

TO: Prospective PhD Program Applicant

RE: Admission to the PhD Program in Business Administration

Thank you for your inquiry regarding admission to the PhD program in Business Administration at the University of Kansas.

The PhD program is designed to train students for a career in research and teaching as a Professor in a Business School at a university like the University of Kansas. The first year of the program emphasizes basic knowledge in three areas -- Behavioral Sciences, Economic Theory, and Probability and Statistics. Also, each student specializes in one of seven areas of concentration -- Accounting, Information Systems, Finance, Human Resource Management, Marketing, Management Science, Organizational Behavior, and Strategic Management. In the Supplemental Data Sheet, you are asked to select one of these seven areas of concentration. When your application file is complete, it will be reviewed by School of Business faculty members in the area of concentration you have selected.

The PhD program is a full-time program. Most students take four years to complete all requirements. College mathematics, including calculus, is a prerequisite for admission. Students admitted to the PhD program usually hold a Masters degree in Business or a related discipline from an accredited university. However, highly qualified applicants are encouraged to apply directly after obtaining their undergraduate degree in Business or a related discipline.

Your application file will be considered complete when we receive the following items.

1. A completed Graduate School application form
2. A completed supplemental data sheet
3. Graduate Management Admission Test (GMAT) scores
4. Test of English as a Foreign Language (TOEFL) scores from all international students or from applicants whose native language is not English
5. Official transcripts of all undergraduate and graduate study completed to date
6. Three letters of recommendation received directly from the persons writing the letters
7. A non-refundable application processing fee of US\$ 60 paid via secure server

Financial aid is available to most students admitted to the PhD program in the form of scholarships, graduate research assistantships, and graduate teaching assistantships. Students are admitted only once each academic year for Fall semesters that begins in mid-August. To be considered for admission and financial aid for the Fall semester that starts in August, your application file should be complete by January 15. Applications completed after January 15th will be automatically considered for admission for the next academic year. Admission is extremely competitive and is limited to four to eight applicants each year. Students who are admitted usually have GMAT scores of 600 and above. Students with GMAT scores of 500 or below will not be admitted. International students who are admitted are required to have TOEFL scores of 570 and above (or 230 on the computer-based TOEFL). Notification of admission and financial aid for the Fall semester will be made in April.

We look forward to receiving your application for admission. If we can be of further assistance, please contact us.