

DeGroote MBA Mosaic Application Walk Through Fall 2021

The following is a guide on how to complete the DeGroote MBA application through Mosaic. This guide is not comprehensive, however covers many of the requirements for the application and is divided into each required step. Please review each step individually and save before moving forward in the application to not lose any work. If you have any questions that are not detailed within this guide, please send them to mbadmissions@mcmaster.ca.

Thank you for your interest in the DeGroote School of Business MBA program. We hope to receive an application from you soon!

The DeGroote School of Business MBA Recruitment and Admission Team.

Contents

Start Application	1
Personal	4
Contact	5
Education	6
Tests	7
Experience.....	10
Questions	11
Documents	12
Referees	13
Declaration.....	14
Submit	15



Start Application

McMaster University Applications

Change Password Cancel and Exit

My Applications

Any applications you have started or submitted are summarized below. You may:

- 1) Start a new application.
- 2) Edit unsubmitted applications.
- 3) View your submitted applications. (When you submit an application, you will receive instructions via email on accessing the McMaster Student Centre to monitor your application's status.)

Please note: Applications are deleted when the term for which they were created ends.

For security reasons, users will be automatically logged out of the application if they take more than 50 minutes on any one page. Users may save an application and continue it at a later date as well as work on multiple applications at the same time.

Please note: As part of an improvement initiative, the McMaster On-Line Application system is currently undergoing enhancements. These enhancements will affect the applicant experience and you may notice changes while your application is in progress.

Start New Application **1**

Show All Show Not Submitted Show Submitted

1. Select "Start New Application"

Start an Application

Application Details

Please review the [eligibility requirements](#) of the program to which you are applying.

You may start an application, save it and return to complete it at a later date. Applications must be submitted by the specified close date for the specified admit term. Applications will be reviewed once all required documents and payment have been received.

Please remember to:

- "Save" frequently
- Click "Submit" upon successful payment. Please note, once payment has been processed, applications cannot be edited.

(*) are required fields in the Program Search Criteria.

Program Search Criteria

Filter By

*Full/Part Time Full Time ▼

Admit Term 2021 Fall ▼

Degree Type Master's ▼

Academic Program Business MBA ▼

1

Please note: If the program you wish to apply to is not currently available, visit the School of Graduate Studies website (<https://gs.mcmaster.ca/programs>) for additional program information and contact details.

	Program Description	Academic Sub-Plan	Full Time	Part Time	Open Date	Domes
1	MBA (Accelerated)		Select	Select	2020/09/01	2021/0
2	MBA Co-op		Select	Select	2020/09/01	2021/0
3	MBA Full-time		Select	Select	2020/09/01	2021/0

2

1. Select Full or Part Time studies, the Admit Term, the Degree type, and the Academic Program of Business MBA.
2. Click Search. Select which MBA program you would like to apply to, for Accelerated choose Full or Part Time.

Program Selected

Application Details

You are applying for:			
Institution	McMaster University	Admit Term	2021 Fall
Academic Career	Graduate	Full/Part Time	Full Time
Academic Program	Business MBA	Domestic Close Date	2021/06/01
Academic Plan	MBA Year 1 Full-time	Application Fee Amount	\$150.00

1

1. Confirm you have selected the right Program, Admit Term, and Full or Part Time. Continue with Application. NOTE: MBA Year 1 indicates you will be entering the first year of the program. The Full Time program is 20 months, the Coop program is 28 months, and the Accelerated program is 10 700 Level course completed on a Full Time or Part Time basis. Full Time and Coop programs begin in Fall, Accelerated can begin in Fall or Winter.

