

TELFER MSc PROGRAMS CHECKLIST

Deadline (complete file): January 15th (International candidates) and March 1st (North American candidates).

In order for your admission file to be reviewed by the Telfer School of Management Admissions Committee the following tasks must be completed:

Complete the OUAC application form online at www.grad.uOttawa.ca/apply. Your application will be transmitted once you have paid the \$100 fee.

Provide in a sealed envelope a recent official transcript from each university institution you attended.

- To accelerate the admission process, an electronic copy of your transcripts can be temporarily accepted until we receive your official copies.
- Provide official proof of degrees (if not indicated on the transcript)
- Transcripts from non-Canadian and non-American institutions should include the grading scale.(often found at bottom or back of the transcript. If not, you need to obtain it from your school) If the transcript is not in English or French, a certified translation (signed and stamped/sealed) must be submitted.
- Candidates who completed their studies in China must ask the *China Academic Degrees & Graduate Education Development Center* to assess the authenticity of their degrees and transcripts. For details, visit <http://cqj.chinadegrees.cn/en/>.

Note: Transcripts from the University of Ottawa will be requested by our office.

Provide by email an electronic copy of your curriculum vitae (resume).

- Detail research or academic experience relating to your area of research interest and any pertinent volunteer work.

Add your two referees' contact information in the Admission Portal checklist. The referees should be academic or research contacts.

- Once the online application has been submitted, you will receive by email your uoAccess ID and password.
- This ID and password will allow you to log in to the uoZone student portal where you can access your admission file via the uoZone "Applications" tab and enter the contact information of your referees.

Identify at least one professor whose research interests correspond to yours. Include this information in your statement of intent.

Provide by email an electronic copy of your statement of intent clearly specifying what research topic you are interested in, why you are interested in this topic, and how it is related to your career goals and/or past experience. Your statement should be 800 to 1000 words.

Provide the official admission test scores (GMAT or GRE).

- Request that official GMAT or GRE results be sent directly to the Telfer Graduate Office.
- The GMAT department code is 4BZ-76-44 (MSc in Management) and 4BZ-76-15 (MSc in Health Systems).
- The GRE department code is 4201.

If applicable, provide your official language proficiency test scores (TOEFL, IELTS, CanTEST, etc.).

- To be valid, the test must be less than two years old at the time of application.
- Request that your official test scores be sent directly to the Telfer Graduate Office.
- The TOEFL department code is 02.
- The institution code is 0993.

Note: Provide only one copy per required document (electronic or paper).

Please email all electronic documents to:
graduate@telfer.uOttawa.ca

Please have all hard copy documents delivered to:
55 Laurier Avenue East, Room 4160, Ottawa, Ontario K1N 6N5
613-562-5884 or 1-800-965-5512 — telfer.uOttawa.ca/msc

