

## STEP 1: REVIEW APPLICATION REQUIREMENTS & COLLECT DOCUMENTS

You'll need a number of supporting materials, such as unofficial transcripts, reference information and GMAT/GRE score. Start by reviewing our MBA admission requirements and begin to gather the required documents ahead of the application deadlines.

Please keep in mind that we process applications as they are completed. You do not need to wait for a deadline to apply.

## STEP 2: APPLY ONLINE

In this step, you'll need to create an account within our application system.

Begin by selecting the specific program you're applying to, filling in details about your academic and professional background, providing contact information for your references, and proceeding to submit.

You will get an email once you successfully hit submit with your **GA number [you will need this number to log back in]**. At this time, your initial information is in review. Please note you will be unable to pay the application fee or upload your supporting documents until our initial review is completed.

**Application Advice:** Reach out to your references at this stage to let them know that they'll be receiving an email with a link to submit their recommendation online. Their submissions are required in order for your application to be considered complete.

### **Get your student ID & pay your application fee**

Within one to three business days you will receive a second email containing your SFU Student ID number and instructions on how to pay the application fee of \$90 CAN (students with Canadian transcripts) or \$125 CAN (students with international transcripts) by credit card (MasterCard or Visa).

Once your payment has been received (please allow up to 24 hours for the payment to be processed), you will be able to log back in to the system using your GA number and begin uploading documents.

## STEP 3: SUBMIT YOUR DOCUMENTS TO SFU

It's time to upload your documents to your online application. Upon successfully uploading all of your required documents, your Application Advisor will provide you with a link to the KIRA Platform for you to complete a video assessment. Upon completion of the Kira assessment, your application is complete and will enter the formal review process.

**Application Advice:** Unofficial documents are acceptable for the initial admission review. Official documentation will be requested only if an offer of admission is issued.

## WHAT HAPPENS NEXT: APPLICATION REVIEW

We begin reviewing applications for interview consideration as soon as we have received all application components.

### ADMISSION INTERVIEWS

Approximately two weeks after your complete application has been submitted and reviewed, successful candidates will receive an invitation to interview. Our admissions interviews give us the opportunity to ensure that you are the right fit for the SFU Beedie School of Business.

Chosen candidates receive further detail regarding expectations and preparation tips within the interview invitation.

### OFFERS, SCHOLARSHIPS, AND AWARDS

There is no separate application for scholarships. All candidates are considered for scholarships automatically.

Applications are processed on a rolling basis. Both offers for admission and scholarship decisions are handed out between application deadlines.

**Application Advice:** Once you have been offered admission, you should request your official transcripts from your schools to be mailed or digitally transferred to SFU from the host institutions directly.

If you have any questions during the application process or cannot apply online, please contact the FT MBA office at [mba@sfu.ca](mailto:mba@sfu.ca) or contact your FT MBA Advisor.