



SUPPLEMENTARY INFORMATION FORM SEPTEMBER 2011 ENTRY

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

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

Current York students applying for Delayed Entry (Year 2) should complete a Faculty Transfer 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):

- 1st-year Entry applicants from within Ontario. Submit this Supplementary Form by **February 9, 2011**.
- 1st-year Entry applicants from outside Ontario, Canada. Submit this Supplementary Form by **March 9, 2011**.
- 2nd-year (Delayed Entry) applicants. Submit this Supplementary Form by **May 11, 2011**.

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 2011

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

INFORMATION AND INSTRUCTIONS FOR COMPLETING THIS FORM

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.
- All submissions, including reference letters, must be in English and typed.
- 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).

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 – 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. 2009 and 2010)

- 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

Please submit two reference letters to substantiate two activities on your activity report. Reference letters should describe your role and responsibilities as well as verify the total number of hours dedicated to the activity. Your reference letters should be on official letterhead and should include the signature and contact information of the referees.

Sealed envelopes are not necessary. Letters should be stapled to this Supplementary Information Form. Reference letters written by family members, friends, or classmates are not acceptable.

Step 3 – Essay Questions

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

- A) Tell us three reasons you wish to study in the BBA or iBBA program at the Schulich School of Business.
- B) What is your long-term goal? How will the Schulich School of Business BBA/iBBA help you achieve this goal?

Please select either question (C) or (D) to answer.

- C) If you could meet any important historical or fictional character, which one would you choose? What would you talk about?
- D) If you could write a book, what would the title be? Why?

Step 4 – 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 5 – Submitting your form

Incomplete forms will not be processed.

This form must reach our office by the applicable deadline date indicated on the front page. Schulich programs have a limited enrolment and therefore space cannot be guaranteed. It is recommended that Your Supplementary Information Form is submitted prior to the deadline dates.

Please send your completed supplementary form, essay responses, reference letters 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 2011

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:

Office of Admissions

York University
Student Services Centre
4700 Keele Street
Toronto, Ontario M3J 1P3
CANADA

CHECKLIST for submission

- Supplementary Information Form
- Activity Report
- Essay Questions
- 2 Reference Letters
- 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

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.