2 YEAR PLUS FOUNDATION TERM MMPA APPLICATION DOCUMENT INSTRUCTIONS

GMAT Instructions (if applicable)

An official score on the Graduate Management Admissions Test (GMAT) is required of all applicants. You must make your own arrangements to take the test and have your scores sent to the MMPA Program at the University of Toronto Mississauga under the code BTD-88-76. **Please request your scores be made available to "the MMPA Program".**

The GMAT must be written prior to the application deadline.

Scores older than five years will not be considered valid for the purposes of the admission application.

Information about the GMAT may be obtained by visiting the website: www.mba.com/global.

if you are eligible for a GMAT waiver please email mmpa@utoronto.ca to request the waiver once you have submitted your application

Scores must meet MMPA's minimum score thresholds. There are no exceptions. Scores that do not meet thresholds are considered as not submitted on an application

English Language Proficiency Instructions (if applicable)

Unofficial EP Score

Please upload a copy of your English Language Test score as part of your on-line application. An official copy must still be sent to the University of Toronto.

Official EP Score

If your primary language is not English and you graduated from a non-Canadian university where the language of instruction and examination was not English, then you must demonstrate your facility in English using one of the following methods.

1. **Test of English as a Foreign Language (TOEFL)**
2. **International English Language Testing System (IELTS)**
3. **The Certificate of Proficiency in English (COPE)**
4. **Canadian Academic English Language Assessment (CAEL)**

Applicants should request that original copies of their test scores be sent directly to the University of Toronto.

Please refer to https://www.sgs.utoronto.ca/admissions/admission-application-requirements/english-language-proficiency-testing/ for more information.

Exemptions:

You are not required to complete an English-language facility test if you are a Canadian citizen who studied at a Canadian university where the language of instruction is French.

If you are an international applicant whose primary language is not English, you may not be required to complete an English-language facility test if you have completed a program of study at a university where the language of instruction and examination has largely been in English. This is at the discretion of the graduate unit to which you have applied. If you are such an international applicant, consult the graduate unit to which you are applying to determine if the test will be required. An official statement from your institution will be required, confirming the use of English as the language of instruction and examination.

Scores must meet MMPA's minimum score thresholds. There are no exceptions. Scores that do not meet thresholds are considered as not submitted on an application

Essay Instructions

The essay topic is an important part of the deliberations in considering your application. It will help us learn more about you, how you think, and what you hope to accomplish with an MMPA degree. While your answer should be fully developed, please limit your responses to 500 words and one page.

- Topic: The MMPA Program seeks a diverse and unique entering class of current and future managers. How will your distinctiveness enrich the learning environment and enhance your prospects for future success?

Resume/CV Instructions

Please submit a resume. Preparing and submitting a personal resume or curriculum vitae is required to provide the Admissions Committee with a complete summary of your academic, professional, and community experiences and accomplishments. The resume should be no longer than two or three pages and should include the following elements, in the order as listed below.

a) Your name
b) Education (including studies in progress)
c) Employment history (most recent first), including name and location of organization, size and type of business, job title, position responsibilities, and dates employed. Please indicate full-time and part-time employment
d) Academic, business, or professional awards and achievements
e) Community, professional and extra-curricular activities
f) Special skills
g) If there is further information that you believe would be helpful to the Admissions Committee, please feel free to provide it by attaching additional pages to your personal resume.

Transcript Instructions

All Applicants

You are required as part of your application to submit your complete academic record to date from **each institution attended** bearing official University seal(s). A certified English translation is also required in addition to the original language transcript if the institution provides transcripts in a language other than English. Documents submitted in support of applications become the property of the University of Toronto and will not be returned or released to a student.

When Applying to the MMPA Program

When applying to the MMPA Program all applicants can upload a student copy of their official transcript from all universities that they attended. Please ensure that this is the full copy of the transcript(s), including the grading legend found on the back of most transcripts, and not a student web version. Please note that if an offer is extended an official copy of all transcripts will be required and will be an admission condition indicated on your offer letter.

All Applicants Admitted to the MMPA Program

1. *Applicants Currently Completing Their Degree*

MMPA Program applicants who are in the process of completing their degree must have a copy of their official transcript sent to the MMPA Program via mail or preferably an electronic transcript via secure email if your institution(s) provides this service *once you have completed and conferred your degree.* Please have your institution(s) send your official electronic transcript to mmpa@utoronto.ca and indicate the receiver as Bianca Gaspini. Please follow these mailing instructions if your institution is not able to send your official transcript via secure email:

> *Have your institution(s) return one copy of your official transcript to you in a sealed envelope bearing the official University seal(s) across the sealed flap. These envelopes must be sent unopened, or they will not be considered official. The MMPA Program mailing address is:*

Master of Management & Professional Accounting Program
Institute for Management & Innovation
University of Toronto Mississauga
3359 Mississauga Rd.
Mississauga, ON Canada L5L 1C6

Receipt of the final official transcript(s) will clear your admission condition.

2. *Applicants That Have Completed and Conferred Their Degree(s)*

MMPA Program applicants that have completed and conferred their degree(s) must have a copy of their official transcript(s) sent to the MMPA Program via mail or preferably an electronic transcript via secure email if your institution(s) provides this service. Please have your institution(s) send your official electronic transcript to mmpa@utoronto.ca and indicate the receiver as Bianca Gaspini. Please follow these mailing instructions if your institution is not able to send your official transcript via secure email:

Have your institution(s) return one copy of your official transcript to you in a sealed envelope bearing the official University seal(s) across the sealed flap. These envelopes must be sent unopened, or they will not be considered official. The MMPA Program mailing address is:

Master of Management & Professional Accounting Program
Institute for Management & Innovation
University of Toronto Mississauga
3359 Mississauga Rd.
Mississauga, ON Canada L5L 1C6

Receipt of the final official transcript(s) will clear your admission condition.

Referee Submissions

MMPA requires two (2) refence as part of the application process. Please only request/submit 2 references, as MMPA will not review more than 2.

The University of Toronto's School of Graduate Studies only allows for referees with institutional email addresses to be considered.

Institutional emails refer to **emails that require a confirmed identity**, for example, a university staff member, such as @harvard.edu, a member of an academic or scientific institution, such as @cabi.org, a government agency such as @ars.usda.gov, or a company such as @microsoft.com.

Emails such as johndoe@gmail.com, johndoe@hotmail.com, johndoe@163.com are **NOT** institutional email addresses.

Should a referee not have an institutional email address please email mmpa@utoronto.ca to request permission for a non institutional email address, along with the reason and your application number and full name.

The deadline for final document submission/application payment is January 31st.