

Business Ph.D. Program

PhD Program Admissions
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UNIVERSITY OF MIAMI
SCHOOL of BUSINESS
ADMINISTRATION



Application Checklist

1. Completed Online Application Form

2. Application Fee

A non-refundable fee of \$65.00 paid online by credit card or check is required upon submission of the application.

3. Official Transcripts, Diploma(s) and/or Certificate(s)

An official transcript, copy of diploma and/or certificate is required from each undergraduate and graduate institution attended. These documents must be (1) submitted in the original language and (2) submitted by the Registrar's office of the issuing university. Additionally, documents in a language other than English must be accompanied by certified English translations. Notarized translations alone will not be accepted. Translations supplement, but do not replace, original documents. Please remember to send both. Transcripts should be sent directly from the issuing institution to the admissions office.

4. Recommendation Forms

Each applicant is required to submit three recommendations on the online forms provided. Most applicants provide recommendations from a college instructor familiar with the applicant's academic work in areas closely related to their chosen field of study or other responsible persons well informed about relevant work (academic and/or professional) the applicant has done. Recommendations should address the student's motivation, ability to conceptualize and deal quantitatively, and research potential. Evidence of research capability should be emphasized.

5. Official GRE or GMAT Scores Report

Official scores (less than 5 years old) on either the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) are required for admission (photocopies are not accepted). To report GRE scores, use institution code R5815. To report GMAT scores, use institution code 5818, program code 7NV-S1-11. Minimum required scores are 650 on the GMAT and 1250 on the GRE. Visit www.gre.org for more information on the GRE and www.gmat.org for the GMAT.

6. Official TOEFL

International applicants whose native language is not English and/or who did not earn a degree from an English-speaking institution must submit a TOEFL score with their application. The TOEFL should have been taken within 2 years prior to application for admission; a minimum score of 587 (paper-based), 94 (internet-based) or 240 (computer-based) is required. Demonstrating proficiency in written and oral English is crucial as students must participate in class discussions and presentations, as well as successfully complete written assignments. Use institution code 5815 to report your score. Visit www.toefl.org for information on the TOEFL.

7. Statement of Purpose

Write a brief essay (2-3 pages long, double spaced) on the following subjects concerning you and your intended field of study: (1) past academic work and/or business experience that you consider to be relevant, (2) what excites you most about the field, and (3) possible areas of research you might pursue. Please also include any other information you would like to provide to the admissions committee. Enclose this essay with your application.

8. Resume