

Application Guide for Corporate Residency MBA

Thank you for your interest in applying for Dalhousie's Corporate Residency MBA program (full-time). If you have any questions as you complete your application, please contact the Corporate Residency MBA admissions team at mbacr@dal.ca or 902.494.2707. Deadlines for application are: November 30, February 15, March 15 and for international students the final deadline is December 31.

Application Checklist

- Application form A (all three copies) and form B
- A Bachelor's degree recognized by Dalhousie with a grade point average of B (or 3.0) or better in the final two years (20 credits)
- Official transcripts from all colleges/universities previously attended
- GMAT score of 550 or better (score submitted by test administrator)
- English language competency (score submitted by test administrator)
- Personal essay
- Two letters of reference
- Current résumé
- A profile
- Corporate Residency preferences
- \$70 CDN Application Fee
- Admissions interview
- Letter of Financial Guarantee (non-Canadian applicants)

If you are an international applicant, please take a close look at our International Applicant Admissions Information, which can be found at: <https://discover.dal.ca/dal/intlstud/index.ezc>

How to Apply

Stage One

Stage One requires the submission of all the documentation listed in the checklist above plus your \$70 CDN application fee.

Based on a successful review of submitted documentation candidates will be invited to participate in an interview to assess suitability for the program and employability.

Stage Two

Stage Two will include an individual interview as well as other assessment elements.

Admission will be based on all required documentation and the other assessment elements.

Apply Online

Visit our convenient Online Application (<http://www.dalgrad.dal.ca/forms/students/#admission>) to start the application process. When you create your account, you will receive a PIN and Password so that you can return to work on your application over several sessions.

Please note that you may submit your application at any time. We will create an admissions file for you and as we receive your supporting materials we will make note in this online file system that you can check at any time.

Application Priority Dates

The Corporate Residency MBA program starts in July each year. There are three Priority Dates for submitting your application:

- November 30 (with notification by February 15)
- February 1 (with notification by March 30)
- March 15 (with notification by April 15)

*December 31 is the final application date for **international applicants** and all candidates who wish to be considered for scholarships.

Scholarships and Financial Assistance

If you are offered admission to the Corporate Residency MBA program, you will be automatically considered for a scholarship. There is no separate application necessary. Scholarships are awarded based on the strength of your application, including your undergraduate record, prior work experience, professional recommendations, GMAT score, and other application materials.

If you are a Canadian citizen or permanent resident you may qualify for financial assistance. If you have any questions about how to apply, or about scholarships or financial assistance, please **contact the admissions team** at mbacr@dal.ca or 902.494.2707. We are here to answer your questions and to assist you every step of the way.

Application Forms

Please send all completed applications to the address below:

By mail:

Registrar's Office
Dalhousie University
Halifax, NS B3H 4H6

By courier:

Registrar's Office
Dalhousie University
6299 South St
Room 133, Henry Hicks A&A Bldg
Halifax, NS B3H 4H6

Assistance with Completing Your Application

Application Forms A (all three copies) and Form B

Graduate Studies Application—Part A. This form comes in three parts: 1) the Registrar's Office copy, 2) the Departmental copy, and 3) the Faculty of Graduate Studies (FGS) copy.

Graduate Studies Application—Part B. This form is one page only.

See Appendix A for all application forms

Official transcripts

You are required to have at least two copies of all official transcripts of your academic record from each university/college attended sent by each issuing institution directly to the department to which you are applying. It is the applicant's responsibility to ensure that all transcripts are sent. Your Bachelor's degree must be recognized by Dalhousie and you must have a Grade Point Average of B (or 3.0) or better in the final two years (20 credits)

Official transcripts from Dalhousie (or the former TUNS) are not required from current or previous Dalhousie students.

