

Application Form

**EMBA**

McGill – HEC Montréal

# APPLICATION CHECKLIST

- Completed and signed application form
- Answers to the 5 Additional questions listed on page 7 of this form

## Status in Canada

### Canadian citizen born in Québec

- Birth certificate (issued by le Directeur de l'état civil) with your place of birth, and your father's and mother's full names

### Canadian citizen born outside Québec

- Birth certificate with your place of birth, and your father's and mother's full names
- [Attestation of Québec Resident Status](#) (if you are a Québec resident)

### Canadian citizen born outside Canada

- Birth certificate with your place of birth, and your father's and mother's full names
- Both sides of your Canadian citizenship certificate or card
- Québec Selection Certificate (if applicable). If you do not have that certificate and you are a Québec resident, complete the [Attestation of Québec Resident Status](#)

### Permanent resident

- Birth certificate with your place of birth, and your father's and mother's full names
- Both sides of your permanent resident card or your IMM-1000, IMM-5292 or IMM-5688 immigration form
- Québec Selection Certificate (if applicable). If you do not have that certificate and you are a Québec resident, complete the [Attestation of Québec Resident Status](#)

### International student

- Birth certificate with your place of birth, and your father's and mother's full names
- Québec Acceptance Certificate (CAQ), delivered by Immigration-Québec
- Student permit, delivered by Immigration Canada
- Copy of your valid passport

## Official transcripts

- Original transcripts are required from all colleges and universities listed on your application and/or in your curriculum vitae. Transcripts in languages other than English or French must be accompanied by an English or French translation provided by the institution issuing the transcript or by a certified translator. A transcript in the original language is also required; an English or French translation alone is not sufficient. If the transcript does not indicate that a degree has been conferred, a copy of the degree certificate (diploma) must also be submitted.
- Candidates **without an undergraduate degree**, but with substantial managerial experience are encouraged to apply, as exceptional candidates may be admitted.

## Curriculum vitae

- A curriculum vitae summarizing all positions held, beginning with the most recent, and specifying for each: name of company, title and main responsibilities.

## Two recommendation letters, using the prescribed forms

- Complete the first section and then send the forms to the people from whom you are requesting a recommendation. Your recommenders should send their completed recommendations to [EMBA Office](#). The most valuable recommendations come from those who have observed your abilities in a professional setting.

## One employer support letter, using the prescribed form

- Complete the first section and then send the form to your employer for completion. The completed support letter should be sent to [EMBA Office](#). If you are self-employed, this letter can be replaced with a third recommendation letter.

## The \$125 CDN non-refundable application fee

- Cheques should be made payable to EMBA McGill-HEC Montréal.

## Results of GMAT or TAGE MAGE, if required

- This will be confirmed upon review of your curriculum vitae.

## Identification numbers

### HEC MONTRÉAL AND MCGILL UNIVERSITY ID NUMBER(S)

- Have you ever applied for admission at HEC Montréal in the past?  yes  no  
at McGill University?  yes  no

- If you have an HEC Montréal ID number, please specify

- If you have a McGill University ID number, please specify

- If you have studied in Québec, please enter your permanent code from the ministère de l'Éducation et de l'Enseignement supérieur (MEES)

## Personal information

Mr.  Ms.

GIVEN NAME

GENDER  Male  Female

LAST NAME

FAMILY NAME AT BIRTH   
(if different from last name)

### STATUS IN CANADA

- CC Canadian citizen
- RP Permanent resident
- IN Amerindian (native)
- RF Refugee

Visitor:  VE with student visa  
 VD with diplomatic visa

DATE OF BIRTH   
year month day

CITY OF BIRTH

COUNTRY OF BIRTH

PROVINCE OR  
STATE OF BIRTH

If you are not a Canadian citizen, state your citizenship

If you hold dual citizenship, please specify alternate citizenship

RESERVED FOR THE OFFICE OF THE REGISTRAR

Application type: Graduate

Programme applying to: McGill – HEC Montréal EMBA

Term \_\_\_\_\_

## Contact information

### ADDRESS

Number      Street / route / p.o. box      Apartment

City

Province / state / country      Postal code

### TELEPHONE

#### Home

country code if outside Canada      area code or city code      number

#### Work

country code if outside Canada      area code or city code      number      extension

