



**Schulich**  
School of Business  
York University

## SUPPLEMENTARY INFORMATION FORM SEPTEMBER 2012 ENTRY

- BACHELOR OF BUSINESS ADMINISTRATION (BBA) **OR**  
 INTERNATIONAL BACHELOR OF BUSINESS ADMINISTRATION (iBBA)

<b>York Reference No.</b> <small>(9 digit code if available)</small>	<b>For Office Use Only.</b> <small>(coded)</small>
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This is not an application for admission. To obtain admission application information, please visit [www.yorku.ca/futurestudents](http://www.yorku.ca/futurestudents).

Current York students applying for Delayed Entry (Year 2) should complete a BBA Delayed Entry Application form and attach it to this Supplementary Information Form. Information packages for Delayed Entry are available at W262P, Seymour Schulich Building.

Surname _____	
First Name _____	
Date of Birth (dd/mm/yy) ___/___/___	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address _____	
Province/State _____	Country _____
Postal Code _____	Total # of Pages attached _____
Current or most recent Educational Institution _____	
City and Province/State of Institution _____	

**Please check the category that best applies to you (Check only ONE):**

- 1<sup>st</sup>-year Entry applicants from within Ontario. Submit this Supplementary Form by **February 8, 2012.**
- 1<sup>st</sup>-year Entry applicants from outside Ontario, Canada. Submit this Supplementary Form by **February 15, 2012.**
- 2<sup>nd</sup>-year (Delayed Entry) applicants. Submit this Supplementary Form by **March 15, 2012.**



***Protection of Privacy:** Personal information in connection with this form is collected under the authority of The York University Act, 1965. The information will be used to process your application and upon registration and enrolment, will form part of your student record at the Schulich School of Business. If you have any questions about the collection of this information by York University, please contact: Manager Information Service, 99 Ian MacDonald Blvd., York University, 4700 Keele Street, Toronto, Ontario – Canada, M3J 1P3, 416.736.5000*

## Supplementary Information Form for September 2012

Bachelor of Business Administration (BBA) or  
International Bachelor of Business Administration (iBBA)

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### INFORMATION AND INSTRUCTIONS FOR COMPLETING THIS FORM

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The purpose of the Supplementary Information Form is to help us determine the candidate's leadership potential, entrepreneurial skills and the ability to work with diverse groups.

- All candidates must submit a completed Supplementary Information Form by the applicable deadline date – indicated on the front page of this form.
- Activity Report and answers to Essay questions must be typed. Each page should be numbered and include your name and York reference number.
- Only one Supplementary Information Form will be accepted.
- Staple all pages together with this Supplementary Information Form on top (one staple at top left corner).
- All submissions, including reference letters, must be in English and typed.

Do not send originals of certificates, ribbons, projects, etc. The Schulich School of Business cannot return any submitted materials. Do not send photographs, videos or audiotapes.

### Step 1 – Personal Information

Complete personal information on first page of this form (Please type or print clearly).

### Step 2 – Two Letters of Recommendation

Please submit the contact details (email addresses) of two referees to substantiate two activities on your activity report. Visit [www.yorku.ca/myfile](http://www.yorku.ca/myfile) and login with your York student number or temporary reference number. Once you have logged in, click on "Supplementary Information Forms" on the left hand side and follow the instructions provided.

Letters of recommendation should describe your role and responsibilities as well as verify the quality and quantity of your involvement in the activity.

Reference letters written by family members, friends, or classmates are not acceptable.

### Step 3 – Activity Report

Complete Activity Report (Please type).

Using the following categories as a guideline, list all activities and the total number of hours per year that you have dedicated to each activity **during the last two calendar years**. (i.e. 2010 and 2011)

- Extracurricular (student council, yearbook, events, organizations, band/orchestra, etc.)
- Sports (varsity, intramural, or recreational)
- Representing School in Competition/Conference/Event
- Volunteer Community Service
- Paid Employment
- Other

## Step 4 – Essay Questions

Response for each question should be no more than 250 words. (Please include word count.)

- A) Tell us three reasons why you wish to study in the BBA or iBBA program at the Schulich School of Business.
- B) Where do you see yourself in ten years? How will the Schulich School of Business BBA/iBBA help you achieve this goal?

**Please answer either question (C) or (D).**

- C) If you could trade places with another person for a month, famous or not famous, real or fictional, who would it be and why?
- D) If you could invent a new product or service, what would it be? Why would it be attractive to consumers?

## Step 5 – Waiver

**Please read carefully, sign and date.**

*WAIVER – A clear sense of academic honesty and responsibility is fundamental to good scholarship. Conduct that violates the ethical or legal standards of the University community will result in automatic disqualification. I hereby certify that the information provided in this application and in any material filed with this application is, to the best of my knowledge, true and correct. The Activity Report and Essay responses are completed by me. I understand that the misrepresentation of this information is grounds for the Schulich School of Business to cancel my admission to, or registration at the University. I have read all the text carefully and am making this my one and final submission. Attached are all the supporting documentation, as required.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Step 6 – Submitting your form

**Incomplete forms will not be processed.**

The Supplementary Information Form must arrive at our office by the applicable deadline date indicated on the front page. Schulich programs have limited enrolment and therefore space cannot be guaranteed. It is recommended that your Supplementary Information Form be submitted prior to the deadline dates.

Please send your completed supplementary form, essay responses, and activity log to the following address:

**Undergraduate Programs Unit**  
Division of Student Services and International Relations  
Schulich School of Business, Room W262  
York University  
4700 Keele Street  
Toronto, Ontario M3J 1P3  
CANADA

## Supplementary Information Form for September 2012

All other information, including academic transcripts, language proficiency test scores, address changes, etc., must be sent to the Office of Admissions and **not** to the Schulich School of Business. The Schulich School of Business cannot be held responsible for forwarding your documents to the Office of Admissions. Please mail directly to:

York University  
Office of Admissions  
Bennett Centre for Student Services  
99 Ian MacDonald Blvd  
Toronto, Ontario M3J 1P3  
CANADA

### CHECKLIST for submission

- Supplementary Information Form
- Two Letters of Recommendation
- Activity Report
- Essay Questions
- Signed Waiver
- I have a copy (for my own record) of all documents submitted
- Letter explaining why you have repeated a course (only if applicable)
- Letter of Extenuating Circumstances (only if applicable)

### **CONFIRMATION OF RECEIPT**

Confirmation of receipt of your Supplementary Information Form can be checked on “MYFILE” at [www.yorku.ca/futurestudents](http://www.yorku.ca/futurestudents)

Due to high volume, it will take approximately 14 days from receipt (by the Schulich School of Business) of a Supplementary Information Form, for “MYFILE” to be updated. We appreciate your understanding that we are dealing with a sustained high volume of applications from December through February, and may not be able to provide receipt confirmation via telephone or e-mail.

For tracking purposes, applicants may send their Supplementary Information Form via courier rather than general mail.