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**Application for Admission Fee \$100**

Subsequent applications for readmission to a level of studies are assessed an application fee of \$25.

**PERSONAL INFORMATION**

**1. Name**

The following names must be your **legal** names for use on all official University of Lethbridge documentation. Please PRINT clearly.

Last Name/Family Name:	
First Name:	Middle Name:
Former Last Name(s)/Family Name(s) (if applicable):	
Preferred First Name:	

**2. Mailing Address**

**(All correspondence regarding your application to the University will be sent to this address)**

Apartment and Street Address, and/or Box Number:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone:

**3. Email Address and/or Fax Number**

**Confidentiality:** Students admitted to the UofL receive a University email account, and the University publishes an online directory of student email addresses. As online communication is a major component of student success at the UofL, students are strongly encouraged to have their email address listed as part of the online Campus Directory, which is accessible only to members of the UofL community. You must contact the Registrar's Office and Student Services (ROSS) if you wish to have your email address excluded from this directory.

**4. Gender/Date of Birth/Social Insurance Number/Marital Status**

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth: <table border="1"> <tr> <td>Day</td><td>Month</td><td>Year</td> </tr> <tr> <td>01</td><td>JAN</td><td>1981</td> </tr> </table> Example:	Day	Month	Year	01	JAN	1981	
Day	Month	Year						
01	JAN	1981						
Social Insurance Number: <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>								Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Not Married

**5. Aboriginal Ancestry**

If you wish to declare that you are an Aboriginal person, please specify:

Status Indian/First Nations    Non-Status Indian/First Nations    Métis    Inuit

ALBERTA ADVANCED EDUCATION AND TECHNOLOGY IS COLLECTING THIS PERSONAL INFORMATION PURSUANT TO SECTION 33(C) OF THE FOIP ACT AS THE INFORMATION RELATES DIRECTLY TO AND IS NECESSARY TO MEET ITS MANDATE AND RESPONSIBILITIES TO MEASURE SYSTEM EFFECTIVENESS OVER TIME AND DEVELOP POLICIES, PROGRAMS, AND SERVICES TO IMPROVE ABORIGINAL LEARNER SUCCESS.

For further information or if you have questions regarding the collection activity, please contact the Office of the Director, Business Operations and Reporting, Post-secondary Excellence Division, Alberta Advanced Education and Technology, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-7145 or the Registrar's Office and Student Services (ROSS).

**6. Immigration Status**

(Check one only):

Canadian Citizen    Permanent Resident (Landed Immigrant)  
 Student Visa    Other Visa (please specify): \_\_\_\_\_

Do you have a current Study Permit for Canada?

Yes, Expiry Date: \_\_\_\_\_    No

**7. Country of Citizenship**

If you checked Canadian Citizen in Question 6., go to Question 8.

**If you checked any status other than Canadian Citizen, your application cannot be processed unless your Country of Citizenship is indicated:**

Country of Citizenship: \_\_\_\_\_

**8. To Act on Your Behalf**

You may authorize someone to act on your behalf, with respect to admission and registration. **If you wish to authorize a designate, please complete the following:**

Designate's Last Name/Family Name:	
First Name:	Middle Name:
Relationship to Applicant:	
Apartment and Street Address, and/or Box Number:	
City or Town:	Province:
Country:	
Postal Code:	Area Code   Telephone:

**APPLICATION DETAILS**

**9.** Have you ever applied for admission to the UofL, attended as an Open Studies Student, or been issued a UofL ID number?

Yes    No

**10.** Are you currently registered as an Open Studies Student at the UofL?

Yes    No

**11.** Semester you wish to begin attendance (check one only):

Fall (Sept to Dec)


  
Year

**Note:** Refer to the Application Deadlines on p. 2

**12.** Student Type (check one only):

Undergraduate Degree Holder  
 Returning After an Approved Leave of Absence  
 Returning After an Absence

**13.** Visiting Student (complete if applicable):

I am applying as a Visiting Student under a Letter of Permission from my home institution.

**14. First Spoken Language**

What is the language you first spoke and still understand? \_\_\_\_\_

**15. Graduate Management Admission Test (GMAT)**

A standardized graduate achievement test is required. Indicate the score and the date taken/completed. The most recent score will be used for admission purposes. Official documents must be sent to the Registrar's Office and Student Services (ROSS).

