

# Program Application Guidelines

## Ivey Accelerated MBA for Business Graduates

### Mailing Address

If submitting the program application form or supporting documentation by mail, please send to the following address:

Ivey Accelerated MBA for Business Graduates

Ivey Business School  
Western University  
1255 Western Road  
London, ON, Canada, N6G 0N1

# Introduction

## Your completed application will consist of:

- Resumé
- Completed online application form, including required and optional questions
- Two completed reference evaluation forms (required: one from current manager or supervisor, and a second professional reference)
- Digital copy of transcript uploaded (Official transcript will be required upon an offer of admission)
- If required, the Graduate Management Admissions Test (GMAT)
- Proof of official name and citizenship

We encourage you to request your transcripts and your recommendations early in the application process as it is our experience that these items take longer to obtain than candidates expect. Below is more information on each of the above application items.

Please feel free to contact our Admissions Office should you have any questions or require guidance while completing your application package. You can reach us toll-free at 1-800-342-1857 or email at [mastersadmissions@ivey.ca](mailto:mastersadmissions@ivey.ca).

## Application Deadline

The Ivey Accelerated MBA for Business Graduates program has one intake each year in November. We admit on a rolling basis for each intake and will continue to accept applications until the sections are full. Applications completed after a section is filled will be automatically considered for the following intake.

## Confirmation of Completed Application

All items above must be received before an application is considered complete. You will then be invited to interview before your application is sent to the Admissions Committee for review. The Admissions Committee meets bi-weekly. You can expect a decision within two weeks of completing your application interview. Please note, the admission committee reserves the right to hold an application. In the event of an application being held, the Recruitment and Admissions team will communicate decision timelines with the candidate.

# Application Process

## 1. Resumé

Please provide a resumé that highlights your education and academic focus; work experience, responsibilities, and accomplishments (organized by company); and organizations to which you belong. Your resumé can also include bullet points highlighting specific skills as well as personal interests or leadership qualities.

We suggest that at the beginning of the application process you send us a copy of your resumé so that we can provide you with immediate feedback on the likelihood of your success in our admissions process.

## 2. Application Form

Please complete all requested information in the application form. You can start your application online without having to start and finish it all at once. Simply save each page as you complete it and it will be there for you when you return to the site until you are ready to submit your completed application.

## 3. Essay Questions

In the application form, you are asked to respond to several open-ended questions. These questions give you the chance to tell us things about yourself that the application might not. Your answers also provide the Admissions Committee with a better understanding of your learning objectives and expectations for the program as we want to ensure that you choose a program that meets these objectives and expectations.

We include an online video essay component in our admissions process. All applicants must complete the KIRA video essay comprised of three video questions. You cannot submit your online application without completing the video questions.

## 4. Reference Evaluation Forms

We suggest that you request your references early in the application process. These forms should be sent to two individuals whom you believe can supply supporting evidence of your professional experience and who have observed your abilities and character. We require that one of these people be your direct manager and suggest the second reference be a previous manager, mentor, or peer you have worked with extensively, either in your current or previous organization. To obtain objective feedback, we ask that your peer evaluation be someone other than a direct report.

The online reference evaluation form is facilitated through our online application form.

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. You will be able to submit your application once the link has been sent and all sections of the application are complete, your reference will be required prior to the admissions committee meeting.

# Application Process

## 5. Official Transcripts

We are able to use unofficial transcripts in the admissions process. You can upload unofficial transcripts directly into your application via the online application system. One (1) official certified or unofficial transcript from each post-secondary institution is required. If you receive an offer of admission, we will require official transcripts. Generally, official transcripts are sent directly to Ivey by the issuing institution.

Please request that the Registrar's Office of your home university send your transcripts directly to the Admissions Office at the address provided at the top of this document.

\*Students who attended Western University do not have to send transcripts.

For individuals with a professional designation we require that confirmation of this be included with your application.

## 6. Proof of Official Name and Citizenship

Please provide copies of **one** of the following as proof of your official name and Canadian citizenship: your birth certificate, passport, landed immigration card/papers, **or** citizenship card. More than one of the above items can be provided if necessary. These document(s) can be scanned and emailed to [mastersadmissions@ivey.ca](mailto:mastersadmissions@ivey.ca). Please be sure to include both sides of your citizenship or immigration card if you send either as proof.

## 7. GMAT (if applicable)

In most cases, a GMAT exemption is determined prior to the start or submission of the application. Please contact the Associate Director for the Accelerated MBA program for a GMAT exemption review.

We do accept GMAT scores that have been written prior to applying to the Ivey Accelerated MBA for Business Graduates Program within a five year period.

The GMAT is widely available at test centres across Canada and throughout the world. For registration information and a listing of locations, please contact the Graduate Management Admissions Council (GMAC) at [www.mba.com](http://www.mba.com). Your official score report should be forwarded to the Ivey Business School by the Educational Testing Service. The GMAT code is CMB-MG-52. 9.

# Application Process

## **8. Proof of Proficiency in English (if applicable)**

Applicants must have the ability to communicate and learn in English in order to be successful in the Ivey Accelerated MBA for Business Graduates Program. For individuals whose first language is not English we may require that the TOEFL (or IELTS or MELAB) be taken to judge an applicant's English language proficiency, or that the applicant completes the Ivey Writing Assessment. We will also consider a post-secondary education or significant work experience in an English language environment.

If your first language is not English we will let you know what will be required as proof of your English language proficiency either at the time your resumé is reviewed or at the time you submit your application.

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### **Program Fee\*: \$83,000**

(November 2023 start date, future classes are subject to change)

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The fee includes all tuition fees, all books and course materials, meals and accommodation during residence week in London, onsite meals at our downtown Toronto Campus, and accommodations for the International Study Trip. Additionally, all students are required to pay air travel expenses for the International Study Trip and Western Student Ancillary Fees of approximately \$300. Ancillary Fees are assessed at the beginning of the program.

There are no application or assessment fees when you apply for the Ivey Accelerated MBA Program. However, once you have been accepted we require a \$5,000 CAD deposit.