Personal

Personal Details

1

Title:

*Legal First Name/Given Name:

Preferred First Name:

Middle Name:

*Family Name/Last Name/Surname:

Former Last Name (if any):

Suffix:

*Gender Identity:

Marital Status:

*Date of Birth: **Enter in YYYY/MM/DD order**

*Birth Country:

*Country of Permanent Residence:

Identification Details

2

I have previously applied to McMaster University:

I have previously attended McMaster University:

Indicate your dates of attendance: From Date: To Date:

McMaster ID Number:

If you ever had an ID number at McMaster as either a student or employee, please enter it in the box provided. Individuals with a seven-digit ID should add two zeroes to the beginning to make a nine-digit number. If you don't know it, you may leave this blank.

What is/was your McMaster ID number?

Ontario Education Number (OEN):

If you know your Ontario Education Number (OEN) please provide it. This is an identification number assigned to persons attending Ontario educational institutions. If you have not previously attended an Ontario elementary school, high school, college or university within the last 10 years, you will not have an OEN and may leave this field blank.

OEN:

Citizenship Details

3

Please enter your citizenship information.

*Country of Citizenship:

*Citizenship Status in Canada:

< Previous

Next >

Save

Cancel and Exit

1. Complete all sections with an (*) asterisk. (First name, Family Name, Gender Identity, Date of birth, Birth Country. If your name includes a hyphen (-), please replace it with a space as the system will not recognize it.
2. If you have previously applied or attended McMaster University complete this section in full.
3. Select your Country of Citizenship and your Citizenship Status in Canada at the time of application (Canadian Citizen, Permanent Resident, Student Visa). This can be changed later in the application process if needed.
4. Click save, then click Next.

Contact

Address: You MUST provide your PERMANENT address. You may also specify a mailing address, but should do this only if the mailing address is different from your permanent home address.

Phone: Provide at least one telephone contact number. If you provide multiple numbers, you must indicate which is your preferred contact number.

Address Information

AddressType	Address	Edit
1 Permanent	4350 S Service Rd, Burlington, ON L7L 5R8 Hamilton ON L8P 1X6	<input type="button" value="Edit"/>

Telephone Information

*Phone Type	Telephone	Phone Extension	Country Code	Preferred		
Mobile <input type="button" value="v"/>	<input type="text" value="905-525-9140"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

"Please include the email address to which you prefer to receive communication from McMaster University".

Email Address Information

* Email Address

1. Add your Permanent Home Address.
2. Add your personal Phone Number
3. Add the email address you would like communication regarding your application sent to. Please provide a personal email address you will continue to have access to throughout the program.
4. Click Save, then click next.

Education

Current or Most Recent Education

Please first specify the Country where the institution is located using the drop-down list. Then enter the first letter of the city where the institution is located. Select the city where the institution is located and then use the drop-down prompt to select from the list of institutions. In the event that we do not have the institution on our list, manually enter the name of your educational institution in the space provided. NOTE: Processing of your application could be delayed if you manually enter the name of your educational institution instead of selecting the value from the list. If you must manually enter the name of the institution, please avoid the use of abbreviations if at all possible.

If you have completed, or are completing, a degree, diploma, certificate or other credential please specify it either using the prompt or enter it in the text field provided (enter only one of these). If you did not or will not receive a credential from this institution, leave these fields blank.

*School Country: *Province/State:

1 First Letter of City: City:

*Education Institution:

Enter Institution Name:

If you have completed, or are completing, a degree, diploma, certificate or other credential please specify it either using the prompt or enter it in the text field provided (enter only one of these). If you did not or will not receive a credential from this institution, leave these fields blank.

*Degree/Diploma or other Credential:

Level of Studies:

2 *From Date: *To Date:

*Degree Completion Status: Degree Awarded Date/ Expected Completion Date:

Honors Category:

Major or Field of Study 1:

Major or Field of Study 2:

*Have you ever failed a year or been required to withdraw from this institution?

Yes No

Other Previous Education

Find | View All First 1 of 1 Last

*School Country: Province/State:

First Letter of City: City:

*Education Institution:

1. Complete all sections with an (*) asterisks beginning with School Country, Province/ State, the first letter of the City, and the City. Then select the Education Institution from the drop down. If the institution is not listed, manually enter it in "Enter Institution Name."
2. Select the Degree/ Diploma or other Credential, Level of Studies, From and To date of study, and the Degree Completion Status. Please include the Honors Category and the Major or Field of Study.
3. Click save, then click next.

