INSTRUCTIONS TO APPLY – PhD PROGRAMS
Fall 2013

MAYS BUSINESS SCHOOL
TEXAS A&M UNIVERSITY

100% ELECTRONIC APPLICATION & REVIEW PROCESSES
Before starting your online application and uploading documents carefully read through the instructions below

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CURRENTLY ENROLLED TEXAS A&M GRADUATE STUDENTS

- Contact Mays PhD Program at 979.845.4711 or email phdprogram@mays.tamu.edu for internal instructions.

INTERNATIONAL APPLICANTS

- Also closely review the *International Applicant Instructions*.

APPLY, REVIEW, AND DECISION NOTIFICATIONS – ELECTRONIC PROCESS

- Use Mays ApplyYourself online application, review submission dates below, and monitor application closings.
  - Departments review and evaluate applications electronically using required credentials listed on page 2.
  - Additional documents are not reviewed: certificates, awards, research, writing samples, etc.
  - False credentials or incorrect information within the application will result in an immediate denial.
- Review your application thoroughly before submitting and upload correct documents (essays, etc.).
  - Changes, corrections, & updates are not made after submitting the application and paying the application fee.
- Decision notifications are sent by email to log into ApplyYourself to access decisions: generally in late January.
  - Application status is not available. Departments contact applicants if additional information is needed.

APPLICATION SUBMIT DATES & FUNDING OPPORTUNITIES, Fall 2013

Monitor ApplyYourself login page for application closing updates & announcements throughout application cycle. There are not deadline dates to apply: the following dates are in chronological order of review opportunities.

December 10, 2012: Strongly recommended that all applicants (U.S. Citizens, U.S. Permanent Residents, and International) submit your online application/uploaded documents around December 10 allowing for early review and most consideration for available financial support, including University, Mays, and Departmental Fellowships.

December 11, 2012 – January 11, 2013: Applications continue to be accepted and is the primary review period.

January 12 - April 14, 2013: Applications continue to be accepted though some Departments may begin closing applications as early as February; funding opportunities may decrease as most review December-February.

April 15 - May 25, 2013: Departments begin closing applications as admission offers are accepted.
Monitor ApplyYourself login page for closing updates.

May 26, 2013: Application closes for annual updates. No additional application submissions can be accepted after this date *even if you have started your online application*.
Application closings begin as early as February. Monitor the ApplyYourself login page for updates.

QUALITY APPLICATION PACKET

- Carefully read through the *Instructions to Apply – PhD Program* and submit 100% electronically as requested.
- Limit your application to the specific documents requested.
- Submitting December 10 - early January is strongly recommended for early review and funding opportunities.
  - Do not use Texas A&M University's online application: Mays Business School's PhD Program is not listed.
  - Unofficial transcripts may be scanned and uploaded. Do not mail official transcripts.
- Do not mail any documents as we strive to be paperless and environmentally friendly.
  - Mailing documents or transcripts to Texas A&M Admissions further delays processing up to 6 weeks.
  - Departments contact applicants if information is missing.
- Check for spelling errors & use appropriate upper/lower case characters.
  - Do not post data using "ALL UPPER" or "all lower" case.
  - Applicant reports generate based on your typed entries; therefore, data appears as you entered.
- Not evaluated: certificates, awards, research documents, writing samples, etc. Do not send.
- Use Mays Business School's recommendation form.
  - Their online submission is preferred or email letter to us: see page 2.
  - Do not wait to submit your online application until your recommender's letter has been received.

PhD APPLICATION – REQUIREMENTS TO SUBMIT ELECTRONICALLY

APPLICATION SUBMISSION (online only)
Use ApplyYourself online application at *http://mays.tamu.edu/graduateapplication*

APPLICATION FEE (paid online only by credit card only)
The non-refundable application fees are: $50 for U.S. Citizens/U.S. Permanent Residents and $90 for International applicants plus a processing fee of less than $2.00. It must be paid by credit card at the time the online application is submitted. Personal checks, cash, etc. cannot be accepted and will be returned causing processing delays.

ESSAY QUESTIONS (*electronically uploaded*)
Essay questions and instructions are within the ApplyYourself application system. They are Department specific.

PROFESSIONAL RESUME (*electronically uploaded*)
The resume should detail your academic background, professional work experience, and managerial responsibilities.

RECOMMENDATIONS (*electronic submission within ApplyYourself or email to* PhDProgram@mays.tamu.edu)
Three (3) letters of recommendation are required.

