

Langara College/UNBC Application Procedures & Information

In order to be considered for admission to Langara UNBC MBA program starting August 2021, all applicants must provide the required documentation to both institutions by the corresponding deadlines:

	Langara Requirements	UNBC Requirements
Deadline	November 23, 2020	December 15, 2020
Submission	Please send a soft copy package to: spurewal@langara.ca Note: please combine all documents into one PDF file and submit as one package.	Online Application through: http://www.unbc.ca/mba
Application Fees	Not applicable.	The current application fee is \$76.50 non-refundable, tax included. For more information, visit: www.unbc.ca/commerce/mba/admissions
Application Requirements	<ul style="list-style-type: none"> • Statement of Academic Interest (letter of intent stating why Langara should select you as a representative) • Resume – current, outlining both work and life experience • Personal and Professional Development Plan (goals for 2020/2021) • Copy of official transcripts from relevant post-secondary institutions attended • Two letters of reference: <ul style="list-style-type: none"> • One letter must be from your current leader. • Additional letter can be from a colleague, volunteer organization, supervisor, or client. 	<ul style="list-style-type: none"> • Statement of Academic Interest (letter of intent) • Resume – current, outlining both work and life experience • Official transcripts from all relevant post-secondary institutions attended – sent directly from issuing institutions in sealed envelopes* • Three references provided through online application – referees will be contacted directly by UNBC
English as a Second Language	Copy of official English Language Test Scores required for applicants whose first language is NOT English.	Official English Language Test Scores required for applicants whose first language is NOT English - sent to UNBC directly from the testing agencies.
*Applicants may also upload their unofficial transcripts to their online application while waiting for their official transcripts to reach UNBC.		

Langara UNBC MBA Recommendation Committee – Selection Process

Evaluation

- I. Academic Achievement
A Bachelor's degree or recognized equivalent from a recognized University with a GPA of 3.0 (B) or higher is required.
- II. Employment Status
Permanent Full or Part Time.
- III. Employment Experience
Employed a minimum of one year in a permanent position at Langara.
- IV. Professional Experience
Three or more years of full-time work experience or the equivalent part-time work experience is required.
- V. English Proficiency
Applicants whose primary language is not English, or whose previous education was conducted in another language, must submit evidence of satisfactory completion of a standardized English test.
- VI. Personal Experience
The Committee will consider each candidate's personal experience, extracurricular activities, references, Personal and Professional Development Plan, and statement of academic interest. If necessary, applicants' readiness to succeed in the program may be assessed by means of an interview.

Successful Candidates

- Langara applicants recommended to the UNBC MBA program must indicate, in writing, their intention to accept or decline the offer of admission within 7 days. **Failure to notify the Langara UNBC MBA Recommendation Committee may result in a cancellation of the offer of recommendation to UNBC admissions.**
- Langara College specifically reserves the right to exercise its sole, absolute, and unfettered discretion in recommending individuals to the UNBC MBA program or courses.
- Successful candidates must commit to a minimum of 24 months return of service following completion of the program. A successful candidate, who resigns from Langara, for any reason, agrees to pay the amount of all costs paid by Langara

UNBC MBA Application Submission

Successful Langara candidates must complete UNBC's [Online Application](#), and have any required official documentation sent to:

**University of Northern British Columbia
Graduate Admissions Office
3333 University Way
Prince George, British Columbia, V2N 4Z9
Canada**

Evaluation

- Candidates are evaluated on their own merits with consideration for the criteria stated in the application requirements. Other considerations, such as participation in any extracurricular activities, community work, or other organizations; entrepreneurship; communication skills; creativity and innovation; and other factors that may contribute to future success in business, government, and the not-for-profit sectors, may be used to evaluate the strength of the applicant.
- Incomplete applications for admissions will not be considered.
- Application material (including transcripts) will not be evaluated until a complete application is received.
- All documents submitted become the property of the UNBC Graduate Admissions Office and will not be returned to the applicant.

Misrepresentation of application information constitutes fraud or misconduct and may result in a cancellation of registration and acceptance. The applicant may also be disqualified from consideration, not only in the year of application, but in all subsequent years.

Admissions

- Admission upon selection by Langara College is not guaranteed; applicants are expected to comply with all UNBC Admission Requirements.
- Applicants who have been offered admission to the UNBC MBA program must indicate, in writing, their intention to accept or decline the offer of admission and specify the campus location of choice. Failure to notify UNBC may result in cancellation of the offer of admission.
- All letters of admission that are not used to register in the semester to which they apply will be automatically cancelled.
- For all students, payment of fees will be required within a specified time period.

Contact

For further details on the application process, required documentation, and the recommendation and admissions process, please contact:

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Learn more.

www.unbc.ca/mba

langara.ca/departments/human-resources-payroll/employee-culture/unbc-mba-program-application