

THANK YOU FOR YOUR INTEREST IN THE PhD PROGRAM AT MAYS BUSINESS SCHOOL–TEXAS A&M UNIVERSITY. Departments review and evaluate PhD application submissions electronically based on the credentials requested below. Applicants are contacted if additional information is needed. Please limit your submission to specific information requested.

PhD APPLICATIONS MUST INCLUDE THE FOLLOWING AND SUBMITTED ELECTRONICALLY

- Use ApplyYourself online application at <http://mays.tamu.edu/graduateapplication>
- Application fee paid online by credit card within the ApplyYourself application system.
- Upload supporting documents:
 - Essay/Personal statement question(s)
 - Scanned transcripts (pdf) from each senior-level post secondary institution for the review process
 - Professional resume
- Three (3) letters of recommendation uploaded into ApplyYourself. Recommenders may also submit by email.
- Unofficial GMAT or GRE score posted in your application. University Institution codes are listed on following page.
- *Parts A & B only* of Core Residency Questionnaire within the application. Parts C-H for Masters applicants only.
- International applicants must submit TOEFL or IELTS score and complete International section of application.

TEXAS A&M GRADUATE STUDENTS CURRENTLY ENROLLED

Contact the appropriate Mays Departmental PhD Coordinator for internal application instructions. Do not use the ApplyYourself application system.

AVOID PROCESSING DELAYS BY SUBMITTING ELECTRONICALLY VERSUS SURFACE MAIL

- Do not mail official transcripts. Only scanned copies are used for the electronic review process.
- Do not mail supporting documents or print a copy of your completed ApplyYourself online application with application fee receipt. Simply submit electronically.
- Do not send certificates, awards, research documents, writing samples, etc. They will not be reviewed.
- Do not use Texas A&M University application or forms for transcript requests, recommendations, etc.
- Do not mail documents or transcripts to Texas A&M University. If mailing later, use Mays address on next page.

EARLY APPLICATION SUBMISSION RECOMMENDED FOR FUNDING OPPORTUNITIES, Fall 2010

Monitor the ApplyYourself application system for updates and announcements throughout the application cycle.

December 10, 2009: Early application submission by all PhD applicants is strongly encouraged (U.S. citizens, U.S. Permanent Residents, and International). Submitting by December 10 allows applicants to be considered for all forms of financial support available; including University, Mays and Departmental Fellowships.

April 15-May 25, 2010: PhD Programs begin closing applications as offers of admission are accepted.

May 26, 2010: Application closes to update application for the following year.

APPLICATION FEES

The non-refundable application fees are: \$50 for U.S. Citizens/U.S. Permanent Residents and \$75 for International applicants. Fees must be paid by credit card at the time the online application is submitted.

ESSAY QUESTIONS (*electronically uploaded*)

Essay questions and instructions are within the ApplyYourself application system. They are Program specific.

PROFESSIONAL RESUME (*electronically uploaded*)

The resume should detail your academic background, professional work experience, and managerial responsibilities.

RECOMMENDATIONS (*electronic submission in ApplyYourself is preferred or can email to PhDProgram@mays.tamu.edu*)

Three (3) letters of recommendation are required and preferred as online submissions by your recommenders. They should be a written narrative by individuals who can address your responsibilities and skills, professional potential, motivation, commitment to attend and successfully complete this demanding Program, and the impact of this Program on the development of your career. If surface mailed, send directly to Mays at the address on the next page.

GMAT OR GRE (*unofficial scores are posted within your application for the initial review*)

Official GMAT or GRE scores are submitted using the following Texas A&M University Institution codes. Either is acceptable by Mays PhD Program.

- GRE code is 6003
- GMAT code is Mays PhD Program specific: 7B7-K9-57

More information is available at www.gmat.org for the GMAT and www.gre.org for the GRE.

TRANSCRIPTS – UNOFFICIAL UPLOAD IN APPLYYOURSELF FOR REVIEW PROCESS

- Scan transcripts into Adobe (pdf) format from each senior-level post secondary institution. Then upload into your application. Do not mail transcripts to Texas A&M Graduate Admissions.
- It is not necessary to send them in sealed envelopes. Please open, scan, and upload.
- *Students of Texas A&M University: please upload an unofficial transcript.*
- Applicants will be contacted by Departments if official transcripts are needed.

CORE RESIDENCY QUESTIONNAIRE

Complete Parts A & B only. Do not submit Parts C-H as they are for Masters applicants only.

INTERVIEWS

An applicant may be contacted for a personal or telephone interview as part of the review process.

INTERNATIONAL APPLICANTS

TOEFL and IELTS (*unofficial scores are accepted and strongly encouraged for the initial review*)

Submitted scores must be current and within two years of the date of the exam. The University's minimum requirements are:

TOEFL (Test of English as a Foreign Language) Mays PhD Program requires a minimum TOEFL requirement of 600 for the paper, 250 for the computer, or 100 for the Internet based. Additional contact information can be found at <http://www.ets.org/toefl/>. Send *official* TOEFL score to Texas A&M code 6003.

IELTS (International English Language Testing System) a minimum score of 6.0. Additional information can be found at <http://www.ielts.org/>. *There is not an institutional code for use with the IELTS examination; therefore, please send official score to: Measurement & Research Services, Texas A&M University, 4239 TAMU, College Station, Texas 77843-4239.*

Note: Individual Graduate Programs within Mays Business School may have a higher requirement.

INTERNATIONAL INFORMATION SECTION

Complete the International Information section within the online application and include your overseas address.

DEGREE EQUIVALENCIES

Holding an accredited baccalaureate degree of at least three (3) years from a college, institution, or university of recognized standing, or its equivalent, guarantees consideration for admission.

MAYS BUSINESS SCHOOL PhD PROGRAM CONTACT INFORMATION

Questions can be sent to PhDProgram@mays.tamu.edu or you may call 979.845.4711.

PhD Program mailing address:

Mays Business School – PhD Program
Graduate Admissions Office
440 Wehner
Texas A&M University
4113 TAMU
College Station, Texas 77843-4113

Expedite processing by specifying the major (ACCT, FINC, INFO, MGMT, or MKTG) on mailing envelope.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination including harassment: on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.