

On-Line Application Help Page

Click [here](#) to apply.

All mandatory fields have an asterisk*

MCGILL USERNAME AND PASSWORD

If you are a new user, click on “Create a new account” link under section IF YOU DON’T HAVE A MCGILL USERNAME AND PASSWORD.

Once you have created a new account, send your username on to our McGill MBA Japan Program Coordinator in Montreal by e-mail at mbajapan@mcgill.ca You will receive a message from our colleague in Montreal that uApply is ready for your application.

Now start the application process as below:

Complete fields (make sure to enter your correct email address) and click on the “Submit” button. An email will be sent to your email address with a link to active your username and password. Once you have clicked on the link you will LOGIN with the username and password.

Click on My Profile in left hand corner when logged in.

MY PROFILE

Identification

Complete mandatory fields – Save.

NOTE: Women who are married must indicate their maiden name (last name prior to marriage) in the Former Last Name field.

Contact Information

Complete mandatory fields – Save.

Under Permission to Disclose field – Only if you wish to have others make enquiries on your behalf regarding your application, complete this section.

Additional Information

Complete mandatory fields - Save.

NOTE: Under Citizenship and Immigration - if you are not Canadian, in the field asking to specify current or anticipated visa status in Canada select "Student Authorization".

Check NO to "Are you eligible to claim Quebec residency?"

Education History

Complete this section – Save.

Click on either Start New Application link or "Continue" button. This will take you to the My Home page.

MY HOME

Your Program Choice

Under Your Application complete fields as follows:

What would you like to apply for? Select Degree, certificate or diploma

Term: Summer 2018

Department: Management

Program: MBA Japan

Area of Study: MBA Japan-N

Status: Will automatically be Full Time

Under Requirements from the University select "NO" to the following questions then Save:

Have you or do you intend to apply for the Vanier Scholarship?

Do you intend to apply for any other sources of funding?

(Candidates applying to the MBAJapan program should visit the MBAJapan website for information on scholarships as a scholarship application must be submitted to the program office in Montreal.)

Your Referees

Complete mandatory fields for each referee – Save.

To submit your application you may hit Continue after saving the referee information or go to the My Home section.

Under Your Draft Applications you will see the Term (Summer 2018) and Program (Management MBA Japan). To submit your application click on the checkbox next to Summer 2018 and click on the "Submit Selected" button.

Declaration & Authorization

Read the Declaration and Authorization sections and click on both checkboxes – click on the "Continue" button.

Payment

Click on "Review" line to review the details completed before proceeding to payment. Once the application has been submitted you cannot go back to make any changes to your profile or application. Once you have verified that all details are correct click on "Continue" button.

Enter credit card information under Payment Details. Click "Process Transaction" button to charge your credit card.

ONLY CLICK THIS BUTTON ONCE – see note on page regarding this.