

APPLICATION INSTRUCTIONS

Deadlines

We must receive your application form and all supporting documents by **June 1st** for the September term, by **October 31st** for the February term and **February 28th** for the May term. (All documents received become the property of Dalhousie University and will be used for University purposes only. Documents cannot be returned.)

A completed application includes:

Graduate Studies Application Form

The application may be completed online or via hard copy format. Complete the four page application form. Press firmly and print clearly. Be sure to date and sign the application. This form must be returned with \$100 application fee before application can be considered.

References

Two academic references, two employment references or one of each are required for admission to the program. These references are to be mailed directly to the Program Office.

Academic Reference

You may obtain your academic reference independently using the form provided (this will speed up the process). This form can be completed and signed by the referee, and forwarded directly to the Program Office.

Employment Reference

The "Employment Reference" form should be completed by the referee and sealed in an envelope. This form can be enclosed with your application form if you have the referee sign the back of the sealed envelope. Please note: All references are confidential and cannot be returned to the applicant.

Transcripts/Academic History

Transcripts

We require official transcripts from any/all post-secondary institutions you have attended. All transcripts (including English translations) must bear the official stamp/seal of the issuing institution and must be forwarded directly to the Program Office. A transcript "issued to student" is not acceptable unless it is sealed in the original envelope and clearly not tampered with.

Résumé/Job Description

Applicants must submit a résumé that details their relevant management experience. The résumé should include job title, job responsibilities, job grade level and the start and end dates of each position held. Please note: Your résumé should reflect, at a minimum, your work history over the past five years. Please see guide and sample enclosed.

Personal Statement

Applicants must submit a personal statement or statement of intent as to why you wish to enroll in the MPA (M) Program.

Application Fee

Each application must be accompanied by a \$100 application fee which can be paid by cheque, money order or credit card. Please indicate the method of payment on the application form; do not send cash.

How to Complete the Graduate Studies Application Form:

Complete and return:

- Personal** Please list all personal information here. It is important to include previous surnames in order to match up supporting documents (ie, transcripts) with your application. All MPA (Management) students are required to have a working email address.
- Application Data** Indicate MPA (M) as the degree you are applying for and Management as your proposed field of study. The subject code is MGMT. The program is part-time study. If you are submitting your application well in advance of your desired start date, indicate this by filling in the desired year.
- Academic History** ****THIS IS VERY IMPORTANT INFORMATION****
You must list all post-secondary institutions attended (after high school) for the Faculty of Graduate Studies. If you have only taken a few courses of a specific program but did not complete the program, you must state this. If you have completed a certificate, diploma, or degree program, you must note this. You must also submit an official transcript from all institutions attended or have them provide you with a letter stating why they cannot provide a transcript. Either the transcript or the letter must come directly from the institution. **Please note:** You must list all post-secondary institutions attended. Failure to disclose information will result in disciplinary action.
- Fee Payment** Please indicate how you will be paying the application fee. Be sure to include your card number, expiry date and signature if you are paying by credit card. If you are paying by cheque or money order, it should be made payable to Dalhousie University.
- Declaration & Signature** Please read this carefully and sign and date your application.
Studies in progress List any courses you are currently taking.
- Names of Referees** Please indicate who will be providing references for you. Include at one academic reference and one employment reference.
- Funding** Please indicate funding or sponsorship.
- Additional Information** Please see the notes on the application form.

Your completed application form, fee, and all supporting documents should be sent to:

Centre for Advanced Management Education
Dalhousie University
6100 University Avenue, Suite 3100
PO Box 15000
Halifax, NS B3H 4R2

If you have questions regarding the status of your application, please call the Program Office at 1-800-205-7510 or (902) 494-6391, 8:00 am to 4:00 pm AST. We look forward to receiving your application and thank you for the interest you have shown in Dalhousie University and the MPA (M) Program. Please note: Formal acceptance (or rejection) of an application is confirmed by an official letter from the Registrar's Office only. Letters received from Centre for Advanced Management Education only inform you of the status of your application. It is the policy of Dalhousie University to confirm the authenticity of transcripts and letters of reference of all accepted applicants. In case the source of the document (university registrar or referee) indicates that the document is forged, the offer of admission will be rescinded immediately and the student, if already enrolled, will be expelled from the university.