

Stage One MBA Foundation (Graduate Diploma in Business Administration)

2016 - 2017 ADMISSION INFORMATION

Program Description

The MBA experience at TRU is divided into two programs:

- Stage One MBA Foundation (Graduate Diploma in Business Administration)
- Stage Two MBA

The Graduate Diploma in Business Administration program consists of 6 courses in the major foundational subject areas of Business Administration. The program ensures that students have the foundational skills and knowledge to be successful in the MBA program. Students may receive waivers from some or all of the GDBA courses based on their previous academic record at the undergraduate or graduate level. Waivers are determined by the MBA Admissions Committee. Applicants with a BBA or BComm from an acceptable institution may be eligible to proceed directly to the Stage Two MBA program.

The diploma program can also provide professionals in fields such as medicine, dentistry and engineering an opportunity to study a graduate level program that provides a foundation of business administration skills needed to operate a practice or manage a business. Students who successfully complete the program will be awarded a Graduate Diploma in Business and be eligible to move to the Stage Two MBA program.

Admission Requirements

- Four-year undergraduate degree from an accredited institution with a minimum GPA of 3.0 on a scale of 4.33 in the most recent 60 credits taken
- English language proficiency of:
 - IELTS 7.0 with no bands below 7.0 or equivalent; or
 - TRU ENGL 1100 and CMNS 1290 or equivalent with final grades of B or higher
- Quantitative and Computer Skills Requirement: Applicants must have adequate quantitative and/or computing skills in the opinion of the TRU MBA Committee. Quantitative skills include a strong background in algebra and statistics. Computing skills include having a strong background in word processing, presentation and spreadsheet software.

Application Deadlines:

Fall (September) intake: **May 30th**

Winter (January) intake: **October 15th**

Summer (May) intake: **February 15th**

How to Apply

1. **Submit your application** online at <https://apply.educationplannerbc.ca/tru.jsp>
2. **Pay the application fee:**
 - \$100.00 for International Students
 - \$28.15 for Canadian citizens or Permanent Residents
3. **Submit the following required documentation:**
 - A personal resume
 - A letter of intent (1,000 words) which addresses the applicant's motivation for undertaking the GDBA program and the applicant's expectations of the program in terms of career and personal goals.
 - Proof of English language proficiency if undergraduate degree was awarded in a country that does not consider English to be its first official language. (Instruction in English is not sufficient for waiving the language requirement)
 - Proof of undergraduate degree awarded if the credential is not indicated on official transcripts
 - Copy of official academic transcripts for all post-secondary education in both English and original language (secondary school transcripts are not required)

NOTE: We accept scanned copies of official transcripts for application purposes only. However, if you have official transcripts that are still sealed in envelopes from the issuing institution and have never been opened, we recommend you consider sending these to us via courier.

All required documentation must be received by the Graduate Admissions Office in order for your application to be considered complete and ready for processing.

Next Steps:

Once all required supporting documentation has been received by the Graduate Admissions Office, your application will be processed and sent to the program selection committee for a decision regarding admission to the program. When a decision has been provided by the committee, you will be contacted by email. The application process takes between two and six weeks.

Need Help? Contact Us

Email: gradadmissions@tru.ca

Old Main Student Street

Phone: 250-828-5402

Fax: 250-371-5960

Mailing Address:

Graduate Admissions Office

Thompson Rivers University

900 McGill Road, OM 1120

Kamloops, BC V2C 0C8

Further information regarding the Graduate Certificate in Educational Studies (Level One Master of Education) program can be found at www.tru.ca/business/mba/gdba

Additional information regarding various TRU support services, including Disability Services, Counselling, and Student Awards and Financial Aid, as well as Housing can be found at www.tru.ca

Program Application Admissions Checklist

Please include all of the following:

- Application form
- Application fee
- Personal resume
- Letter of intent (1,000 words max.).
- Proof of English language proficiency
- Proof of graduation - approved bachelor degree
- Copy of official academic transcripts for all post-secondary education in both English and original language (secondary school transcripts are not required)