GMAT score of 550 or better

Each candidate is required to take the Graduate Management Admission Test (GMAT). Test results are valid for five years. Complete information on the GMAT test, including testing locations and dates in each country, and how to register, can be found at:

<http://www.mba.com/mba/TaketheGMAT>

English language competency

As the standard language of study at Dalhousie University is English, candidates whose native language is not English must demonstrate their capacity to pursue a graduate-level program in English before admission. The standard test is the TOEFL (Test Of English as a Foreign Language). The Faculty sets a minimum acceptable score of 580 for the written TOEFL, 237 for the computer-based test, and 92 for the Internet-based test, but some programs within the Faculty set a higher minimum (especially if the students are expected to be Teaching Assistants, in which case a written TOEFL of at least 600 is normally required). It is also recommended that potential students taking the non-computer TOEFL test should include the Test of Written English (TWE) component. The following other tests will also be accepted with the following minimum scores (some programs set a higher score):

| Test | Required Scores | Website |
|-------------|--|---|
| TOEFL | Computer: 237 Paper: 582 Internet: 92 | www.toefl.org |
| MELAB | 90 | http://www.lsa.umich.edu/eli/ |
| IELTS | 7 | www.ielts.org |
| CanTest | Average of at least 4.5, with no band score lower than 4.0 | www.cantest.uottawa.ca |
| CAEL | 60 overall, with no band score lower than 50 | www.cael.ca |

A TOEFL score is not required if you have a completed university degree from an accredited institution in which the language of instruction is English.

Personal essay

The personal essay offers applicants an opportunity to express their value proposition. It is one of the criteria the selection committee uses to make a decision on whether you are an acceptable candidate for the program. Consider some of the following in preparing your essay:

- Start with a thought-provoking opening that will draw the reader into your essay.
- What personal characteristics, attributes or values do you have that may enhance your chances for success?
- What are your career aspirations?
- Make this an honest portrayal of who you are.
- Edit your document (especially for typos).
- Check for resources on your campus or online for more ideas to assist you with writing your personal essay.
- Your essay should be limited to 2000 words.
- Include your typewritten essay with your application package.

Two letters of reference

At least two supporting Confidential Reference Letters are required. Ask that your referees place their references in an envelope, endorse it across the back seal, and return to you. Do not open the envelope. Please send all references to the Corporate Residency MBA office. If your referees are reluctant to follow this procedure, please have them mail the envelopes directly to the Corporate Residency MBA office. (See Appendix B for Confidential Reference Letter Form.)

Current résumé

Applicants must submit a résumé that details their relevant experience. An effective résumé will define your skills and abilities, showing how well you perform when operating at or near the peak of your abilities. For résumé tips go to Appendix C.

A profile

Applicants must submit a profile as part of their application. A profile is a brief summary of your curriculum vitae or résumé that will grab the reader's attention. Your profile should be 100-150 words and written in the third person. The end result should illustrate your commitment to your chosen field of study and what you hope to obtain from your corporate residency. (See Appendix D for details on writing a profile and sample profile.)

Corporate Residency preferences

Candidates in the corporate residency MBA program will complete a mandatory 8-month paid corporate residency internship. Applicants are required to outline their areas, sectors of interest and specific companies or organizations of interest as part of the application process. (See Appendix E – Corporate Residency Preference Form.)

\$70 CDN Application Fee

If you apply online, you will be informed of the application fee for your program as you fill in the form. You will be also given the option to pay your application fee online, or by phone, fax or mail. We accept cheques, money orders, bank drafts, Visa, MasterCard or American Express.

If applying by mail, include the payment with your application or call us to make arrangements. Make cheques, money orders or bank drafts payable to Dalhousie University. On the back of the cheque print the applicant's full name and, if applicable, web application number (e.g., A141103). Please do not send cash.

You can call us at (902) 494-2450. Our office is open Monday to Friday, 9 a.m. to 4 p.m. Atlantic Time. Fax us at (902) 494-1630. Or mail to: Registrar's Office, Dalhousie University, Halifax, N.S. B3H 4H6. We can also meet with you or assist you by phone after hours, by prior arrangement.

