PHD INSTRUCTIONS

Thank you for your interest in the Ph.D. program of Georgia State University’s J. Mack Robinson College of Business. To provide you with some guidance in assessing your possibility of admission, we have assembled a profile of the academic credentials of Ph.D. applicants accepted Fall Semester 2015.

Meeting this profile does not guarantee admission nor is admission automatically denied if the profile is not met. The profile gives you an indication of the competitiveness of your credentials. It represents averages of applicants admitted, not minimums for admission.

Fall 2015 Admitted Student Profile
Average GMAT score: 702
Average GRE score: 313 (the GRE is not accepted for the Accountancy and Strategic Management majors)
Average overall undergraduate GPA: 3.32 (4.0 scale)
Average overall graduate GPA: 3.70 (4.0 scale)

Admission Information
All applications and supporting documentation must be received by January 8, 2016. Applications received or completed after the deadline will not be considered.

Admission decisions are based on a careful review of the applicant’s scholastic record, admission test score(s), letters of recommendation and the other information submitted in support of the application (including an interview, if required by the academic unit). In making the decision, each unit and the Director of the Ph.D. program must consider at all times the optimum number of students in the program. This could result in the denial or deferral of otherwise qualified applicants. Applicants are not required to submit a certification of their state of health. The College reserves the right to investigate the health, character, and personality of each applicant.

Ph.D. applicants should send all credentials to:

Regular Mail:
Adenike Brewington
Ph.D. Program
Robinson College of Business
Georgia State University
P.O. Box 3989
Atlanta, Georgia 30302-3989

Express Mail:
Adenike Brewington
Ph.D. Program
Robinson College of Business
Georgia State University
35 Broad Street, Suite 831
Atlanta, Georgia 30303

All Ph.D. applicants who are considered for admission are automatically considered for financial assistance in the form of graduate assistantships, scholarships, and tuition waivers. No additional form is required.

Admission is granted for entry into a specific Ph.D. major. A student may enter a different major only if the Ph.D. Admissions Committee of the College has given formal approval.

Admission to the Ph.D. program is for the specific semester and year stated in the acceptance letter. Accepted applicants who do not enroll in the semester and year for which acceptance was granted, must notify the Ph.D. Program Office so his/her records may be updated for consideration for the fall of the next year. Admission for the next year is not guaranteed. Applicants should be aware that assistantships or other funding could be affected by such a change.

Application
The Ph.D. application is an online electronic application. Visit http://phd.robinson.gsu.edu/admissions/ and select the link to ‘Apply Online.’

General Information
1. Read these instructions carefully before you begin preparing the application; follow the instructions throughout the application process.

2. Your application is your means of presenting yourself to the Admissions Committee. It is important that the application questions and the statement of purpose...
are both answered thoroughly. Academic units may contact applicants directly for further information.

3. Please do not submit term papers, videos, or other items of this nature in support of your application.

4. We recommend that you make a photocopy of your complete application, including all supplemental attachments and forms, for your records.

Self-managed Application Process
The Robinson College of Business uses a self-managed application process for admission to its Ph.D. program. This means that it is your responsibility to prepare or collect all credentials, other than test scores, and submit them at one time to the Ph.D. Office.

A self-managed application requires appropriate planning on your part to allow time for you to prepare the application properly and collect all of your transcripts. This process also gives you control over when your application (except for test scores) is complete. You will be sent a notice from the Ph.D. Office confirming receipt of your application. PhD applications received or completed after the deadline will not be processed.

Application Fee
You will be assessed a $50 application fee with your online application. The application fee is nonrefundable and does not apply toward registration fees. You must pay by credit/debit card (Visa, MC). For each subsequent online application that you submit, you will be assessed another application fee. Cash will not be accepted.

Graduate Management Admission Test (GMAT)
The Graduate Management Admission Test (GMAT) is the primary admission test for admission at the Ph.D. level in the Robinson College of Business. The GMAT school code for the Ph.D. program is QCK-ZW-59.

The GMAT Information Bulletin includes descriptions of the test content, registration instructions, and test preparation methods. The website for the GMAT is www.mba.com.

Accountancy and Strategic Management will only accept the GMAT. Applicants applying to the following majors may submit the GRE in lieu of the GMAT: Business Process Innovation, Computer Information Systems, Finance, Marketing, Organizational Behavior/Human Resource Management, Real Estate, and Risk Management and Insurance. The GRE school code for the Ph.D. program is 5251. The website for the GRE is www.ets.org.

Official scores must be received directly from the testing agency, but it is recommended that applicants enclose a copy of their test scores with the application.

Application Forms
Please type or carefully handwrite all forms, attachments, and mailed documents. Be certain to sign and date all application forms when applicable.

