

## C.T. BAUER COLLEGE OF BUSINESS DOCTORAL PROGRAM APPLICATION CHECKLIST

Go to [www.bauer.uh.edu/phd](http://www.bauer.uh.edu/phd) for a complete listing of admission requirements and departmental contacts.

The following items should be sent directly to the University of Houston Office of Admissions in order for admission to be considered:

**I. APPLICATION FOR GRADUATE STUDIES:** The UH online application is found at [https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX). Apply well before the February 1<sup>st</sup> deadline for Fall semester in order to be considered for admission and an assistantship. **There are no Summer admissions.** All application materials including transcripts, GMAT/GRE results, and applicable application fees must be received by the deadline to avoid incurring late fees. There is a \$25.00 late fee for processing of new or incomplete applications received after the deadline. It is strongly recommended that all application materials be sent well before the deadline since assistantship decisions are made as completed applications are considered by the Bauer College departments.

**II. TRANSCRIPTS:** Doctoral applicants are required to submit official transcripts from all institutions previously attended. Electronically transmitted transcripts will speed up the admissions process if that option is available from your institutions. If not, transcripts from each institution must be sent to the UH Office of Admissions by those institutions. The transcripts for schools from which you have earned degrees must indicate degree received. If you have not completed your degree at the time that you apply for admission, another transcript with your degree posted should be sent no later than the beginning of the semester in which you enroll in the program. Graduates of UH with transcripts on file at the University do not need to submit new transcripts unless requested by the Office of Admissions.

**III. TEST SCORES: GMAT or GRE SCORES** are required of all applicants. Please note that only the Department of Accountancy & Taxation, the Department of Finance, and the area of Management Information Systems accept either one; other programs require a GMAT score. **International students also submit TOEFL score results.** Information regarding the Graduate Management Admission Test can be obtained from their website: [www.gmat.org](http://www.gmat.org) or by calling 1-800-GMAT-NOW. If you did not request that your score be sent to the University of Houston, **school code XT1-26-69**, call ETS in Princeton, N.J. (609-771-7330). Official test scores should be received by UH by February 1<sup>st</sup> for Fall admission. Test scores submitted may not be more than five years old.

**IV. NON-REFUNDABLE \$45 APPLICATION FEE:** A \$45 application fee is required of all applicants. *International applicants pay an additional \$75 evaluation fee, for a total fee of \$120.* Payment must be made via personal U.S. check or U.S. money order (payable to the University of Houston) and included with the application material submitted to the UH Office of Admissions. The name of the applicant must be on the check or money order. NO CASH will be accepted. Applicants whose materials are received after February 1<sup>st</sup> for Fall admission are assessed a \$25 late fee. Only applicants whose fees have been paid will be reviewed.

The resume, goals statement, reference letters and **copies** of the application, all transcripts and test scores must be sent to

Bauer PhD Program  
334 Melcher Hall, Suite 385A  
C.T. Bauer College of Business  
University of Houston  
Houston, TX 77204-6021

**THERE IS NO SEPARATE APPLICATION FOR ASSISTANTSHIP.** Applicants to the doctoral program are informed if they have received an assistantship at the time of admission. The FAQ at [www.bauer.uh.edu/phd](http://www.bauer.uh.edu/phd) details the doctoral program admission process in the Bauer College. The University website [www.uh.edu](http://www.uh.edu) outlines tuition costs, as well as several other areas important in the admission process and enrollment decision.

Revised 2008