- 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.
- No more than 3 will be accepted or reviewed.
- Do not delay submitting your online application waiting for recommender's letter. Departments contact applicants if information is missing. Submitting without the letters is highly encouraged.
- Online submission or emailed to us by the recommender for upload is preferred. Use Mays form if needed.

GMAT OR GRE (official scores are not needed for review)

- Either test is accepted by Mays PhD Program.
- Unofficial test scores are entered by applicants within Test Score section for electronic review.
- Official scores must be have been taken within five (5) years of date application is submitted.
- Official scores are not used in review though may be submitted using following codes.
  - GRE code is 6003
  - GMAT code is Mays PhD Program specific: 7B7-K9-57
  - There is no Department code
- More information is available at www.gmat.org for the GMAT and www.gre.org for the GRE.

TRANSCRIPTS (*electronically uploaded only*)

- Scan in Adobe (pdf) format from each senior-level post secondary institution and upload to your application.
  - Do not mail official transcripts to Mays PhD Program or Texas A&M Graduate Admissions.
- Remove from sealed envelopes, scan, and upload. Unofficial transcripts may be scanned and uploaded.
- File size limitation is 500kb. Decreasing the dpi to 150-200 should compress file size if needed.
  - We cannot upload large files and are held to the same 500kb limitation.
- Students who had attended Texas A&M University: please upload an unofficial transcript.
- Transcripts may be missing final grades if applying in a current semester. Do not send later: it is not needed.

CORE RESIDENCY QUESTIONNAIRE – State of Texas *(within online application)*

- Parts A & B only for PhD applicants.
  - Do not complete Parts C-H is ***not*** for PhD applicants: only for MS/MRE Program applicants.

INTERNATIONAL APPLICANT SECTION (refer to specific International instructions)

- Unofficial TOEFL or IELTS score typed in your application plus completing International section.

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

MAYS BUSINESS SCHOOL PhD PROGRAM CONTACT INFORMATION

Application questions can be sent to phdprogram@mays.tamu.edu or by calling 979.845.4711.
Calls cannot be returned: please try calling again.

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.

MAYS BUSINESS SCHOOL
TEXAS A&M UNIVERSITY

INTERNATIONAL APPLICANT SECTION
Supplement - PhD Program Instructions to Apply

Application & Review Process 100% Electronic

Mays Business School reviews applications online. Do not mailed documents they are not used or reviewed.

Carefully read all 3 pages and follow the instructions to apply 100% electronically. Not reviewed include: transcripts in sealed envelopes, certificates, writing samples, research, financial statements, copies of visas, etc. Please scan and upload the required credentials listed in the Instructions to Apply and within the ApplyYourself online system. No additional documents will be reviewed.

PhD APPLICATION – DETAILED INFORMATION TO SUBMIT ELECTRONICALLY

- See specific *Instructions to Apply – PhD Program* for online application information.
  - Enter your name as shown on your passport to avoid immigration and processing problems.

INTERNATIONAL SECTION *(within online application)*

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

TOEFL and IELTS *(no official scores required)*

- Type unofficial scores within Test Score section of the application. Mailed official score sheets are not needed.
- Scores must be within two years of the date of the exam. The University's minimum requirements are:
  - 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.*
  - **TOEFL (Test of English as a Foreign Language)** Mays PhD Program requires a minimum TOEFL requirement of 600 for paper, 250 for computer, or 100 for Internet based. Additional contact information can be found at http://www.ets.org/toefl/. Send *official* TOEFL score to Texas A&M code 6003.
  - **TOEFL Waiver (Texas A&M University criteria)**.This requirement *can be waived* meeting one criteria:
    - 400 or higher GRE verbal score,
    - 22 GMAT verbal score, or
    - by receiving a baccalaureate degree with all four years of attendance at a U.S. college or university

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

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.

IMMIGRATION DOCUMENTS – Do not mail or email to Mays Graduate Admissions

- Do not send financial statements, visas, etc.: not used and will not be added to the electronic application.

WHAT DELAYS APPLICATION PROCESSING?

- Do not mail documents of any kind. They do not enhance the application and are not used.
- A well-timed review is not guaranteed if submitted in paper format.
- Inspect for spelling errors and use appropriate upper/lower case characters posting data within your application:
  - "NOT ALL UPPER" or "all lower case"
  - Reports are created based on your entries and will appear as you enter your data
- Do not use Texas A&M University's application or forms for transcript requests, recommendations, etc.
- Applications will not be changed or updated once submitted online.

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Calls cannot be returned: please try calling again.

** We do not guarantee that mailed documents will be processed or uploaded for a timely application review.*

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