- Application for Admission
  Visit http://phd.robinson.gsu.edu/admissions/ and click the link to ‘Apply Online’ to access the application. The application must be completed for use by Ph.D. Admissions Committee.

  Part of the application requests international applicant information. You must complete this section if you are not a U.S. citizen and/or if your native language is not English.

  In addition to asking for basic biographical and educational data, the Ph.D. application also requires a Statement of Purpose.

- Statement of Purpose
  This portion of the Ph.D. application is your opportunity to highlight qualities relevant to success in graduate study in business that may not be evident in test scores and past academic performance. This statement should also address your research and career interests.

- Residency Information
  This section will be used by the university’s residency auditor to determine if you are a legal resident of Georgia for fee payment purposes. Complete this
section of the application even if you believe you are a non-resident.

**Official Transcripts**
You must submit official transcripts from each educational institution you attended (or are currently attending) after high school in your application packet. This includes summer and graduate schools. These transcripts are required regardless of your length of stay at the institution or if the grades are listed on another institution’s transcript. Transcripts must be received by the application deadline. A copy of the degree certificate must also be sent if transcripts do not include an official degree statement.

**Exception:** If you have attended Georgia State University, list your dates of attendance on the application; however, you do not have to request your Georgia State transcript. The Ph.D. Office will obtain a record of your Georgia State coursework.

All transcripts submitted become the property of Georgia State University; they will not be returned to you or transferred to another institution.

**Sealed Transcripts**
The envelope containing the sealed transcripts from each institution must be included in your completed application packet. Some schools prefer not to send official transcripts directly to applicants for use with self-managed applications. When this is the case, please give the Registrar’s Office of the school the Ph.D. Office address for mailing credentials and have the transcripts sent directly to the Ph.D. Office.

**Letters of Recommendation**
Three letters of recommendation are required. Letters may be submitted several ways. Electronic recommendations may be submitted when using the online application. You may collect your letters from your recommenders in sealed envelopes (recommenders must sign their names across the sealed portion of the envelope) and submit the letters unopened with the rest of your application packet. You may also have your recommenders mail their letters directly to the Ph.D. Office. You may not review the letters submitted to the Ph.D. Office at any time. If you do not wish to waive access to your letters of recommendation, arrange for the recommenders to provide you with a copy.

**Resume**
A resume is required. Please ensure you include the following information: Name of employer(s), date(s) of employment, job title(s), and job responsibilities.

**Interview**
Academic units reserve the right to contact the applicant for an interview.

**Certificate of Immunization**
Georgia State University is in compliance with the Georgia Board of Regents immunization requirements. All new students must show proof of being immunized.

Questions about the requirements may be directed to the Georgia State University’s Department of Health Services (141 Piedmont Ave., Ste D.) Phone: 404-413-1940 or http://health.gsu.edu/. Immunization information must be on file with the university prior to an accepted applicant’s first registration. Immunization forms should be sent directly to the Immunization Office. Do not send Immunization forms with the application.

**Additional Requirements for International Applicants**
Applicants who completed any of their education abroad may be required to have their international credentials evaluated by an independent evaluation service. If this evaluation is needed, the Ph.D. Office will notify the applicant.

1. International applicants whose native language is other than English must submit scores on the Test of English as a Foreign Language (TOEFL) before admission can be considered. TOEFL scores may not be more than two years old. The Educational Testing Service institution code number is 5251; the department code number is 02.
**Exception:** The TOEFL is not required of U.S. naturalized citizens or international applicants who have received a bachelor’s degree or higher from a regionally accredited U.S. institution. Documentation of citizenship status or proof of a U.S. degree must accompany the application. Official scores from ETS must be received by the application deadline.

Georgia State University also requires that all accepted international applicants demonstrate proficiency in English when they arrive on campus. This testing will be conducted during the international student orientation program that is held each semester before classes begin. Orientation is mandatory; dates will be included with the immigration document (I-20) sent after acceptance.

2. After being accepted to the university, you will be contacted by the Office of International Student and Scholar Services (ISSS) regarding the submission of financial documents. If you have questions regarding this process, contact ISSS at 404-413-2070, http://isss.gsu.edu/, or isss@gsu.edu.

3. When documents submitted are in a language other than English, they must be accompanied by official translations. These translations must be original and should be made by the American Embassy, the home country Embassy, or an appropriate government official.

**Lawful Presence Verification for Admitted Students**
The Board of Regents of the University System of Georgia requires all students applying to Georgia State University to provide verification of their lawful presence in the United States before their admission to the university can be finalized.

This requirement is detailed in the following Board of Regents policies:

- Policy 4.3.4 Verification of Lawful Presence
- Policy 4.1.6 Admission of Persons Not Lawfully Present in the United States