Admissions interview

Based on a successful review of submitted documentation candidates will be invited to participate in an interview to assess suitability for the program and employability. Admissions will be based on all required documentation and other assessment elements.

Appendix A
Application Forms

GRADUATE STUDIES APPLICATION—PART A

 READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING.
 INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PRINT CAREFULLY.

| | |
|------------------------|-------------------------|
| OFFICE USE ONLY | |
| Dalhousie ID Number: | B <input type="text"/> |
| Fee Paid: | \$ <input type="text"/> |

 INDICATE IF CURRENT OR FORMER DALHOUSIE EMPLOYEE: YES NO

| | | | | | | | | | | | | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|--|
| FAMILY NAME | | | | | | | | | | If previously registered under a different name, indicate FORMER FAMILY NAME | | | | | | | | | |
| <input type="text"/> | | | | | | | | | | <input type="text"/> | | | | | | | | | |
| GIVEN NAMES | | | | | | | | | | | | | | | TITLE (MR., MS., MRS., MISS, DR.) | | | | |
| <input type="text"/> | | | | | | | | | | | | | | | <input type="text"/> | | | | |

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|-----------------------------------|-----------------------------------|-----|-------|------|---------------|-----|------------------|------|-----------------|
| MAILING ADDRESS & EFFECTIVE DATES | EFFECTIVE FROM: | DAY | MONTH | YEAR | EFFECTIVE TO: | DAY | MONTH | YEAR | |
| | MAILING ADDRESS (Number & Street) | | | | | | | | |
| | CITY | | | | | | PROV/STATE | | POSTAL/ZIP CODE |
| | COUNTRY | | | | | | TELEPHONE NUMBER | | |

| | | | | | | | | | |
|---|-----------------------------------|-----|-------|------|------------------|-----|-----------------|------|--|
| HOME OR OTHER MAILING ADDRESS & EFFECTIVE DATES | EFFECTIVE FROM: | DAY | MONTH | YEAR | EFFECTIVE TO: | DAY | MONTH | YEAR | |
| | MAILING ADDRESS (Number & Street) | | | | | | | | |
| | CITY | | | | PROV/STATE | | POSTAL/ZIP CODE | | COUNTY OF PERM. RES. (NS, NB, PEI RES. ONLY) |
| | COUNTRY | | | | TELEPHONE NUMBER | | | | |

| | | | |
|---|---|------------------------|--|
| E-MAIL ADDRESS | GENDER <input type="checkbox"/> M <input type="checkbox"/> F | BIRTHDATE (DD/MM/YYYY) | SOCIAL INSURANCE NUMBER |
| <input type="text"/> | | <input type="text"/> | <input type="text"/> |
| IMMIGRATION STATUS (INDICATE ONE) | COUNTRY OF PERMANENT RESIDENCE | | DATE OF ENTRY (DD/MM/YYYY) Permanent Residents & Visa Students Only |
| <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa | <input type="text"/> | | <input type="text"/> |

| | | | |
|------------------|--|---|---|
| APPLICATION DATA | SEE "GRADUATE FIELDS OF STUDY, SUBJECT CODES, AND DEGREES" IN THE "APPLICATION FOR ADMISSION—GUIDELINES" | | |
| | FOR WHICH DEGREE ARE YOU APPLYING? | PROPOSED FIELD OF STUDY | SUBJECT CODE |
| | <input type="checkbox"/> FULL-TIME STUDY <input type="checkbox"/> PART-TIME STUDY | DATE YOU WISH TO COMMENCE STUDIES: <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> JANUARY <input type="checkbox"/> MAY YEAR: <input type="text"/> | <input type="checkbox"/> HOUSING REQUIRED? <input type="checkbox"/> STUDENT WITH SPECIAL NEEDS |
| | <input type="text"/> | | |

