University at Buffalo
School of Management

# PhD Admissions Checklist

| Preparing for Application: | |
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| ☐ | Sign up for the GMAT or GRE examination early; unofficial score reports must be uploaded to the application portal by **January 15th.** |
| ☐ | *International applicants* should arrange to take the TOEFL or IELTS examination early; unofficial score reports must be uploaded to the application portal by **January 15th**. |
| ☐ | Secure two professional references that are willing to provide online recommendations; record the title, organization name, phone number and email address of each reference. |
| ☐ | Students receiving degrees outside of the United States are encouraged to submit a World Education Services (WES) Basic Course-by-Course Evaluation in addition to their unofficial transcripts. **This evaluation is encouraged, but not required.** |
| ☐ | Prepare the required personal statement (approximately 700 words). |
| ☐ | Identify a personal writing sample, showing ability to reason coherently and self-expression. This document should not be co-authored, and should not exceed five pages in length. |
| ☐ | Prepare a professional resume or curriculum vitae showing relevant work experience, including months and years of employment, and education. |
| ☐ | Assemble PDF copies of academic transcripts from **all** post-secondary institutions attended. *Applicants from India & China* must also provide proof of degree or a provisional certificate. *Applicants from China* must provide transcripts in both the original language, as well as English. |
| ☐ | A prerequisite of calculus is a requirement for the PhD in Management program. If not already satisfied, plan to take calculus courses prior to intended enrollment. |
| ☐ | A copy of a valid passport photo page is required for *International applicants*. This document should be scanned and saved as a PDF, which can be uploaded after acceptance; I-20 documentation cannot be issued without this item. |
| ☐ | *International applicants* should complete the International Application Financial Form and assemble supporting financial documents. These documents should be scanned and saved as PDF's, which can be uploaded after acceptance; I-20 documentation cannot be issued without these items. |

| Applying to the PhD program: | |
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| ☐ | Begin the online PhD application. Once started, the online application can be saved for completion at a later time. |
| ☐ | A username and password will be provided upon submission of the completed application. Please be sure to notate this username and password to access the Interactive Graduate Application Site in the future. |
| ☐ | Pay the $50 application fee (non-refundable). |
| ☐ | Visit the Interactive Graduate Application Site regularly to monitor application status. |
| ☐ | Follow up with references to ensure timely submission of recommendation letters. Both letters must be received by **January 15th** for admission consideration. |
| ☐ | Monitor the email account provided during application for important messages. |
| ☐ | Contact the Graduate Programs office with any outstanding questions or concerns: **som-apps@buffalo.edu** or (716) 645-3204. |