

# IVEY MBA PROGRAM APPLICATION HANDBOOK

## Admissions Process

### **THE ADMISSIONS ASSESSMENT FOR THE IVEY MBA PROGRAM IS BASED ON 5 FACTORS:**

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1. Your Leadership Experience and Potential
2. Your Professional References
3. Your Previous Academic Experience
4. GMAT/GRE and Professional Designations (Canadian P.Eng, Canadian CPA, CFAII, CFAIII)
5. Your Admissions Interview



You can find more information on our admissions criteria at:

[MBA admissions criteria](#)

### **WEBINARS AND PODCASTS**

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We strongly encourage you to learn more about Ivey and our admissions process by listening to the following webinars and podcasts.



Webinars

[go.ivey.ca/events](https://go.ivey.ca/events)



Podcasts

[go.ivey.ca/mbapodcasts](https://go.ivey.ca/mbapodcasts)

## THE ONLINE APPLICATION PROCESS

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The MBA application review process begins once all components of the application are complete and submitted. The application includes a number of criteria noted in the content below. There is no specific order for these to be completed. You may work through your application at your own pace, save your work and revisit the application when you are ready to move forward and submit.

For advice and best tips on all components of the application including video essay questions, written essays and references, please contact your Recruiting Advisor and tune into our Application Advice podcast.



Podcast: [Application Advice](#)

## CAREER MANAGEMENT ADMISSIONS INTERVIEW

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Within approximately two or three business days of submitting your online application, you may receive an invitation for the admission interview.

Ivey conducts interviews by invitation only with approximately 75% of applicants moving forward to this stage. Selected applicants are interviewed at least once. Interviews can be conducted either in-person at Ivey or online via Skype or Zoom. Chosen candidates will receive further details within the interview invitation regarding expectations and preparation tips.

The interview will take up to 60 minutes to complete and is composed of behavioural based questions.

## DECISION STAGE: ADMISSIONS COMMITTEE REVIEW

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All of the components of your application will be reviewed by the Admissions Committee made up of members of: MBA Recruitment & Admissions, MBA Faculty, Career Management, and Financial Aid. Each applicant's file is holistically assessed and discussed at length and it is determined if they will receive an offer, an offer with conditions, or be declined admission. Admissions Committee meetings take place approximately every 2 weeks throughout the admissions cycle.

# Submitting Supporting Documents

The following documents are required when submitting your MBA, unless otherwise noted.

1. Current Resumé
2. Unofficial University Transcript(s)
3. Unofficial English Language Proficiency Scores (ELPT) (if applicable)
4. Unofficial GMAT, GRE or proof of professional designation (CFAII, CFA III, CPA (Canadian accreditation), P.Eng (Canadian accreditation)).

Unofficial documentation can be used in the admissions process; however, an official final hardcopy of all transcripts and test scores is required from successful applicants before the start of the program. Generally, official transcripts, GMAT scores, and ELPT scores must be sent directly to Ivey from the issuing or testing institution.

**Our admissions office will contact you within one week of submitting your application if any components are missing.**

## TRANSCRIPTS

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Final copies of your post-secondary transcript(s) are required if you are admitted to the MBA program. Please request that the Registrar's Office of your home University send ONE (1) official copy. Electronic official copies are preferred and can be emailed to [mastersadmissions@ivey.ca](mailto:mastersadmissions@ivey.ca). If your University does not provide electronic copies, official transcripts must be sent in a sealed envelope directly from the post-secondary institutions to our MBA Program Office, Ivey Business School, at the address below:

Ivey Business School at Western University  
MBA Recruitment and Admissions, Attn: Mandy Gray  
1255 Western Road, 2nd Floor  
London, ON Canada N6G 0N1

In some cases, the issuing educational institution may send these documents to the student. These will be accepted ONLY if they are certified copies and forwarded to Ivey in the issuing institution's original sealed envelope.

Applicants who attended Western University and Affiliated University Colleges do not have to send transcripts as we will obtain them on your behalf.

## TWO COMPLETED PROFESSIONAL REFERENCES

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Two completed reference forms are required as a part of the Ivey MBA admissions process. These references must be professional, not academic. Your references can be provided after your online application is submitted. It is your responsibility to ensure your completed references are received **within two weeks of your application submission**. We are able to invite candidates to interview without having references on file however, admissions decisions cannot be made without them.

