APPLICATION CHECKLIST FOR PhD DOMESTIC APPLICANTS

Please see the attached “Application Procedures” for more details about the required application materials.

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APPLICATION DEADLINES

FALL (Fall Admission Only)  
Priority: March 1  
Final: June 1

IMPORTANT: Plan to submit materials early to expedite processing. Deadlines apply to all required documents. Late applications are evaluated on a space available basis only.

To Apply Now go to: business.ucdenver.edu/applynowphd

All application materials and fees should be mailed to:

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

**Courier:**  
University of Colorado Denver  
Business School  
1250 14th Street, Room 277  
Denver, CO 80202

We hope to include you in our graduate business programs at the Business School at University of Colorado Denver. Please refer to the application deadlines on the first page of this packet. If you have any questions, please call us Monday – Friday, 8:00 a.m. to 5:00 p.m. (MST) at 303-315-8200.
Please submit the following complete materials for application to the PhD program:

1. **Non-Refundable Application Fee** — $50.00 For PhD Applicants

2. **Online Application for Graduate Admission** — Please complete this form in its entirety.

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. **Essays** — Please submit answers to all three questions listed in the online application.

5. **Resume** — Your resume should outline current and previous work experience.

6. **GMAT/GRE Scores** — As our admission decisions are based on a combination of all required materials, test results are required for all applicants. (If you already hold an advanced degree from a US institution, this requirement may be waived for certain programs.)

   An applicant who possesses a Ph.D., 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 www.mba.com/mba/TaketheGMAT. Below are the GMAT codes for our programs:

   - **PhD GMAT CODE**  MPB-0G-29
   - **GRE CODE** 4875

   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. Arrange to have two copies of official transcripts mailed directly to the address below from each college or university attended. We must receive transcripts from all colleges and universities attended, even if transfer credit was applied elsewhere with grades posted on another transcript. Applications missing transcripts will not be processed. Unofficial transcripts, photocopies or transcripts stamped “Issued To Student” are not acceptable.

   Please take into consideration that transcripts may take two to three weeks to reach our office, (transcripts from international institutions may take longer), so order these as early as possible. Any missing transcripts will delay application processing.

   If you have international transcripts and they 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. **Letters of Recommendation** — Three letters recommendation are required. 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.