NOTE: Please list the credentials from most recent to oldest. Additionally, only include Post Secondary study (College or University). Do NOT include high school information here or when uploading transcripts.

To add another institution, click +.

Tests

English Language Proficiency

Please indicate any languages (including English) that you speak, read, or write. You may also provide a rating of your proficiency (Low, Moderate, High).

Please tick the 'Teacher' box if you also feel that you are proficient enough to teach in that language.

Spoken Languages

Languages		Native	Teacher	Speak	Read	Write		
*Language	Description							
EN	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	3	3	+	-

English is the language of instruction and evaluation at McMaster, except in the M.A. and Ph.D. programs in French. Hence it is essential that all students (except in the French program) be able to communicate effectively in English.

Applicants whose native language is not English will be required to furnish evidence of their proficiency in the use of the English language. Such applicants are required to supply this evidence as part of their application. Applicants may be exempted from this requirement if they have completed a university degree in which English was the language of instruction.

The most common evidence is a score on the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL). Equivalent scores on other recognized tests may also be considered.

You may enter your English Language test scores below.

Students taking the IELTS are required to achieve a minimum score of 6.5 with a minimum score of 5.5 in each category.

TOEFL requirements may vary across programs. Requirements for each program can be found in the [McMaster University Graduate Calendar](#).

1. Please include any additional language you may speak other than English and include personal scores. If English is not your first language, please change the 'Native' section to your first language.

Test and Language Scores

Applicants may be required to provide various test scores such as the Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), or other tests, depending upon the program. Please review the test score requirements (if any) of the program you are applying to in the [McMaster University Graduate Calendar](#).

Any applicant whose native language is not English is required to provide evidence of their proficiency in the use of the English language by submitting official test scores (typically TOEFL or IELTS).

You may enter additional test results using the '+' button to insert additional rows. You may delete rows using the '-' button.

All official test scores must be submitted directly to the program you are applying to by the testing agency. The information you supply below is not considered official but will assist in evaluating your application until the official score is received.

As an applicant to the MBA program you are required to provide a GMAT score. Please enter your numeric scores in the 'Numeric Test Score field' for all five GMAT test components if you have them. These are: Analytical Writing Assessment, Integrative Reasoning, Quantitative, Verbal, and the Total Score. If you have not yet written the test, or have not received the numeric scores, you can enter NYR (Not Yet Received) in the Letter Score field. Also provide the date you wrote the test or the date you plan to write it. If you do not have the exact date, please give the approximate date. Please note that these self-reported results will allow a preliminary evaluation but you are still required to arrange to have the official test results sent from the testing agency to the MBA office.

Test Results
Find | View All
First 2 of 2 Last

1

*Test ID:

IELTS

International English Language

	Test Component	Numeric Test Score	Letter Score	Test Date		
	1	<input type="text" value="7.50"/>	<input type="text"/>	2020/09/02 <input type="text" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	2	<input type="text" value="7.50"/>	<input type="text"/>	2020/09/02 <input type="text" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	3	<input type="text" value="7.50"/>	<input type="text"/>	2020/09/02 <input type="text" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	4	<input type="text" value="7.50"/>	<input type="text"/>	2020/09/02 <input type="text" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
	5	<input type="text" value="7.50"/>	<input type="text"/>	2020/09/02 <input type="text" value="31"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

2

Note: An English Language Proficiency test is required for all Student Visa applicants. This requirement may be waived if you have completed three (3) years of Post Secondary study where the language of instruction is English or have lived and worked in Canada, the United States, United Kingdom, Australia, and New Zealand for four (4) years.

1. Using the Magnified Glass (in the red square) select which English Language Proficiency test you have completed (IELTS or TOEFL).
2. Using the Magnified Glass next to each Test Component select the Component (Reading, Writing, Speaking, Listening, Overall) and then add the score you have received in the box to the right. Please include the Test Date.