#### Cellular

country code if outside Canada      area code or city code      number

#### Fax

country code if outside Canada      area code or city code      number

### ELECTRONIC MAIL

**please ensure that the email address in your file is current.**

#### Home

#### Work

#### Other

## Parents' names

### FATHER (even if deceased)

Family name      Given name

### MOTHER (even if deceased)

Maiden name      Given name

## Professional experience

### YEARS OF EXPERIENCE

Number of years of full-time work experience

Number of years of full-time managerial experience

### POSITION

Company \_\_\_\_\_

City \_\_\_\_\_

Title \_\_\_\_\_

Start date     
year month day

End date     
year month day

### ECONOMIC SECTOR OF THE POSITION (check only one box)

#### Primary sector

- 101 Agriculture, energy, forests and mines  
 199 Other primary sector

#### Distribution and services sector

- 301 Arts, performing arts, cultural and recreational industries  
 302 Retail  
 303 Wholesale  
 304 Communications, telephony, media  
 305 Law or notarial practice  
 306 Hotels, restaurants and tourism  
 307 Financial services (banking, insurance, brokerage)  
 308 Accounting  
 309 Engineering Consulting  
 310 Management consulting  
 399 Other branch of distribution and services

#### Manufacturing and processing

- 201 Aeronautics and transportation  
 202 Food  
 203 Construction  
 204 Manufacturing (clothing, tools, parts)  
 205 Biomedical and pharmaceutical technologies  
 206 Information technologies  
 299 Other branch of manufacturing and processing

#### Public and parapublic administration

- 401 Education  
 402 Federal or provincial public service  
 403 Health and social affairs  
 404 Non-profit sector  
 405 Municipal government  
 406 Government and parapublic corporations  
 499 Other branch of public and parapublic administration

### AUTHORIZATION

May we contact your immediate supervisor?  yes  no

If yes, please provide the supervisor's contact information.

Last name \_\_\_\_\_ First name \_\_\_\_\_

Position \_\_\_\_\_ Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

## Educational background

### Degree presented in support of application for admission

Educational establishment

PROVINCE OR STATE

COUNTRY

YEARS OF STUDY

from

  
year month day  
year month day

LEVEL OF STUDIES (check only one box)

- 50 Certificate  
 60 Undergraduate  
 70 Master  
 73 Graduate Diploma  
 80 Doctorate  
 99 Other (specify) \_\_\_\_\_

HAVE YOU COMPLETED THIS PROGRAM?  yes  no

if no, specify the completion date (or expected date)

  
year month day

FIELD STUDIED TO OBTAIN DEGREE (check only one box)

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> (ACTU) Actuarial science       | <input type="checkbox"/> (ECON) Economics                      | <input type="checkbox"/> (MATH) Mathematics        | <input type="checkbox"/> (PSYL) Psychology                |
| <input type="checkbox"/> (ARCI) Architecture            | <input type="checkbox"/> (EDUC) Education                      | <input type="checkbox"/> (MUSI) Music              | <input type="checkbox"/> (SPAP) Pure and applied sciences |
| <input type="checkbox"/> (ALET) Arts                    | <input type="checkbox"/> (GENI) Engineering                    | <input type="checkbox"/> (SINF) Nursing            | <input type="checkbox"/> (SOC1) Sociology                 |
| <input type="checkbox"/> (ADMI) Business administration | <input type="checkbox"/> (SSAN) Health sciences                | <input type="checkbox"/> (NUTR) Nutrition          | <input type="checkbox"/> (FICS) Taxation                  |
| <input type="checkbox"/> (COMU) Communications          | <input type="checkbox"/> (SHUM) Humanities and social sciences | <input type="checkbox"/> (BURE) Office automation  | <input type="checkbox"/> (AUTR) Other (specify) _____     |
| <input type="checkbox"/> (INFO) Computer science        | <input type="checkbox"/> (RIND) Industrial relations           | <input type="checkbox"/> (PHAR) Pharmacy           |   |
| <input type="checkbox"/> (CRIM) Criminology             | <input type="checkbox"/> (DROI) Law                            | <input type="checkbox"/> (EPHY) Physical education |   |
|   |  | <input type="checkbox"/> (SPOL) Political science  |   |

CUMULATIVE GRADE POINT AVERAGE  out of

CREDITS COMPLETED (including courses in progress)  out of  program credits

or

NUMBER OF YEARS COMPLETED (including current year)  years out of a -year program

## University education

Please list all universities attended, starting with the most recent and excluding the one referred to on the previous page.

Year	University, city and country	Program	Cumulative Grade Point Average	Diploma obtained	
				yes	no
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Explanatory comments regarding your university record, if any.

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## Admission tests

Certain candidates may be required to take one of the following tests.

### GMAT

GMAT scheduled for 

year	month	day	

 GMAT taken on 

year	month	day	

Score 

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The GMAT test results must be transmitted directly to HEC Montréal by Pearson VUE (program code: OBB-12-60).