| | | | | | | |
|------------------|---|-------------------------------|-------------------------|-------------------------|------------------------------|------------------------------|
| ACADEMIC HISTORY | LIST ALL POST-SECONDARY INSTITUTIONS ATTENDED (continue on a separate sheet if necessary) | | | | | |
| | <input type="checkbox"/> DALHOUSIE <input type="checkbox"/> FORMER TUNS | DALHOUSIE/TUNS STUDENT NUMBER | CALENDAR YEARS ATTENDED | NAME OF DEGREE/DIPLOMA | DATE DEGREE AWARDED/EXPECTED | |
| | INSTITUTION (OTHER THAN DALHOUSIE/FORMER TUNS) | | LOCATION/COUNTRY | CALENDAR YEARS ATTENDED | NAME OF DEGREE/DIPLOMA | DATE DEGREE AWARDED/EXPECTED |
| | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|-------------|--|
| FEE PAYMENT | Fee payment information to be entered on the Registrar's Office Copy. See APPLICATION FOR ADMISSION—GUIDELINES. |
|-------------|--|

I have read all information contained in this application. I hereby certify that all of the above information and all information on supporting documents is correct and complete. I agree to follow and be bound by the regulations of the University, including any revisions, deletions or additions made to them in the future. I understand that failure to disclose information will result in disciplinary action. I understand that if the University finds to the contrary, my association with, admission to, or registration in the University may be rescinded and cancelled after notice in writing to me at my home address as shown hereon, or amended by me at a later date. I understand that Dalhousie University will verify any information provided as part of this application and that information on falsified documents is shared with the Association of Universities and Colleges of Canada. Furthermore, I agree to pay all fees associated with my registration and enrolment at Dalhousie University.

| | |
|------------------------|----------------------|
| SIGNATURE OF APPLICANT | DATE |
| <input type="text"/> | <input type="text"/> |

NOTE: PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE BY REFERRING TO THE "APPLICATION FOR ADMISSION—GUIDELINES".

GRADUATE STUDIES APPLICATION—PART A

 READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING.
 INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PRINT CAREFULLY.

OFFICE USE ONLY

Dalhousie ID Number:

| | | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|--|--|--|--|
| B | | | | | | | | | | | |
|----------|--|--|--|--|--|--|--|--|--|--|--|

Fee Paid: \$

INDICATE IF CURRENT OR FORMER DALHOUSIE EMPLOYEE:

 YES NO

If previously registered under a different name, indicate FORMER FAMILY NAME

| | | | | | | | | | | | |
|-------------|--|--|--|--|--|--|--|--|--|--|--|
| FAMILY NAME | | | | | | | | | | | |
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|--|--|--|--|--|--|--|--|--|--|--|--|
| If previously registered under a different name, indicate FORMER FAMILY NAME | | | | | | | | | | | |
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|-------------|--|--|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|
| GIVEN NAMES | | | | | | | | | | | | TITLE (MR., MS., MRS., MISS, DR.) | | | |
| | | | | | | | | | | | | | | | |

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|-----------------------------------|-----------------------------------|-----|-------|------|---------------|-----|------------------|------|-----------------|
| MAILING ADDRESS & EFFECTIVE DATES | EFFECTIVE FROM: | DAY | MONTH | YEAR | EFFECTIVE TO: | DAY | MONTH | YEAR | |
| | MAILING ADDRESS (Number & Street) | | | | | | | | |
| | CITY | | | | | | PROV/STATE | | POSTAL/ZIP CODE |
| | COUNTRY | | | | | | TELEPHONE NUMBER | | |
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| HOME OR OTHER MAILING ADDRESS & EFFECTIVE DATES | EFFECTIVE FROM: | DAY | MONTH | YEAR | EFFECTIVE TO: | DAY | MONTH | YEAR | |
| | MAILING ADDRESS (Number & Street) | | | | | | | | |
| | CITY | | | | PROV/STATE | | POSTAL/ZIP CODE | | COUNTY OF PERM. RES. (NS, NB, PEI RES. ONLY) |
| | COUNTRY | | | | TELEPHONE NUMBER | | | | |
| | | | | | | | | | |