Test and Language Scores

Applicants may be required to provide various test scores such as the Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), or other tests, depending upon the program. Please review the test score requirements (if any) of the program you are applying to in the [McMaster University Graduate Calendar](#).

Any applicant whose native language is not English is required to provide evidence of their proficiency in the use of the English language by submitting official test scores (typically TOEFL or IELTS).

You may enter additional test results using the '+' button to insert additional rows. You may delete rows using the '-' button.

All official test scores must be submitted directly to the program you are applying to by the testing agency. The information you supply below is not considered official but will assist in evaluating your application until the official score is received.

As an applicant to the MBA program you are required to provide a GMAT score. Please enter your numeric scores in the 'Numeric Test Score field' for all five GMAT test components if you have them. These are: Analytical Writing Assessment, Integrative Reasoning, Quantitative, Verbal, and the Total Score. If you have not yet written the test, or have not received the numeric scores, you can enter NYR (Not Yet Received) in the Letter Score field. Also provide the date you wrote the test or the date you plan to write it. If you do not have the exact date, please give the approximate date. Please note that these self-reported results will allow a preliminary evaluation but you are still required to arrange to have the official test results sent from the testing agency to the MBA office.

Test Results
Find | View All
First 1 of 2 Last

1

GMAT

🔍

Grad Management Admission Test

+ -

	Test Component	Numeric Test Score	Letter Score	Test Date		
2	AWA 🔍	<input type="text"/>	NYR	2021/12/25 <small>31</small>	+ -	
	IR 🔍	<input type="text"/>	NYR	2021/12/25 <small>31</small>	+ -	
	QUAN 🔍	<input type="text"/>	NYR	2021/12/25 <small>31</small>	+ -	
	TOTAL 🔍	<input type="text"/>	NJYR	2021/12/25 <small>31</small>	+ -	
	VERB 🔍	<input type="text"/>	NYR	2021/12/25 <small>31</small>	+ -	

< Previous
Next >
Save
Cancel and Exit

For Fall 2021 MBA Admissions for the Full Time and Coop programs the GMAT will NOT be required. As such it is not required to include a GMAT score. The system will request one, and we ask that you follow the process below.

1. Include the TOTAL score of 200 for Full Time and Coop and 250 for Accelerated if you are not providing a GMAT. Please include the test date of 2021/12/25.
2. Click save, then click next.

Experience

Work Experience

Please enter your most recent/relevant work experience. You can attach a PDF copy of your resumé or CV in the Documents Upload section.

Leave the 'End Date' field blank if you are entering your current position.

You may enter additional work experience using the '+' button. To delete information, you can use the '-' button.

Work experience is required for applicants to the MBA full-time or accelerated options. Undergraduate co-op or internship placements will also be considered provided it is noted on the official transcripts or are confirmed in a letter from the institution.

Employer Information
Find First ◀ 1 of 1 ▶ Last

+ -

*Employer:

*Country:

*City: Province or State:

*Start Date: *End Date:

Telephone:

*Is this your current employer? Yes No

*Type of Employment:

*Job Title:

*Brief Job Description:

3979 characters remaining

1. Complete all sections with an (*) asterisk. Add all recent/ relevant work experience. To add additional work experience, click + in the top right of the box.
NOTE: Work experience will only be counted if it is a Coop or Internship noted on a transcript or completed on a full-time basis post graduation from an undergraduate degree. The full-time continuous work experience must be at the professional, technical, or managerial level.
2. Click save, then click next.

Questions

PROGRAM / PLAN SPECIFIC QUESTIONS

Please answer the following questions that are specific to your program. USE THE FORWARD/BACK ARROWS (< or >) to view all of the questions. Once you have answered all of the questions, click the 'Next' button to continue with your application.

Note: Your response may contain a maximum of 4000 characters including spaces.

