

# PHD ADMISSIONS PROCESS

## Explore

**When: Personal Preference**

### Complete University or College Degree

PhD programs prefer academic references. Keep in touch with your professors in such a way that they can speak to your abilities come application time.

### Evaluate if a PhD is right for you

What are your career aspirations? Do you have the right mix of qualities to be a successful PhD student (e.g. commitment, intellect, curiosity...)? Do you know what earning a PhD involves?

### Investigate PhD programs

- Look for programs that are high quality and that fit your interests. School 'brand' is less important than the scholarly reputation of the department or area group in which you wish to study.
- The best investigation involves reading the publications of the associated faculty. Look for quality journals, topics that interest you, and a track record of research productivity.
- Devour secondary sources (website, publications, faculty blogs, track down program alumni, etc...).
- Contact faculty. Is he/she taking on new students? Still working in the area you are interested in? Applicants who are deeply prepared for meeting with faculty are favored.
- Narrow down the list of schools you are considering.
- Plan to visit if possible. No quality program will accept an applicant without at least one interview, but you do not have to apply to visit. Think of it as doing your homework: Meet with a range of faculty and PhD students.
- Check application deadlines.

**Plan for your exams**

**When: Three to six months before exam date**

### Register for Testing

- GMAT/GRE (we accept either): You may register up to 6 months prior to your preferred test date
- English language proficiency (TOEFL, IELTS): Register 3 to 4 months before the test date

**When: Before November 10<sup>th</sup>**

### Take English language proficiency

- Allow 8 weeks after test date for delivery to the PhD program office. Admission decisions are made on the basis of official versions.

**When: Before November 29<sup>th</sup>**

### Take GMAT or GRE

- Allow 6 weeks after your test date for your results to be delivered to the PhD program office. Admission decisions are made on the basis of official versions. In the event you want to retake the exam, you must wait at least 16 days

## Testing

## Apply

**When: By January 10<sup>th</sup>**

### Submit application

- Arrange for academic references
- Curriculum Vitae & Statement of Interest
- Official copy of GMAT/GRE
- Official copy of English Language Proficiency scores
- Transcripts

*\*If you are enrolled in a degree-granting program, you may apply to the PhD program, but completing that degree is usually a condition of enrolling into the program.*

*\* If your application is incomplete at the deadline, being denied acceptance is likely.*

**When: Shortly after accepting your offer**

### If accepted

- Provide hardcopies of your transcripts to SGPS and confirm we receive them

**Before the start of term**

- Ensure you meet all the conditions of admission

## Admitted?