| | | | |
|----------------|---|------------------------|-------------------------|
| E-MAIL ADDRESS | GENDER <input type="checkbox"/> M <input type="checkbox"/> F | BIRTHDATE (DD/MM/YYYY) | SOCIAL INSURANCE NUMBER |
| | | | |

| | | |
|---|--------------------------------|--|
| IMMIGRATION STATUS (INDICATE ONE) | COUNTRY OF PERMANENT RESIDENCE | DATE OF ENTRY (DD/MM/YYYY) Permanent Residents & Visa Students Only |
| <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa | | |

| | | | |
|------------------|--|--|---|
| APPLICATION DATA | SEE "GRADUATE FIELDS OF STUDY, SUBJECT CODES, AND DEGREES" IN THE "APPLICATION FOR ADMISSION—GUIDELINES" | | |
| | FOR WHICH DEGREE ARE YOU APPLYING? | PROPOSED FIELD OF STUDY | SUBJECT CODE |
| | <input type="checkbox"/> FULL-TIME STUDY | DATE YOU WISH TO COMMENCE STUDIES: | <input type="checkbox"/> HOUSING REQUIRED? |
| | <input type="checkbox"/> PART-TIME STUDY | <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> JANUARY <input type="checkbox"/> MAY YEAR: | <input type="checkbox"/> STUDENT WITH SPECIAL NEEDS |
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|------------------|---|-------------------------------|-------------------------|-------------------------|------------------------------|------------------------------|
| ACADEMIC HISTORY | LIST ALL POST-SECONDARY INSTITUTIONS ATTENDED (continue on a separate sheet if necessary) | | | | | |
| | <input type="checkbox"/> DALHOUSIE <input type="checkbox"/> FORMER TUNS | DALHOUSIE/TUNS STUDENT NUMBER | CALENDAR YEARS ATTENDED | NAME OF DEGREE/DIPLOMA | DATE DEGREE AWARDED/EXPECTED | |
| | INSTITUTION (OTHER THAN DALHOUSIE/FORMER TUNS) | | LOCATION/COUNTRY | CALENDAR YEARS ATTENDED | NAME OF DEGREE/DIPLOMA | DATE DEGREE AWARDED/EXPECTED |
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| | |
|-------------|---|
| FEE PAYMENT | Fee payment information to be entered on the Registrar's Office Copy. See APPLICATION FOR ADMISSION—GUIDELINES. |
|-------------|---|

I have read all information contained in this application. I hereby certify that all of the above information and all information on supporting documents is correct and complete. I agree to follow and be bound by the regulations of the University, including any revisions, deletions or additions made to them in the future. I understand that failure to disclose information will result in disciplinary action. I understand that if the University finds to the contrary, my association with, admission to, or registration in the University may be rescinded and cancelled after notice in writing to me at my home address as shown hereon, or amended by me at a later date. I understand that Dalhousie University will verify any information provided as part of this application and that information on falsified documents is shared with the Association of Universities and Colleges of Canada. Furthermore, I agree to pay all fees associated with my registration and enrolment at Dalhousie University.

| | |
|---|------|
| SIGNATURE OF APPLICANT | DATE |
| NOTE: PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE BY REFERRING TO THE "APPLICATION FOR ADMISSION—GUIDELINES". | |

Appendix B
Confidential Reference Letter Form

CONFIDENTIAL REFERENCE LETTER

- TO BE COMPLETED BY AN ACADEMIC OR PROFESSIONAL REFEREE
- PRINT CAREFULLY
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFEREE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO "[NAME OF THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING], DALHOUSIE UNIVERSITY, HALIFAX, NOVA SCOTIA, CANADA, B4H 4H6".