On your online application, while entering your reference contact info, please check the box "Send Evaluation Request Email to Reference." As soon as you save the record an evaluation request will automatically be sent to your referee by email. No further action on your part will be necessary. You will receive a notification when your reference has completed the evaluation. Their completed reference form will automatically be attached to your application.

**Where possible, please use your referee's personal email address to avoid firewalls that are in place with professional emails. Should your referee not receive the online admission form, an electronic PDF is also available within the application. Contact [mastersadmissions@ivey.ca](mailto:mastersadmissions@ivey.ca) for access to the PDF form.**

## GMAT OR GRE

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Ivey accepts both the GMAT or GRE. We are able to use unofficial GMAT or GRE scores in the admissions process. If you receive an offer of admission to Ivey, we will require official score reports. GMAT scores for accepted candidates range from about 550 upwards.

If you choose to take the GRE, you can use the GRE Comparison Table for Business Schools to calculate your equivalent GMAT score. GMAT or GRE standardized tests are only one part of the application that is considered by the admissions committee. When you designate Ivey, (for GMAT: code CMB-MG-18, for GRE: code O292) we will receive your score electronically.

No official admission decisions are made without the GMAT or GRE score. We accept test scores written within the last five years.

Ivey will accept competitive LSAT or MCAT scores written within the last five years in lieu of the GMAT or GRE. For those applicants submitting an LSAT or MCAT score, please do not put this information on the online application. Please send a copy of your official score report to us directly.

## PROFESSIONAL DESIGNATIONS

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For candidates with a completed CFA (level II or Level III), CPA (Canadian accreditation) or P. Eng (Canadian accreditation), the GMAT/GRE requirement is waived).

## STANDARDIZED TEST WAIVER OPPORTUNITY

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If you are applying for a GMAT/GRE waiver, please ensure to complete the section of the application in full and upload any supporting documentation. **A reminder, the waiver will be determined after a completed application has been submitted including references and admission interview.**

## ENGLISH PROFICIENCY SCORES

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Applicants may qualify for a waiver for the English proficiency test if they have lived, worked, or been educated in a primarily English-speaking environment for a **minimum of two years**. If you feel that you may be exempt from writing the English language proficiency test, there is a waiver form that you can fill out on the application for the admissions committee to review.

## TOEFL

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TOEFL scores are valid for 2 years. A minimum score of 250 is required on the computerized TOEFL. Applicants who score below 250 or below 23 in any subsection cannot be considered for admission and must retake the test before submitting an application.

A minimum of score of 600 is required on the paper-and-pencil TOEFL. Applicants who score below 600 in total or below 56 in any subsection cannot be considered for admission and must retake the test before submitting an application.

A minimum score of 100 is required on the internet-based (iBT) TOEFL.

Please designate Ivey (Institution Code: 0984; Department Code: 02) to have your TOEFL scores forwarded to us.

### **For more TOEFL information contact:**

Educational Testing Service TOEFL/TSE, Order Service Station P.O. Box 6154 Princeton, New Jersey, USA 08541-6154

**Telephone:** (609) 771-7330

**World Wide Web:** [toefl.org](http://toefl.org)

## IELTS

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Applicants may substitute the IELTS (International English Language Testing System) in place of TOEFL. The minimum score is 7 out of 9. For more information visit [ielts.org](http://ielts.org)

# Other Information

## APPLICATION FEE

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The online application fee is \$150 payable in Canadian currency. You may pay by credit card (Visa or Master Card) as part of the online application submission process. Follow the instructions provided on the screen to submit your payment.

## RE-APPLICATION

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It is recommended that applicants who have been denied to the Ivey MBA Program wait a minimum of 12 months before re-applying to ensure there is a significant merit change to their candidacy.

## SCHOLARSHIPS

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To be considered for an MBA Scholarship, please complete the 'Scholarships' section of the online admission application. Candidates selected to receive an award will be notified in their MBA Admissions offer. There is no separate application for individual scholarship consideration.

Scholarship decisions are based on merit of the profile, not financial need. Approximately 85% of our applicants receive an admission scholarship.

There are a number of scholarship and fellowship opportunities available to candidates, further information can be found at: [Scholarships & Fellowships](#)



Podcast: [go.ivey.ca/mbapodcasts](https://go.ivey.ca/mbapodcasts)

More information on Scholarships, Awards and Student Loans can be found at:

[Scholarships, Awards & Loans](#)

If you have any further questions regarding financing your MBA, please email [mastersfinaid@ivey.ca](mailto:mastersfinaid@ivey.ca)