### TAGE-MAGE

Test scheduled for 

year	month	day	

 Test taken on 

year	month	day	

Score 

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Results of the TAGE-MAGE test taken at HEC Montréal are automatically entered in the candidate's file by HEC Montréal.

EXEMPT

## Languages

MOTHER TONGUE (check only one box)

French  English  Other (specify) \_\_\_\_\_

LANGUAGE SPOKEN MOST OFTEN AT HOME  
(check only one box)

French  English  Other (specify) \_\_\_\_\_

LANGUAGE PROFICIENCY

Oral expression  
excellent    adequate    weak

Written comprehension  
excellent    adequate    weak

Written expression  
excellent    adequate    weak

English

French

Other \_\_\_\_\_  
(specify)

Other \_\_\_\_\_  
(specify)

Other \_\_\_\_\_  
(specify)

## Additional questions

Each answer should be about half a page long.

- 1) Why do you want to pursue an executive MBA and how does an EMBA fit into your career path?
- 2) How do you plan to contribute to the EMBA group?
- 3) What, in your view, is the biggest challenge you will have to face during the program, and how will you deal with it?
- 4) Describe a professional achievement you are proud of and explain the role you played in it.
- 5) Aside from work, what are your passions in life?

## Financing

How do you plan to finance your studies? (check one box)

- My employer will pay all my tuition fees
- My employer will pay a portion of my tuition fees
- I will pay all my tuition fees
- Other (specify) \_\_\_\_\_

## Scholarship

- A scholarship is available to one candidate from the nonprofit organization sector.

If you work in this sector, would you like to apply for the scholarship?  yes  no

- A scholarship is available to one candidate from Canada's Indigenous population.

If you are of Indigenous origin, would you like to apply for the scholarship?  yes  no



## Authorization

I hereby authorize under the *Act respecting access to documents held by public bodies and the protection of personal information* that the following information regarding me (name, address, telephone numbers, study program, degrees obtained and name of last employer) be transmitted to the following parties: Alumni Services, Career Management Services, student associations at HEC Montréal and McGill University, professional associations, schools and colleges I have attended, the Association of Universities and Colleges of Canada and the Association of Registrars of the Universities and Colleges of Canada. In addition, I authorize HEC Montréal, McGill University and the parties stated above to publicize the fact that I am a student or graduate of HEC Montréal or McGill University, as well as the study program to which I have been admitted and the diplomas or degrees obtained.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Under the federal Privacy Act, individuals can request access to their own individual information held in federal information banks, including those held by Statistics Canada. Students who do not want their information utilized can ask Statistics Canada to remove their identifying information from the national database.

By signing the application for admission as well as subsequent registration forms, candidates admitted to McGill – HEC Montréal Executive MBA undertake to abide by the provisions of the statutes, rules, regulations, resolutions, policies, directives and practices of HEC Montréal and McGill University and the regulations of the Université de Montréal in effect at the time of the application for admission and thereafter, as well as provisions concerning the student pursuant to agreements that HEC Montréal and McGill University may enter into with any professional corporation as well as with any other establishment accepting students to enable them to achieve the objectives of the programs to which they are admitted.

Applications for admission are analyzed according to the program rules. HEC Montréal and McGill University are not obliged to admit all the candidates who submit an application. Any falsified document submitted at the time of application, any untrue statement or any withholding of information may make the applicant ineligible for admission or subject to dismissal.

I authorize the educational institutions I have attended and the ministère de l'Éducation et de l'Enseignement supérieur (MEES) to transmit my academic results to HEC Montréal and McGill University, through the Bureau de Coopération Interuniversitaire (BCI). I also authorize HEC Montréal and McGill University to transmit to BCI the information needed to manage admissions and produce statistics used in the coupling of school records. I acknowledge that HEC Montréal will transmit the necessary information for creation and validation of the permanent code at the MEES under an agreement authorized by the access to information commission. In addition, I accept that the information required for admission management, pertaining to the school attended, and information on my status of residence in Québec may be validated by the MEES. Lastly, I authorize, if applicable, the ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) to transmit to HEC Montréal the confirmation of the issuance of a Québec Certificate of Acceptance in my name.

I also authorize HEC Montréal and McGill University to exchange the information required for management of my student file.

**I hereby declare that the information provided in support of this application for admission is complete and accurate.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Authorization

If you wish others to make enquiries on your behalf concerning the status of your application, it is necessary for you to authorize the release of information by naming these individuals.

\_\_\_\_\_  
Prefix First Name Last Name Relationship to you \_\_\_\_\_

\_\_\_\_\_  
Prefix First Name Last Name Relationship to you \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attach requested documents here.**

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