THIS SECTION TO BE COMPLETED BY THE APPLICANT BEFORE PASSING TO REFEREE

FULL NAME OF APPLICANT:

DEGREE TO WHICH YOU ARE APPLYING:

DEPARTMENT/SCHOOL:

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE REFEREE. THE INFORMATION IN THIS DOCUMENT WILL BE TREATED AS STRICTLY CONFIDENTIAL. THE PURPOSE OF THE REFERENCE IS TO ASSESS THE ABILITY OF THE APPLICANT TO UNDERTAKE ADVANCED STUDIES AND RESEARCH. ONCE COMPLETED, RETURN THE COMPLETED FORM, SIGNED AND SEALED IN THE ENVELOPE PROVIDED, TO THE APPLICANT OR SEND THE REFERENCE TO THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING.

NAME OF REFEREE:

POSITION/RANK:

INSTITUTION:

E-MAIL:

TELEPHONE:

FAX:

MAILING ADDRESS:

KNOWLEDGE OF APPLICANT

IN REPLY TO: WHAT CAPACITY (EG. TEACHER, SUPERVISOR, EMPLOYER) HAVE YOU KNOWN THE APPLICANT?

HOW LONG HAVE YOU KNOWN THE APPLICANT (YEARS/MONTHS)?

TO APPROXIMATELY HOW MANY STUDENTS IN THE PAST 5 YEARS AND AT THE SAME LEVEL OF STUDY ARE YOU COMPARING THE APPLICANT?

IF YOU HAVE NOT KNOWN THE APPLICANT IN AN ACADEMIC OR RESEARCH CAPACITY, PLEASE INDICATE THE BASIS UPON WHICH YOU FEEL YOU ARE ABLE TO ASSESS THE APPLICANT'S CAPABILITY FOR STUDIES AT THE GRADUATE LEVEL:

SPECIFIC ABILITIES

| FOR EACH CATEGORY, PLACE A CHECKMARK UNDER THE MOST APPROPRIATE COLUMN. | OUTSTANDING (TOP 5%) | SUPERIOR (5-10%) | GOOD (10-25%) | AVERAGE (25-50%) | MARGINAL/PO OR (LOWER 50%) | NO BASIS FOR JUDGEMENT |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|---------------------------|
| PAST ACADEMIC ACHIEVEMENT: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCHOLARLY PROMISE: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| INDEPENDENT RESEARCH/STUDY CAPABILITY: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENGLISH PROFICIENCY—WRITTEN: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ENGLISH PROFICIENCY—ORAL: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CREATIVITY: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RESOURCEFULNESS: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ABILITY TO MEET DEADLINES: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OVERALL, I WOULD RATE THIS STUDENT AS: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CONFIDENTIAL REFERENCE LETTER

IF AN INTERNATIONAL STUDENT, PLEASE INDICATE THE APPLICANT'S ENGLISH LANGUAGE COMPETENCY

IS THE APPLICANT'S FIRST LANGUAGE ENGLISH? Yes No

IF NO, PLEASE ASSESS YOUR VIEW OF THE APPLICANT'S COMPETENCY IN ENGLISH:

WRITTEN: FLUENT QUITE FLUENT WORKING KNOWLEDGE BASIC KNOWLEDGE LITTLE OR NO KNOWLEDGE

READ: FLUENT QUITE FLUENT WORKING KNOWLEDGE BASIC KNOWLEDGE LITTLE OR NO KNOWLEDGE

ORAL: FLUENT QUITE FLUENT WORKING KNOWLEDGE BASIC KNOWLEDGE LITTLE OR NO KNOWLEDGE

FOR ACADEMIC REFEREES ONLY

IF THIS APPLICANT WERE APPLYING TO A GRADUATE PROGRAMME AT YOUR INSTITUTION, WOULD YOU:

