

**JMSB Summer Program**

**Application Check List**

**Digital Copy Application: Open Receipt**

**Hard Copy Application: Deadline to receive all official documentation June 1st**

1. Only applicants with minimum overall “B-” equivalent averages considered.
2. Complete all applicable sections of the **Summer Institute VIFP Application** form typed

**3.** Include your most current **Official Transcript** *in institutionally sealed envelope* – failure to receive these by the June 1st deadline will result in the cancellation of your application

**4.** Provide a **Personal Statement** (also known as a Statement of Purpose or Letter of Motivation)to be addressed to the John Molson School of Business in English, outlining why you wish to join the Summer Institute Program.

**5. A Letter of Permission from an authorized representative of your institution** (e.g. University president, College president, Dean of the Faculty or School, Department Chair, Program Director, International Coordinator, Academic Advisor) **granting permission for you to undertake the Summer Institute and acknowledging that you will receive credits for your studies.**

**6.** Submit two (2) **Departmental or Faculty Recommendations -** provided by professors who have taught or worked with you in the various classes listed in your Transcript of Credits.

**7.** Provide **Result of Institutional English Language Testing or attestation of institution that you meet the language requirement.** If your current institution’s only language of instruction of business courses is completely in English at all levels of instruction, then you will not need proof of English Language proficiency.

**8.** Provide a recent **Curriculum Vita (C.V. or Resumé) including photocopies of Passport ID pages and Birth Certificate**;

**9.** Ensure that you have completed the Payment Information (section 3) correctly, including signatures

**Submit the above-listed documents for your International Study Abroad Coordinator, or equivalent, to send them to the John Molson School of Business with a cover letter:**

**Initial Digital Copy (encouraged to send before June 1st hard copy deadline):**

Mary.Perri@concordia.ca

**Regular Mail Delivery:**

Mary Perri, Senior Director, Academic and Student Affairs, Undergraduate Programs

John Molson School of Business - Concordia University

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