

On-Line Application Help Page

Section	Instructions
Admissions	Click on English or French
Admissions Login	Follow on-line instructions to create your login ID and PIN.
Biographical Information	Complete mandatory fields. *IMPORTANT: Women who are married must indicate their last name prior to marriage (maiden name) under Former Legal Name - Last Name field.
Apply for Admission	Complete mandatory fields. Application Type = Select "Graduate" Term = Select "Summer 2010"
Program Choice Selection	Complete mandatory fields. Faculty/School/Centre - will automatically pop-up as Graduate Studies. Department = Select "Management" Program = Select "MBA Japan" Major or Subject - will automatically pop-up as MBA Japan-N You need not specify a Concentration at this time
Address Information	Complete mandatory fields. Please make sure to enter your email address as requested.
Personal Information	Complete mandatory fields.
Employment Information	MBAJapan applicants are required to submit their Curriculum Vitae. You may skip this section by clicking the box marked "I have no employment to report."
Disclosure Information	Only if you wish to have others make enquires on your behalf regarding your application, complete this section. If not, click on "continue".
University History	Complete mandatory fields.
Education Information	Complete mandatory fields.
Course History	MBAJapan applicants must arrange to have transcripts from all universities attended sent to the MBAJapan Program in Montreal. Therefore, you may skip this section by clicking the box marked "I have no courses to report."
Tests Taken	Please indicate test dates for GMAT and TOEFL (if required)
Additional Information	Complete mandatory fields only. Click on NO to question "do you wish to be considered by the department for entrance scholarships or fellowships (if available)". Leave other fields blank.
First Program Information	Status: Please check on full-time. Leave other fields blank.
Referee Information	Complete mandatory fields.
Consent to the Release of	Read carefully and follow on-line instructions.

Personal Information "Authorization Form"	
Confirmation	Read carefully and follow on-line instructions.
Credit Card Payment	Read carefully and follow on-line instructions. The application fee is CAD \$100.00 and payable by VISA or MasterCard.

NOTE: THE APPLICATION IS ACCEPTED BY THE SYSTEM ONCE THE CREDIT CARD INFORMATION IS SUBMITTED AND THE CONFIRMATION (RECEIPT) APPEARS ON YOUR SCREEN.