ACCEPT WITHOUT RESERVATIONS

ACCEPT WITH RESERVATIONS*

ACCEPT TO A QUALIFYING YEAR ONLY

REJECT

* EXPLAIN ANY RESERVATIONS:

FOR NON-ACADEMIC REFEREES ONLY

WOULD YOU RECOMMEND THAT THE APPLICANT BE ACCEPTED INTO A GRADUATE PROGRAMME? Yes* No

* EXPLAIN ANY RESERVATIONS:

ADDITIONAL COMMENTS ON THE APPLICANT'S: 1) ABILITY TO CARRY ON ADVANCED STUDY AND RESEARCH; 2) TEACHING ABILITY; 3) PROMISE FOR A SUCCESSFUL CAREER IN THIS FIELD; 4) WEAKNESSES, IF ANY; AND 5) COMMUNICATION SKILLS (ORAL AND WRITTEN). INDICATE THE BASIS OF YOUR GENERAL ASSESSMENT. PLEASE FEEL FREE TO ADD AN EXTRA PAGE IF NECESSARY.

SIGNATURE OF REFEREE:

DATE:

- THE FACULTY OF GRADUATE STUDIES (FGS) WILL ATTEMPT TO MAINTAIN THE CONFIDENTIALITY OF THIS LETTER
- DALHOUSIE ATTEMPTS TO VERIFY ALL REFERENCES FOR APPLICATION TO GRADUATE STUDIES
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFEREE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO "[NAME OF THE DEPARTMENT TO WHICH THE APPLICANT IS APPLYING], DALHOUSIE UNIVERSITY, HALIFAX, NOVA SCOTIA, CANADA, B4H 4H6".

Appendix C

Preparing Your Résumé

Résumé Tips

Employers will spend a very short time scanning your résumé to determine if you are a potential candidate, usually less than 30 seconds. Here are some helpful hints for writing an effective résumé.

- Fit your résumé neatly on one or two pages.
- Check for spelling, grammar or punctuation errors.
- Ensure your name, address, phone number, and email address are centred or flush left at the top.
- Read the job description and tailor your résumé for each position you apply for.
- Research the companies/organizations you would like to work for and construct a résumé responding to their interests and needs. Find out about the corporate culture and read their mission statement. Look for key competencies mentioned throughout their web sites that connect with your interest and skill set.
- Highlight skills and attributes that pertain specifically to the job. Make a solid connection between your qualifications and position. Let the employer see how your experience will fit with the position they are trying to fill.
- Edit sentences and paragraphs to eliminate information that is irrelevant or repetitious.
- Use **POWER** verbs to show the range of your skills and achievements. Stress your accomplishments rather than describe duties and responsibilities.
- Use key words and industry-specify phrases throughout your résumé. Recruiters use keyword screening as a way to reduce the number of résumés they must sort through.
- Focus on the employer. Highlight what you will bring to the company/organization, not what the company will do for you.
- Be professional. Ensure that your documents, your email address and voicemail are professional and clear.

Résumé Checklist

Header

- Current contact details, including your name, address, phone number and e-mail

Education section

- Name of institution, program, location, dates
- Academic achievements

Work or Career Related Experience section

- Job title, employer and work dates
- Bulleted list of relevant, powerful action statements describing your accomplishments

Volunteer Work, Interest and Activities and/or Extracurricular section

(select the most appropriate heading to best suit the content)

- Bulleted list of accomplishments with relevant dates

Awards section, if applicable

- The name of the award and date received
- The reason you received the award

Computer Skills section

- List of software and hardware (you can categorize)
- Make sure you can support your claims

References section

- Unless names of references have been specifically requested just use the statement "available upon request"

General Tips

- Create the document from a blank page; it is much easier to edit than using an electronic document template
- Use white paper when printing your résumé
- Do not include personal information such as age, marital status or political affiliation
- Maintain consistent formatting style and make sure bullets are lined up
- Use the proper tense (for example, if no longer working for this employer, use past tense)
- Within sections, present information in reverse chronological order
- Do not use "I" statements
- Fit the résumé on one or two pages (*write your résumé first and adjust formatting later)
- Number and name the second page (your name and page 2 of 2)
- Proofread for grammar and spelling (use Canadian spelling)

Appendix D

Profile Tips and Sample

A profile is a brief summary of your CV or **résumé** that will grab the reader's attention.

