

Re-Application for the Sobey MBA Program

The following re-application form is to be used by Sobey MBA Applicants who have an incomplete file or an accepted file on record in the Faculty of Graduate Studies and Research Office and who wish to apply to the next point of entry to the program.

In addition to the completed application form, re-applicants must submit:

- \$70.00 application fee
- updated resume
- any official transcripts not yet submitted, especially for those who have studied elsewhere since the original application
- essay outlining what applicant has been working on for the past year.
- residence application (if applicable) and residence application fee

Please submit all documents to:

**Faculty of Graduate Studies and Research
Saint Mary's University
Atrium, Suite 210
923 Robie Street,
Halifax, NS B3H 3C3 CANADA**

Residence Application

For anyone interested in living on campus, please visit www.smu.ca/administration/resoffic .

Resume

Please submit one copy of your resume. The resume should be no longer than two or three pages and should include the following elements.

- Your name
- Education (including studies in program)
- Employment history (most recent first), including name and location of organization, size and type of business, job title, position responsibilities, and dates employed. Please indicate full-time and part-time employment.
- Academic, business, or professional awards and achievements
- Community, professional and extra-curricular activities
- Special Skills

Admission Process

Once your application has been received in the *Faculty of Graduate Studies and Research Office*, they will document it and all pieces of the application will be collated and placed in a file under your name. After processing at the *Faculty of Graduate Studies and Research Office*, your file will be sent to the MBA Office for evaluation by the Admissions Committee. At any time during the application process you may contact the MBA Office for information about your file (902) 420-5002 or mba@stmarys.ca; however it is appreciated if you wait for at least two weeks to contact us after you have mailed your application form.

Seat Deposit

Should your application be successful, you will be required to deposit \$100.00 (Can) to confirm your acceptance of the offer of admission. Please note, this is a non-refundable fee but it will be applied to your tuition upon registration in the program. The fee cannot be transferred from one year to the next.

Application Fee Form

The application fee is \$70.00 (Canadian). Payment must accompany the application in any of the following forms: cheque, credit card, bank draft & cash (in person only). Do not send cash by mail. If paying by credit card, please fill in the form below. (Make cheques payable to Saint Mary's University).

Name on Card (*please print*) _____

Visa Card #: _____ Expiry Date: _____

Master Card # _____ Expiry Date: _____

Cardholder's Signature: _____ Date: _____

Program and Start Date

Full-time MBA Part-time MBA Accelerated Full-time MBA Accelerated Part-time MBA
 September 2011 January 2012

Permanent Mailing Address (Please Print)

Family name: _____ Given Names: _____

Previous Family name: _____

Street Address: _____

City/Town: _____ Province/State: _____

Country: _____ Postal Code: _____

Tel # (H): _____ Tel # (W): _____

(include country code/city code for International numbers)

Fax #: _____

Email address: _____

Personal Information

1. Male Female 2. What is your first language? _____ 3. Date of Birth: *(dd/mm/yy)* _____

4. Social Insurance Number: _____ 5. Citizenship: _____

7. Number of years of full-time work experience: _____

Immigration Status (for non-Canadians)

Landed Immigrant *(dd/mm/yy)* _____ Will apply for Student Visa Currently on Student Visa

Academic Record

When did you previously applied to the MBA Program?

If you have previously attended Saint Mary's University, indicate year: _____ Student Number: _____

Family name under which you were registered: _____

This year, did you attend: college university no educational institution

ALL universities, colleges and any other post-secondary education	Years		Area of Study	Degree or Diploma	GPA or Average
	From	To			

Applicants are normally required to possess a Bachelor's degree in any field from a recognized university or college. Failure to report attendance at Saint Mary's University or any other institution will invalidate this application.

Undergraduate School Information: Please provide the Web site of your undergraduate school (if available):

www: _____

www. _____

Required Tests

When did you take or plan to take the Graduate Management Admissions Test?

month	year
<input type="text"/>	<input type="text"/>

Please provide scores if known

GMAT Score: Total _____

TOEFL Score: Total _____

CanTest: Average _____

When did you take or plan to take TOEFL or CanTest?
(for non-Canadian applicants whose first language is not English)

month	year
<input type="text"/>	<input type="text"/>

Have you had your scores reported to Saint Mary's University?

month	year
<input type="text"/>	<input type="text"/>
yes	no

Please note that application will not be processed without official scores from the testing agency.

Please list your work experience, starting with the most recent position first. Please provide complete information.

Job Title and Name of Company	Dates*	Full or Part-time	Primary Responsibilities	Last monthly salary drawn (in CDN \$)**

* Indicate starting and ending months and years (e.g., 05/2000 – 05/2003)
** If your salary was not in Canadian \$, please convert it to CDN \$ using the latest exchange rate available to you.

Certification

Regulations relating to all academic matters and student conduct on campus are made to the Board of Governors and the Senate of the University. In making this application, the student agrees to abide by all regulations. Attendance refers to both full-time and part-time and also applies to cases of withdrawal before completion of an academic year or program. All applicants will automatically be issued with a S.A.T.U.R.N. (Secure Access to University Restricted Network) PIN, under the terms delineated in the academic Calendar.

I certify that the information contained in this application is correct to the extent of my knowledge or belief.

Signature (unsigned applications cannot be considered)

Date



Saint Mary's
University

Halifax, NOVA SCOTIA, CANADA

Tel: 902.420.5589

Fax: 902.496.8107

GRADUATE HOUSING APPLICATION

family.housing@smu.ca

For Office Use Only

\$25 Receipt # _____

Dated _____

Offer Confirmed _____

Apt. Assigned _____

Student ID _____

APPLICANT INFORMATION:

GENDER: MALE FEMALE

Family Name: _____ Given Name(s): _____

Address:

Street: _____ Apt #: _____ City/Town: _____

Province/State: _____ Postal Code: _____ Country: _____

Tel: (Home): (____) _____ Work (____) _____ Mobile: (____) _____

Email address: _____

CONTACT PERSON (IN CASE OF EMERGENCY):

NAME: _____ RELATION: _____

STREET: _____ APT #: _____ CITY/TOWN: _____

PROVINCE/STATE: _____ COUNTRY: _____ POSTAL/ZIP CODE: _____

E-MAIL ADDRESS: _____

Telephone: Home (____) _____ Work: (____) _____ Mobile (____) _____

Student ID #: _____

Please indicate all that apply to you:

- Full-time Part-time Mature Admission (Academic Calendar page 19, 3A)
 Graduate (Please indicate program: MBA; IDS; MA; MF; MSC; M.M; EMBA; PhD)

FAMILY INFORMATION: (If Applicable)

Spouse's Family Name: _____ Given Name(s): _____

Number of children: _____

Child's Name: _____ Age: _____ Male Female

Child's Name: _____ Age: _____ Male Female

TYPE OF ACCOMMODATION REQUESTED:

Unfurnished Apartments in Family/Graduate Housing:

One and two bedroom unfurnished apartments located on campus in the Loyola Residence. Suitable for single students as well as students with families (See ***Family and Graduate Housing Handbook***). Twelve month lease required (lease runs from date you move in until July 31 of following year).

(Please Turn Over)

Please list in order of choice, (1 being your first choice):

- _____ One bedroom
- _____ Small two bedroom
- _____ Large two bedroom

Anticipated period of accommodation: From: _____ To: _____

Senior Suites:

Furnished apartment suites, on-campus in Loyola or Vanier residences with private bedroom, shared or private bath and shared kitchen or kitchenette. Eight month lease for academic year, September to April. **Not available to students with families.** (See ***Residence Handbook 2003-04***)

Preference

Please rank numerically (#1 being the highest) your accommodation preference:

- _____ 2 bedroom Senior Suite, Shared Bath, Full Kitchen
- _____ 2 bedroom Senior Suite, Private Bath, Kitchenette
- _____ 3 bedroom Senior Suite, Shared Bath, Full Kitchen
- _____ 4 bedroom Senior Suite, Shared Bath, Full Kitchen

Suitemate Preference

In the space provided, please list the name(s) of residence student(s) with whom you prefer to share your assigned suite.

- (1) _____
- (2) _____
- (3) _____

- a. Do you smoke? Yes; No
- b. Would a suitemate who smoked bother you? Yes; No
- c. Would you live in a co-ed suite? Yes; No

OCCUPANCY DATES: Sept. 20 _____ TO Apr. 20 _____ Jan 20 _____ TO Apr. 20 _____

Please return your application with a non-refundable \$25.00 processing fee to:

Family and Graduate Housing
Saint Mary's University
Halifax, NS B3H 3C3
CANADA

Phone: 902.420.5589

Fax: 902.496.8107

Email: family.housing@smu.ca

For detailed information see our website at www.smu.ca

The University reserves the right to refuse an application for residence accommodation, to cancel residence privileges at any time, and to reassign students to other rooms for reasons it deems appropriate.