

Submitting Your Application

The application for admission to the doctoral program consists of two parts. You must submit both parts in order for your application file to be reviewed. Please follow the instructions carefully.

[Click here to download the Admissions Checklist](#)

Part 1

The following materials must be sent to the appropriate University of Houston admissions office and must arrive no later than February 1 which is the application deadline.

(Note: Late applications after February 1st incur a \$25 late fee and will be evaluated only on a 'space available' basis)

Mailing addresses for Part 1 materials are:

US Applicants	International Applicants
Office of Admissions University of Houston Houston, Texas 77204-2161	Office of International Admissions University of Houston Houston, Texas 77204-2161 U.S.A.

1. Application Form: [A completed standard graduate application form](#). If you are an international student or if you will be sending international transcripts, use the [international application form](#) instead of the standard graduate admission form. Applicants currently in a UH - main campus graduate program, or who have completed a graduate degree on the main campus of the University of Houston, should complete the [UH General Graduate Petition](#) and the [Application Supplement](#) in place of the UH graduate application form.
2. Transcripts: of all undergraduate and graduate course work completed. The transcripts sent to the University of Houston need to be official copies and sent directly from the institutions providing them. All transcripts must be translated into English prior to being sent to the University. The applicant is not responsible for having the transcripts evaluated for U.S. equivalencies, but the applicant is responsible for any translations into English that are required.
3. Bauer doctoral programs will accept either the [GMAT](#) (Graduate Management Admission Test) or the [GRE](#) (Graduate Record Exam). Scores must be sent directly from the Educational Testing Service to the University of Houston. (UH code for GMAT is XT1-26-69, and GRE is 6870.) Typically, both the Finance and the Accountancy & Taxation programs expect successful applicants to have scored at least at the 90th percentile on either of these exams.
4. Application Fee: All applicants should submit the base fee of \$45. In addition, the office of International Admissions requires an additional \$75, for a total of \$120 for international students. The payment must be made via personal U.S. check or U.S. money order payable to the University of Houston and sent with the application to the appropriate admissions office (Admissions or International Admissions). Only applicants whose fees have been paid will have their applications reviewed. Application fees are not refundable.

International Applicants must also submit:

- A score of the Test of English as a Foreign Language (TOEFL). International applicants who speak English as their native language, have a U.S. high school diploma or have completed a prior college degree in the U.S. or other English-speaking country are exempt from the TOEFL requirement. International applicants currently enrolled in such a degree program may be asked to submit a TOEFL score and if admitted to a Bauer doctoral program must show proof of completing the degree in the English-speaking country before registration for coursework in the doctoral program. More information regarding the TOEFL requirement can be found in the [International Student FAQ's](#). TOEFL scores may not be more than two years old at the time of application. The minimum score for any of our doctoral programs are: 105 out of the Internet- based total; 260 out of the computer- based total; and 617- 620 out of the paper-based total.
- [Letter of Financial Backing](#)
- [Statement of Understanding](#)

Part 2

The following materials must be sent directly to the Bauer College (do not include payments) at the following address:

Bauer Ph.D. Program
C/O Department of Management
334 Melcher Hall, Suite 315
C.T. Bauer College of Business
University of Houston
Houston, TX 77204-6021

The materials listed under numbers 1 through 6 below should be sent in one envelope and it must be received by February 1 or else your file will not be reviewed.

1. A copy of your application form. (or the graduate petition and application supplement for current or former UH graduate students)
2. A copy of all your transcripts. These do not need to be official copies sent from the institution but rather, can be xeroxed copies that the applicant sends. They must, however, be in English.
3. A copy of your GMAT/GRE score. This can be a copy of the report sent to the student.
4. A copy of your TOEFL (if applicable).
5. A curriculum vitae or resume.
6. A statement of purpose. You should discuss your interest in doing a Ph.D., and your reasons for studying at the Bauer College. Your statement should be no more than two pages long. Your statement of purpose is an important part of your application.
7. A minimum of three [letters of recommendation](#) are required for a file to be considered complete. **As with all other Part 2 materials, these letters must be received no later**

than February 1. Letters must be sent directly from the recommender. Regular mail is preferred. However, we can accept a letter of recommendation as a scanned attachment sent via email to jphillips@uh.edu. All letters must include the recommender's original signature so only scanned versions will be accepted via email. Recommendations contained in the body of an email that do not include an original signature will not be accepted. We have a very strong preference for academic references.