Your profile should be 100-150 words and written in the third person. The end result should illustrate your commitment to your chosen field of study and what you hope to obtain from your corporate residency.

Writing Your Profile

Writing your own profile or bio is one of those few occasions when you are actually encouraged to talk about yourself. It's time to let the world know the value proposition for hiring you with a clear marketing pitch. If you were a car or a magazine, why would someone buy you?

Start the process by thinking of the most positive words you are comfortable with using in describing yourself. Think of what motivates you. Think of the most special academic and professional experiences you have had. Think of your goals for study and work, as well as your accomplishments outside of work and school.

Begin your profile by reviewing the list of key words and thinking about what really makes you tick. Write your opening sentence with all this in mind – it should sum up the feeling/flavour of your personal brand. Like a news story, the lead sentence is the hook that will cause someone to read on. Spend some time on writing this sentence as the rest of your bio will simply be a logical presentation of the remaining key words and the facts associated with them.

Sample Profile

Jane Doe (MBA Candidate 2007)

Jane Doe holds a Bachelor of Commerce Co-op Degree (2005) and is now enrolled in the 10-month accelerated MBA. She has a keen interest in the finance industry and is completing level one of the CFA designation. During her time at Dalhousie University, she has been committed to a variety of organizations including the Finance Club, Commerce and MBA Student Societies.

Having been described as sociable and outgoing, but also analytical and logical with a strong aptitude for conceptual problem-solving, Jane is interested in a career opportunity that would combine these skills. Wealth management and investment banking have attracted her as possibilities.

Jane has completed several marathons both in Nova Scotia and abroad.

Appendix E

Corporate Residency Preference Form

Use the following as a guide to assist you in deciding which employer partner(s) most interest you from the list on the website: <http://dalmba.ca/employer-partners>

Use the decision grid on the next page to fill in your employer selections and criteria to assist in prioritizing your employer selections.

Criterion 1 – Choose which area of concentration you are most interested in:

1. Finance
2. Marketing
3. International Business
4. Leadership
5. Other (Please specify)

Criterion 2 – Choose the sector you are most interested in:

1. Private
2. Public
3. Both

Criterion 3 – Where would you prefer to live during your corporate residency?

1. Halifax
2. Toronto
3. Ottawa
4. Calgary
5. No preference
6. Other (please specify)

Criteria 4, 5 & 6 – Choose three other criteria for assessing your ideal corporate residency:

| | |
|--------------------------------------|--------------------------------|
| Ability to contribute | Flexibility |
| Challenging work | Work / life balance |
| Opportunities for continued learning | Creativity |
| Job content | Leadership development |
| Community involvement | Rotation program possibilities |
| Opportunities for advancement | Fun, positive work environment |
| Corporate culture | Opportunities for travel |
| Physical workspace | Autonomy |
| Salary | Other (please specify) |

Decision Grid – Dalhousie Corporate Residency MBA

Assess how each of the employers you have selected meets the criteria you have chosen. Rank each criterion on a scale of 1 (low) to 5 (high) and add them up to see how you can prioritize your employer selections. Please submit this grid as part of your application.

| Employer(s) | Criterion 1 Area _____ | Criterion 2 Sector _____ | Criterion 3 Location _____ | Criterion 4 _____ | Criterion 5 _____ | Criterion 6 _____ | Employer Rankings |
|-------------|------------------------------|--------------------------------|----------------------------------|----------------------|----------------------|----------------------|----------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |