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MBA Fact Sheet 2017-2018
<table>
<thead>
<tr>
<th>Name of University</th>
<th>McMaster University <a href="http://www.mcmaster.ca">www.mcmaster.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange Office</td>
<td>BizX International Exchange Program</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://bizx.degroote.mcmaster.ca/">http://bizx.degroote.mcmaster.ca/</a></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:bizx@mcmaster.ca">bizx@mcmaster.ca</a></td>
</tr>
<tr>
<td>Social Media</td>
<td><a href="http://www.facebook.com/bixxexchange">www.facebook.com/bixxexchange</a> <a href="http://www.twitter.com/degrootebizx">www.twitter.com/degrootebizx</a></td>
</tr>
<tr>
<td>Address</td>
<td>McMaster University RJC 316, 4350 South Service Road Burlington, Ontario, Canada, L7L 5R8</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>905-525-9140 ext 26534</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Persons</th>
<th>Function</th>
<th>Contact Data</th>
</tr>
</thead>
</table>
| Ms. Sriyani Dissanayake  | Program Co-ordinator | Tel: 905-525-9140 ext: 26534  
E-mail: dissanay@mcmaster.ca |
| Mr. Mandeep Malik        | Director            | Tel: 905-525-9140 ext: 23972  
E-mail: malikm@mcmaster.ca |
## Nomination Deadline
- **Fall Term (Sep-Dec)**: March 1, 2017
- **Winter Term (Jan-Apr)**: March 1, 2017

## Application Deadline
- **Fall Term (Sep-Dec)**: March 31, 2017
- **Winter Term (Jan-Apr)**: March 31, 2017

## Orientation Sessions
- **Fall Term (Sep-Dec)**: September 2017, date TBA
- **Winter Term (Jan-Apr)**: January 2017, date TBA

## Beginning of Classes
- **Fall Term (Sep-Dec)**: September 2017, date TBA
- **Winter Term (Jan-Apr)**: January 2018, date TBA

## Exam Period
- **Fall Term (Sep-Dec)**: December 9 - 22, 2017 TBC
- **Winter Term (Jan-Apr)**: April 12 – 29, 2018 TBC

### Document Checklist
- Nomination letter mailed to us from the exchange coordinator
- Resume (Uploaded in the online application)
- Official Transcripts (with English translation and grading system attached, if applicable)
- Proof of English Language Proficiency (If applicable)

### Type of Agreement
Faculty Student Exchange

### Level/Courses/Programs offered (per agreement)
MBA

### Nomination Details
Please include the following information with your student’s nomination email by **March 1, 2017**:
- Last Name
- First Name
- Email Address
- Term(s) of exchange
- Undergraduate or Graduate Level

### How To Apply
Upon receipt of student nomination details, the BizX Office will contact each student with details on how to apply through our [online application system](https://issapps.mcmaster.ca/exchange_app/login.php?redirect=incoming.php). Students will need to complete the online application, which will include uploading supporting documents (resume, statement of interest, personal photo).

*Please do not send us additional scanned or printed copies of the online application*

The host institution is asked to please send original copies of the following:
- Official transcript with English translation and grading system attached
- Nomination letter signed by exchange coordinator
- TOEFL or Letter from home university confirming English Language proficiency
- (If applicable, see Language Assessment below).

All applications and supporting documents must be received by **March 31, 2017**.
Language of Instruction

English

Language Assessment

TOEFL certification is required for MBA exchange students only.
For more information on MBA Language Proficiency:
http://www.degroote.mcmaster.ca/exchange/incoming/process/mba.html

Course Selection

Course Calendar: http://mbastudent.degroote.mcmaster.ca/program-information/academic-calendar/

Course Descriptions: http://mbastudent.degroote.mcmaster.ca/courses/course-descriptions/

Course Timetable: http://mbastudent.degroote.mcmaster.ca/courses/course-schedule/

Course Load per semester: The full-time course load for MBA is 4 or 5 courses per term.

Students are expected to take final year 700-level MBA courses only. MBA students are not permitted to take undergraduate courses (600-level courses).

Please note that students applying for the MBA program must have completed a Bachelor’s Degree and provide copies indicating completion.

Course Restrictions: MBA students are not permitted to take Undergraduate courses in the School of Business.
VISA: Study Permit/Temporary Resident Permit

Exchange students to Canada for a study period of 6 months or less **DO NOT** require a **Study Permit**. Students coming for a period of more than 6 months **MUST** obtain a **Study Permit** at a Canadian Embassy, Consulate or High Commissioner in their home countries. Students on a 6-month study period **MUST** apply for a **Study Permit if they wish to work on campus during their study period**.

Please note, as immigrations regulations change often it is the student’s responsibility to gather information related to the student’s specific requirement. Please contact the nearest Canadian Embassy, Consulate or High Commissioner for more information or visit: [http://www.cic.gc.ca](http://www.cic.gc.ca)

Burlington Campus – Ron Joyce Centre (RJC)

All programs are offered at DeGroote's LEED gold certified building, the **Ron Joyce Centre**, in Burlington, ON. Located just 20 minutes by car from the main McMaster University campus and 40 minutes from downtown Toronto, the Ron Joyce Centre offers you the amenities of a university environment and close proximity to Canada's business hub. DeGroote provides a **free shuttle service** which will allow students to live in Hamilton or Toronto and commute to Burlington via pick up from the main McMaster campus and the Appleby Go station. Information about living in Burlington and Hamilton is found in the **handbook**.

Expenses

Following is an estimate (in Canadian Dollars):

<table>
<thead>
<tr>
<th></th>
<th>Fall (4 months)</th>
<th>Fall &amp; Winter (8 months)</th>
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<tbody>
<tr>
<td>Accommodation</td>
<td>Off campus:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1400.00 – 2500.00</td>
<td>$2800.00 - $200.00</td>
</tr>
<tr>
<td>Food</td>
<td>$1000.00-1400.00 (Optional)</td>
<td>$1905.00 - 3375.00 (Optional)</td>
</tr>
<tr>
<td></td>
<td><em>Meal plans can be purchased by exchange students</em></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>Free Shuttle Bus to and from RJC between McMaster Main campus, Appleby GO Transit station, Local Bus Fare: $2.55</td>
<td>Free Shuttle Bus to and from RJC between McMaster Main campus, Appleby GO Transit station, Local Bus Fare: $2.55</td>
</tr>
<tr>
<td>Books</td>
<td>$600.00</td>
<td>$1200.00</td>
</tr>
<tr>
<td>University Health Insurance Plan (UHIP)</td>
<td>$228.00</td>
<td>$456.00</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$1000.00</td>
<td>$2000.00</td>
</tr>
</tbody>
</table>
University Health Insurance Plan (UHIP)

All exchange students are charged for Ontario’s University Health Insurance Plan (UHIP). UHIP is mandatory for all exchange students. For more details visit www.uhip.ca

Students may be exempt from UHIP if they can show coverage by one of UHIP’s pre-approved plans. Requests for UHIP exemption must be submitted by September 29th (Fall or Full year exchange) or January 29th (Winter exchange). For a full list of pre-approved health plans visit: http://www.uhip.ca/exempted.aspx

Please note that starting September 2015, all incoming exchange students will be charged for the mandatory MSU drug Plan. Approximate cost: 1 term $135.51. 2 terms $ 154.87

MUS Drug Plan – New this year

Accommodation

On Campus: On campus housing is not available for exchange students.

Off-Campus  http://macoffcampus.mcmaster.ca

McMaster University is ideally located close to many affordable housing options suitable for incoming exchange students. Off-campus housing provides students with the ability to live in close proximity to campus while experiencing shared living with other Canadian students. Through McMaster’s Off-Campus Resource Centre, exchange students can browse through rental listings for shared housing in the nearby Community of Westdale and surrounding area.

To browse availability, visit the Off-Campus Resource Centre at the link below. Rental listings can be found at the left-hand menu under ‘Search for Rental Housing’. Students are advised to search under all categories, with attention to ‘Student Rentals’ and ‘Sublets’ http://macoffcampus.mcmaster.ca

Useful links

International Student Services/MacAbroad: https://iss.mcmaster.ca/
Student Wellness Centre: http://wellness.mcmaster.ca/
Student Accessibility Services: http://sas.mcmaster.ca/
Student Success Centre: http://studentsuccess.mcmaster.ca/index.php
Athletics and Recreation: http://www-athrec.mcmaster.ca
Libraries: http://library.mcmaster.ca
The 2017-2018 dates have not yet been released. We will update as soon as they are available.

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Term 2016</th>
<th>Winter Term 2017</th>
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<tbody>
<tr>
<td>Course Registration Opens on MOSAIC</td>
<td>July 26</td>
<td>December 1</td>
</tr>
<tr>
<td>Registration Deadline</td>
<td>August 12</td>
<td>December 15</td>
</tr>
<tr>
<td>Drop and Add Period Begins</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Welcome Orientation</td>
<td>September 20</td>
<td>January 5</td>
</tr>
<tr>
<td>Courses begin</td>
<td>September 12</td>
<td>January 9</td>
</tr>
<tr>
<td>Drop and Add Period/Course Registration Ends</td>
<td>September 23</td>
<td>January 20</td>
</tr>
<tr>
<td>Last day for withdrawing from 700-level courses without academic penalty.</td>
<td>September 30</td>
<td>January 27</td>
</tr>
<tr>
<td>Thanksgiving Day – No day or evening classes will be held.</td>
<td>October 10</td>
<td></td>
</tr>
<tr>
<td>Mid-term recess</td>
<td></td>
<td>February 20-24</td>
</tr>
<tr>
<td>Family Day – No day or evening classes will be held.</td>
<td></td>
<td>February 20</td>
</tr>
<tr>
<td>Good Friday - No classes or exams will be held.</td>
<td></td>
<td>April 14</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>December 9</td>
<td>April 13</td>
</tr>
<tr>
<td>700-level FINAL EXAMINATIONS</td>
<td>December 10-23</td>
<td>April 17-29</td>
</tr>
</tbody>
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