Domestic Student
PhD Application Packet
PhD Admissions Information

The college selection process is one of the most important decisions you will make. At the CU Denver Business School, our goal is to offer a personalized approach and help you locate essential information so that you can decide what's best for you.

From the time you first submit your application packet to the date you learn about the application decision, seasoned professionals with years of higher education experience guide you.

Graduate programs at the University of Colorado Denver Business School are designed to provide a rigorous learning atmosphere to students who are serious about furthering their business education and careers. The following qualifications help determine whether applicants will likely succeed in the school's programs.

Application Deadlines

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<tr>
<th>Semester</th>
<th>Domestic</th>
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<tbody>
<tr>
<td></td>
<td>Priority*</td>
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<tr>
<td>Spring Admission</td>
<td>Aug 1*</td>
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<tr>
<td>Fall Admission</td>
<td>March 1*</td>
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**IMPORTANT:** Plan to submit materials early to expedite processing. Deadlines apply to all required documents.

*To be eligible for scholarships you must apply by the deadlines listed above.* Please note that if you apply by the final deadlines you will not be eligible for scholarships

List of Application Materials

This application packet is for students who are US Citizens or Permanent Residents.

Please submit the following complete materials for application to the MBA or MS programs:

1. Application Fee
2. Online Application for Graduate Admission
3. In-State Tuition Classification Form (if applicable)
4. Essay Question Responses
5. Resume
6. GMAT Test Scores
7. Transcripts
8. Three Letters of Recommendation

Description of Application Materials

1. **Non-Refundable Application Fee** — For domestic PhD applicants = $50.00
2. **Online Application for Graduate Admission** - [https://application.admissions.ucdenver.edu/apply](https://application.admissions.ucdenver.edu/apply)
3. **In-State Tuition Classification Form** — If you are claiming Colorado residency for tuition classification purposes, you **must** complete the In-State Tuition Classification Form.
4. **Essay Question Responses** — Please submit a Statement of Purpose that also addresses the following:

1. Why are you interested in doctoral education in Computer Science and Information Systems at the Business School?
2. What research interest do you have?
3. What background qualifies you for doctoral study and original research?
4. Any other information and your preparedness for the Information Systems research.

5. **Resume** — Your resume should outline current and previous work experience. Relevant work experience and a history of increasing responsibility are viewed positively, but are not required for admission.

6. **GMAT Scores** — As our admission decisions are based on a combination of all required materials, test results are required for all applicants. An applicant who possesses a PhD, J.D., or M.D., or who has publications in peer-reviewed academic journals may petition the program director for a waiver of the requirement to submit a test (GMAT or GRE) score. The program director will consult with other faculty to evaluate the request. Additional information may be requested from the applicant including a personal interview to facilitate the decision process.

   The GMAT exam is administered by computer. To register at a test center closest to you, visit the Web at [https://www.mba.com/us/the-gmat-exam/register.aspx](https://www.mba.com/us/the-gmat-exam/register.aspx). Below are the GMAT codes for our programs.

<table>
<thead>
<tr>
<th>PhD GMAT Code</th>
<th>MPB-0G-29</th>
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<tbody>
<tr>
<td>GRE Code</td>
<td>4875</td>
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   Please note that test scores are valid for five years.

7. **Transcripts** — Preferred Candidates should have an undergraduate cumulative GPA of 3.00 and a graduate cumulative GPA of 3.50. Two official academic transcripts from each college or university and/or professional schools attended, should be submitted to the university. These official academic transcripts should include courses completed, grades or marks obtained, and certificates or degrees awarded. Official academic records are records which are directly sent by the issuing institution to the university or are issued to the student in a sealed envelope to be delivered by the student to the university. If documents are not in English, they must be translated by a certified translator. The translation must be literal and no conversion of grades should be attempted by the translator.

8. **Three Letters of Recommendation** — Applicants are required to submit three letters of recommendation. Please use the format that is provided on the online application. Online you will list the recommender’s name and email and the online system will send the recommender a form to submit.

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**Mailing Address**

**By US Mail:**
University of Colorado Denver, Business School
Campus Box 165,
P.O. Box 173364,
Denver, CO 80217-3364, USA

**By Courier:**
University of Colorado Denver, Business School
1475 Lawrence St., Room 4206
Denver, CO 80202, USA

If you have any questions, please call us Monday-Friday, 8:00am to 5:00pm (MST) at 303-315-8200 or email us at bschool.admissions@ucdenver.edu.