The screenshot shows a web-based form for answering questions. At the top right, there are navigation controls: 'First', '1 of 5', and 'Last'. The number '2' is highlighted in a black box. Below this is a question box with the text: 'Please list all other graduate schools of business to which you are applying for admission. This will not prejudice your chances of being selected for admission to McMaster.' Below the question is an answer box containing the text 'Degroote'. A small blue icon is visible in the top right corner of the answer box. At the bottom left of the answer box, it says '3992 characters left'. At the bottom of the form, there are four buttons: '< Previous', 'Next >', 'Save', and 'Cancel and Exit'.

1. This section has 5 questions to be completed. Please answer each in the 'Answer' box.
2. To move to the next question, click the small arrow (>) next to the number 5 (highlighted in red in the image above). Please follow the instructions in each question (i.e. Point-form when asked to list; Essay responses when asked for explanations.) You may wish to press 'Save' before moving to the next question.
3. Once you have completed all 5 questions, click save, then click next.

Documents

Upload Documents

You may upload PDF files of documents that are required to support your application. Please ensure that all files uploaded clearly identify the type of document uploaded.

Use the 'Add' button to add additional documents. You may use the minus button (-) to delete attachments before the application is submitted. You can not add or delete documents after submitting your application.

Common required documents include:

1. A Statement of Interest
2. Resume or CV
3. Unofficial transcripts and test scores: You may submit unofficial transcripts and test scores for assessment purposes only. Should you receive and accept an offer of admission you will be required to submit OFFICIAL transcripts and test scores sent directly from the issuing institution(s). Transcripts not received in institutionally sealed envelopes will not be accepted.
4. Writing Sample

Uploaded documents should only be in PDF format (that can be opened in Acrobat Adobe Reader). Note that the file size should be less than 5MB for individual files and should be less than a maximum of 10MB for total file size.

For additional details about required documents, please refer to the specific program website:
<http://graduate.mcmaster.ca/programs>

Your program requires the following documents to be uploaded. Ensure these are attached.

- Resumé or C.V

***File Attachments** View 2 First 1-3 of 3 Last

Attach Number	Attached File	Description	View
4	Unofficial_GMAT.pdf	Unofficial_GMAT.pdf	View -
5	Unofficial_Transcript.pdf	Unofficial_Transcript.pdf	View -
6	Resume.pdf	Resume.pdf	View -

1 Add

< Previous
Next >
Save
Cancel and Exit

1. Please upload all supporting documentation you have for your application:

- Transcripts (unofficial)
- Proof of Graduation
 - For China: we require a copy of your Degree Certificate and Certificate of Graduation issued in your native language and translated into English.
 - For India: a copy of your graduation degree certificate indicating you have received your degree from the program.
 - If you are currently completing your last year of studies, we only require a copy of your unofficial transcript currently with proof of graduation to follow later at the time of your graduation.
- Resume
- IELTS or TOEFL score (unofficial)
- Proof of Permanent Residence Documentation--If you are a Permanent Resident of Canada, please attach a copy of your PR document and card (front and back).

2. Click save, then click next.

Note: all documents must be uploaded as PDF documents. We do NOT require a writing sample or a statement of interest.

Referees

Referees

This application utilizes an electronic reference system. By providing the email address of your referees, the system will automatically send an electronic reference requests once your application has been submitted.

Please provide the names and contact information for at least two instructors most familiar with your academic work. Refer to [program-specific requirements](#) to identify the total number of references required for your application.

Use the "+" button to add additional referees. You will only be able to continue with your application when the number of references required by the program to which you are applying, have been entered.

Referees
Find | View All
First ◀ 1 of 2 ▶ Last

1
Referee: 1
2

* First Name:

* Last Name:

* Position or Title:

* Email Address:

* Institution/Company Name:

Telephone:

Mailing Address:

*Country:

*Address Line 1:

Address Line 2:

Address Line 3:

*City: Province/State:

Postal Code:

Note to Referee:
This note will be sent to referee via email when using email reference system.

