to explore further. For more information on all aspects of the Ivey Executive MBA program visit www.iveyemba.ca today.