Score \_\_\_\_\_ Date 

Day	Month	Year

**16.** Campus:  Lethbridge    Calgary    Edmonton

The personal information collected on or in conjunction with this form is collected under the authority of the *Post-secondary Learning Act* (Alberta), the *Freedom of Information and Protection of Privacy Act* (Alberta), the *Statistics Act* (Canada), and the *Taxation Act* (Canada). It is required to determine your eligibility for admission and will be used to contact you regarding University programs and services. It will form part of your record as an applicant, student, and alumnus and will be disclosed to academic and administrative units according to the University's Confidentiality of Student Records Policy. Specific data elements will be disclosed to the Federal and Provincial Governments to meet reporting requirements and to the Students' Union and Graduate Students' Association in accordance with the University's Confidentiality Policy. At the University of Lethbridge, only a student's name, registration and graduation status, and degree/diploma/certificate awarded are defined as the student's public record. All other information is considered confidential and will be used and disclosed in accordance with privacy legislation. For more information regarding the collection or use of this information, please contact the Associate Vice-President (Student Services) and Registrar (403-329-2233).



- Complete the application form and sign it. Form may be completed online before printing and signing it.
- Send the application form with the Application for Admission Fee to the Registrar's Office and Student Services (ROSS), University of Lethbridge, 4401 University Drive, Lethbridge, Alberta, Canada T1K 3M4 (Phone: 403-320-5700) (Fax: 403-329-5159). Make your cheque or money order payable to the "University of Lethbridge."
- Arrange for all required documents and transcripts to be sent to ROSS.

### PERSONAL INFORMATION

- 1. Name**
  - Full legal name required - no initials.
  - Indicate any former last names, if applicable (e.g., maiden name).
- 2. Mailing Address**
  - Information about your application will be sent to this address.
- 3. Email Address and/or Fax Number**
  - Enables the University to communicate with you more quickly.
  - **Note:** Official University correspondence is sent via Canada Post.
- 4. Gender/Date of Birth/Social Insurance Number/Marital Status**
  - Required for scholarship, statistical reporting, and income tax purposes.
- 5. Aboriginal Ancestry**
  - If submitted, this information will be used by Alberta Advanced Education and Technology to measure system effectiveness over time and develop policies, programs, and services to improve aboriginal learner success.
  - This information will not affect the admission decision.
- 6. Immigration Status**
  - If you are on a Student Visa, or if you are a Permanent Resident (Landed Immigrant), you are not a Citizen of Canada.
  - Indicate whether you have a current Study Permit for Canada.
- 7. Country of Citizenship**
  - If you are not a Canadian Citizen, your application cannot be processed without your Country of Citizenship.
- 8. To Act on Your Behalf**
  - You may authorize someone to act on your behalf. For example, if you are away, your designate could call to check the status of your application, register for you, or order a transcript to be sent to another institution or to an employer.
  - You must complete this section each time you submit an Application.
  - You may change or delete this information at any time by writing to the Registrar's Office and Student Services (ROSS).

- *Returning After an Absence:* An applicant who was previously admitted to a University of Lethbridge program, completed one or more semesters at the University, and subsequently interrupted their continuing student status prior to the completion of the program (whether the interruption was voluntary or involuntary on the part of the student) without being granted an approved Leave of Absence.

- 13. Visiting Student**
  - A Letter of Permission is required from your home institution.
- 14. First Spoken Language**
  - The language you first spoke and still understand.
  - If your first language is not English, you must meet the University's English Language Proficiency Requirement.
- 15. Graduate Management Admission Test (GMAT)**
  - M.Sc. (Management) only.
  - Although the GMAT is preferred, the GRE or alternative graduate entrance exam will be considered where circumstances merit the substitution.
  - GRE scores will be reviewed on a case-by-case basis.
  - GMAT will not report scores older than five years.
  - GMAT scores must be submitted by the testing agency to the Registrar's Office and Student Services (ROSS).
- 16. Campus**
  - Indicate which campus, Lethbridge, Calgary, or Edmonton, you will be attending.

### PROGRAM DETAILS

- 17. Program**
  - Declare a program – M.Sc. (Mgt.)
  - Indicate full-time or part-time studies.
  - M.Sc. (Mgt.) applicants must declare a major.

#### M.Sc.(Management) Program Grid (Offered in the Faculty of Management)

**Degree** - M.Sc. (Management)  
**Majors** - Accounting, Finance, Human Resource Management and Labour Relations, Information Systems, International Management, Marketing, Policy and Strategy

### APPLICATION DETAILS

- 9. Previous Application/Open Studies Student/UofL ID**
  - An ID number was issued if you were involved with the Music Conservatory (e.g., a member of an ensemble), used a fitness facility (e.g., weight room or pool), participated in the University's *Connections* program, or received an information package.
- 10. Current Registration**
  - Check one only.
- 11. Semester**
  - Applicants to the M.Sc. (Mgt.) program are admitted in the Fall semester only. Refer to the Application Deadlines on p. 2.
  - Check one only.
- 12. Student Type**
  - *Undergraduate Degree Holder:* An applicant who possesses an undergraduate degree from an accredited or recognized institution.
  - *Returning After an Approved Leave of Absence:* An applicant who was previously admitted to a University of Lethbridge program, subsequently granted a Leave of Absence, and now wants to resume study in their program.

