

IVEY MBA PROGRAM APPLICATION HANDBOOK

Admissions Process

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

1. Your Leadership Experience and Potential
2. Your Professional References
3. Your Previous Academic Experience
4. Your Standardized Test Score or Professional Designation (Canadian P.Eng, Canadian CPA, CFAII, CFAIII)
5. Your Admissions Interview



You can find more information on our admissions criteria at:

[MBA admissions criteria](#)

EVENTS AND PODCASTS

We strongly encourage you to learn more about Ivey and our admissions process by engaging with our team through these virtual and in-person activities and podcast episodes.



Virtual and in-person activities

go.ivey.ca/events



Podcasts

go.ivey.ca/mbapodcasts

THE ONLINE APPLICATION PROCESS

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.

The general timeline from submitting a complete application to receiving an offer decision is four to six weeks.



Podcast: [Application Advice](#)

CAREER MANAGEMENT ADMISSIONS INTERVIEW

Within approximately two to five 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 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

Your completed application will be holistically reviewed by the Admissions Committee, which includes representatives from MBA Recruitment & Admissions, MBA Faculty, Career Management, and Financial Aid. Each application is thoroughly assessed and discussed by the committee to determine whether to extend an offer, a conditional offer, or decline admission.

Admissions Committee meetings take place approximately every two weeks throughout the admissions cycle. You can expect to receive an admissions decision within four to six weeks of submitting an application.

Submitting Supporting Documents

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

1. Current Résumé
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) (if applicable)

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

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. 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

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.

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.

STANDARDIZED TESTS

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 GMAT 555 and GRE 315.

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 0292) 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

We provide GMAT/GRE exemptions for candidates who have the following professional designations:

- CFAII, CFAlII or equivalent designations in other jurisdictions.
- Chartered Professional Accountant (CPA) designation or equivalent designations in other jurisdictions.
- Attained the professional designation in Engineering (PEng) or in Actuarial Sciences (ACIA or FCIA) or equivalent designations in other jurisdictions.

STANDARDIZED TEST WAIVER OPPORTUNITY

A GMAT/GRE score may not be required for our Admissions Committee to evaluate your academic preparedness for our MBA Program. If you are contemplating applying to our Ivey MBA, we offer a pre-assessment for a potential GMAT/GRE exemption. Prior to submitting an application, you can simply submit unofficial transcripts and your resume and we will review your eligibility for a GMAT/GRE exemption before you submit your application. Our evaluation considers the following factors:

A strong GPA from a degree in engineering, science, computer science, statistics, mathematics, business or economics with an emphasis on quantitative analysis with professional work experience in that field of training, including upward progression in that role. We primarily look at the GPA over the last two years of your degree.

[Click here to complete your pre-assessment](#)

If a GMAT/GRE exemption has been granted, no proof is required with your application.

ENGLISH PROFICIENCY SCORES

International applicants who have used English as a first language for at minimum two years during post-secondary education or in a professional setting for at least two years are **not required** to submit an English proficiency test as part of their application. International applicants coming into Canada as Canadian Permanent Resident are not required to write an English proficiency test. Within the application there is a section where you can indicate that you have used English in an educational or professional setting for at least two years. If you do not meet these requirements, you will be required to demonstrate a strong level of English proficiency. You can find more information [online here](#).



You can listen to this two-minute
Ivey MBA Quick Application Tip:
English Proficiency Test podcast [online here](#)

IELTS

General IELTS test is recommended by Canadian Immigration. You can find more information [online here](#).

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

OTHER ACCEPTED ENGLISH PROFICIENCY TESTS

- TOEFL (minimum internet-based score of 100)
- MELAB (minimum score of 85)
- PTE (minimum score of 70)
- CAEL (minimum overall score of 60 required with no part less than 60)
- DUOLINGO (minimum score of 125)

You can review further information on the waiver and applicable English proficiency tests on the [International Applicants web page](#).

Other Information

RE-APPLICATION

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.



For more information on our re-application process and advice, please tune into our [Re-Applicant Advice Podcast](#)

SCHOLARSHIPS

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

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