< Previous
Next >
Save
Cancel and Exit

1. Complete all sections with an (*) asterisk. Please make sure the Referee's contact information is accurate.
2. Using the arrow (>) next to the 2 (highlighted in red in the image above) enter your second Referee.
3. Click save, then click next.

NOTE: The DeGroot School of Business MBA program requests one (1) Academic and one (1) Professional reference. It is preferred that at least one reference is or previously was your manager or supervisor. We will not accept any personal references, and you will be asked to provide another reference if one is submitted. Make sure you have contacted your referee prior to submission, and they are aware of your interest in the DeGroot MBA. Referees are required to complete the reference form that will be sent to them upon submission of your application, they are not required to write a letter of recommendation.

References will typically have ten (10) days to complete their referee form. Please remind your reference to check their junk or spam folder for the request.

Declaration

Application Declaration

Please let us know how you learned of this program. You may add additional rows if more than one answer applies.

Applying to McMaster

Find | View All First 1 of 1 Last

*How did you learn about this program?



1

Collection of Personal Information

Under the authority of the McMaster University Act, 1976, and by applying to McMaster or by enrolling in a program at the University, students expressly acknowledge and agree that the collection, retention, use and disclosure of relevant personal information is necessary for McMaster University to:

- establish a record of the student's performance in programs and courses;
- to assist the University in the academic and financial administration of its affairs;
- to provide the basis for awards and government funding; and
- to establish the student's status as a member of relevant student governmental organization.

Similarly, and in compliance with McMaster University's access to information and protection of privacy policies and Canadian and Ontario privacy laws, the University provides personal information to:

- the Canadian and Ontario government for the purposes of reporting purposes; and
- to appropriate student government organizations for the purposes of allowing such organizations to communicate with its membership and providing student government-related services consistent with the enrolment by a student at the University.

By applying and/or enrolling at McMaster University the student expressly consents to this collection, retention, use and disclosure of such personal information in this manner. Questions regarding the collection or use of personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

Application Declaration

I hereby certify that all statements on this application are correct and complete and that my educational/academic activities to this date have been fully disclosed herein.

Indicate your acceptance of these terms by checking here:

2

< Previous

Next >

Save

Cancel and Exit

1. Please include how you learned about the DeGroote MBA Program.
2. Select this box to indicate your acceptance of the terms listed above.
3. Click save, then click next.

Submit

Application Fee Payment

Application Fee		
Application Fee Amount:	\$150.00	CAD
The application fee for the program you have selected is shown above. Please note that application fees are non-refundable. You may select your payment method from the options shown below.		
Credit or Debit Card Payment		
Select payment method below and click the "Pay Fee Now" button. You will be returned to this application after successful payment. Please note that non-Canadian credit card transactions will reflect the exchange rate charged by the company/bank.		
You will not be able to edit or change your application details after the payment transaction has been completed. If changes are desired, please contact the graduate program office.		
<input type="radio"/> Pay by Credit Card or Debit Card		
<input type="button" value="Pay Fee Now"/>		
Submit Application		
Once the payment transaction is successful, click the "Submit Application" button to submit your completed application.		
<input type="button" value="Submit Application"/>		

1. Pay for the application by selecting 'Pay by Credit Card or Debit Card', followed by Pay Fee Now. This will bring you to a secured site to add your Credit Card or Debit Card information. Finish this page and return to the application.
2. Click 'Submit Application'.

NOTE: You will know you have successfully submitted your application if you receive an application acknowledgement email from Mosaic including your Application ID number. You will also see your status change on Mosaic to "Submitted." A successful credit card transaction does not mean the application has been submitted. Please monitor for the email and change of status on Mosaic.

Congratulations! You have completed your DeGroot School of Business MBA application. You will soon receive an email from our Admission Team with the next steps required in the admission process. If you have any questions, please contact mbadmis@mcmaster.ca. Thank you!