### PREVIOUS AND CURRENT EDUCATION

- 18. Post-Secondary Education**
  - If you require more space than is provided, please continue on a separate sheet.
- 19. Application for Admission Fee**
  - Applications without the non-refundable Application for Admission Fee will be returned.
- 20. Declaration of Applicant**
  - Please ensure that your application is complete and accurate in every respect before signing the form. This application becomes a legal document that presumes responsible action on the part of both the University of Lethbridge and the prospective student.
  - Misrepresentation, falsification of documents, or the withholding of requested information in regard to this application are serious offences that may result in prosecution under the University of Lethbridge Calendar policies and/or the Criminal Code of Canada.

## M.Sc.(Management) Admission Requirements

Applicants normally must meet the following minimum requirements before the University will consider admission:

- A University of Lethbridge Bachelor of Management degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. A baccalaureate degree, or its academic equivalent, in disciplines other than Business or Management will be considered on a case-by-case basis. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs (see Part 1 - Admissions of the UofL Calendar).
- A minimum grade point average of 3.00 (on a 4.00 scale) on the last 20 graded university-level semester courses.

Applicants are considered on a case-by-case basis.

In addition to the *Application for Admission* form and *Application for Admission* fee, additional documentation—including but not limited to Academic Transcripts, *Letter of Recommendation forms*, Letter of Intent (1,000 words), Curriculum Vitae, GMAT Score—is required in order to complete the application. Refer to the M.Sc. (Mgt.) Program Application Procedure on p. 4.

Contact the M.Sc.(Management) Program Office (online: [www.uleth.ca/graduatestudies/content/master-science-management](http://www.uleth.ca/graduatestudies/content/master-science-management); phone: 403-380-1819; email: [msc.management@uleth.ca](mailto:msc.management@uleth.ca)) for more information.

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered (see the UofL Graduate Studies Calendar).

**M.Sc.(Management) Program Application Procedure**

The application package for the M.Sc.(Management) program is available from the M.Sc.(Management) Program Office (online: [www.uleth.ca/graduatestudies/future-students/master-science-management/application-package](http://www.uleth.ca/graduatestudies/future-students/master-science-management/application-package); phone: 403-380-1819) and includes the following forms:

- *Application for Admission - Master of Science (Management) Degree Programs* form
- *Letter of Recommendation* forms

Applicants should begin work on the application package as soon as possible (see Application Deadlines on p. 2).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

**Note:** *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined below (see also Admission Requirements on p. 3).

<p><b>Step 1 - Applicant completes the application package</b></p>	Get application package	Application packages are available from the Program Administrator in the M.Sc.(Management) Program Office (online: <a href="http://www.uleth.ca/graduatestudies/future-students/master-science-management/application-package">www.uleth.ca/graduatestudies/future-students/master-science-management/application-package</a> ; email: <a href="mailto:m.sc.management@uleth.ca">m.sc.management@uleth.ca</a> ; phone: 403-380-1819).
	Application for admission	Applicant completes the <i>Application for Admission - Master of Science (Management) Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, (if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS). Transcripts of degrees in progress must indicate courses currently registered in, or a separate list of current courses provided by the issuing institution.
	Letters of recommendation	Three referees, who are able to speak to the applicant's ability and aptitude for graduate studies, each complete a <i>Letter of Recommendation</i> form and submit it to ROSS.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A 1,000-word Letter of Intent, outlining the applicant's interest in pursuing graduate studies, and particularly the stream of research within the selected management major. Applicants will rank their chosen research stream on the form provided by the M.Sc. (Management) Program Office.
	GMAT or GRE	Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores are to be sent directly from the testing agency to ROSS.
	Additional documentation	If additional documentation is required, the M.Sc.(Management) Program Office will contact the applicant.
<p><b>Step 2 - Applicant submits application package</b></p>	The applicant submits the original package, plus the application fee, to ROSS. The M.Sc. (Management) Program Committee reviews the application package.	
	The M.Sc. (Management) Director informs the applicant of the M.Sc. (Management) Program Committee's decision. Applicants will be notified of admission status by May 1 (Round 1) and July 1 (Round 2). Successful applicants will be advised of registration procedures at that time.	
	Applicants may also be called for an interview with the M.Sc. (Management) Program Committee.	
If the previous program undertaken by the student is deemed not equivalent to a 40 semester course baccalaureate degree, additional course work or other study may be required. Such work will not count toward the requirements for the master's degree.		

