

Business Administration (MBA)

Why pursue a Master of Business Administration?

A Master of Business Administration (MBA) is a graduate-level degree that provides advanced training in the theory and practice of business management. The curriculum of a MBA program can be general (focused on core business functions/topics) or specialized (providing advanced study in a particular area of business/industry). You might pursue an MBA because:

- The business landscape today for many organizations is dynamic, complex and global, requiring application of sophisticated tools and techniques taught in MBA programs for planning, analysis, decision-making, and action.
- The leadership, management and team skills taught in MBA programs are important to most work environments, regardless of the professional and technical nature of the work itself.
- Graduates of any undergraduate program can benefit from an MBA program where they will acquire in 1-2 years both a broad understanding of the strategic challenges of business as well as knowledge of the many specialty areas that underpin successful business operations.

What are common admission requirements for MBA programs?

Common admission requirements for a MBA program include:

- 4-year bachelor's degree from a recognized university
- B (3.0 GPA) average or better in your last 5-10 full credits of study
- GMAT admission test scores (competitive score varies by program)
- 1-3 years of full-time work experience

What supporting documents may be required?

- Official transcripts from all post-secondary institutions attended
- Letters of reference - 2 to 3 professional and/or academic
- Statement of intent/personal statement
- Resume or CV
- Interviews – may be a component of the application process

What should I include in my personal statement?

MBA programs will provide information on the topics that they would like covered in the personal statement, which may include:

- Your reasons for pursuing an MBA
- Your future goals and career path, as well as how their school or program fits your goals
- What you will contribute to the program
- Related knowledge, experience, and skills including community involvement
- Research interests (where applicable)

Start Early!

MBA programs look for a strong academic record, quality work experience, and demonstrated leadership. Visit the [AA&CC](#) website and [CLN](#) to learn about programs and resources to help you get prepared.

Improve your GPA:

Visit the AA&CC and the Centre for Teaching & Learning (CTL) to improve your academic skills. AA&CC Events & Workshops are available via CLN.

Cultivate Relationships:

Get to know your professors. Faculty can provide academic and/or professional guidance and support. For quick tips watch our [Communicating with Professors video](#).

Interested in finding out more about a career in business, but not a business student? Go to CLN to learn more about on-campus Employer Information Sessions, In-the-Field company tours, and more.

What are Executive MBA (EMBA) programs?

EMBA programs tend to be compressed (approximately 12-15 months) and directed toward working professionals who would like to advance their careers. The program schedule of MBAs is designed to provide a flexible education experience to allow professionals the opportunity to continue working while completing this graduate-level degree. The admission requirements for MBAs tend to include evidence of leadership roles, demonstrated through formal work experience (e.g. management experience) as well as an undergraduate degree in business, professional references (commonly from work) and the GMAT.

Paying for an MBA program

Tuition for MBA programs varies widely. Remember to ask about scholarships and bursaries! Additional financial support information is available at www.esdc.gc.ca/en/student_financial_aid/scholarships.page

Are there other ways to learn business?

Continuing Education Certificates

- Research the offerings at the UofT School of Continuing Studies – as a new graduate you receive a credit of \$750 toward a course
- Visit: learn.utoronto.ca

Post-Graduate Diplomas

- See our tip sheet on *Post-Graduate Programs* and visit ontariocolleges.ca

Massive Open Online Courses (MOOCs)

- Visit sites like www.coursera.org

Where can I study Business Administration?

MBA.com:

www.mba.com/us/plan-for-business-school.aspx
Provides resources and tools to help you research programs and complete your application.

AACSB International: www.aacsb.edu

This organization accredits business school programs around the world.

Association of MBAs: www.mbaworld.com

This organization accredits MBA programs specifically, around the world.

Top MBA: www.topmba.com

This organization coordinates the QS World MBA Tour, which visits Toronto a few times each year.

Discover Business – Accredited Online MBA Guide:

www.discoverbusiness.us/education/online-mba

Where can I find more information and resources?

The MBA Depot: www.mbadepot.com

Business Because: www.businessbecause.com

Quint Careers' Resources for Those Considering an MBA:

www.quintcareers.com/MBA_resources.html

Canadian Business (includes MBA Guide): www.canadianbusiness.com



Application & Personal Statement Resources

- Effective Admission Letters (U of T Writing Centre): www.writing.utoronto.ca/advice/specific-types-of-writing/admission-letters
- Purdue University Online Writing Lab: owl.english.purdue.edu/owl/resource/642/01/
- CTL's Graduate School Application and Personal Statement Assignment Calculator: ctl.utsc.utoronto.ca/assignmentcal

The AA&CC can help!

Attend the Graduate & Professional Schools Fair (October), go to a *Preparing for Professional & Graduate School* workshop, meet professionals in the field through Extern, or speak with a Career Counsellor to learn how to get relevant experience!

Please note: While this tip sheet aims to ensure accuracy, requirements do change. Consider it a starting point for your further research. Visit individual Business School websites for detailed, up-to-date information about admission requirements and application procedures.