APPLICATION INSTRUCTIONS
PhD Program

ELECTRONIC APPLICATION & REVIEW PROCESSES
Carefully read through the instructions below before starting your online application and uploading documents.

CURRENTLY ENROLLED TEXAS A&M COLLEGE STATION GRADUATE STUDENTS
Contact Mays PhD Program at 979.845.4711 or email phdprogram@mays.tamu.edu for internal instructions.

Application Submit Dates & Funding Opportunities
The following dates are in chronological order of review opportunities:

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

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

January 12 - April 14: 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: Departments continue closing applications as admission offers are accepted.

May 26: Application submissions cannot be accepted after this date even if you have started your online application.

A COMPLETE APPLICATION INCLUDES:
• Application submitted electronically using Apply Yourself online application.
• Non-refundable application fee
  • Fee must be paid by credit card at the time the online application is submitted.
    U.S. Citizens/U.S. Permanent Residents: $50
    International: $90
• Transcripts
  • Upload a low-resolution black and white photocopy of your transcript (s) from each senior-level post-secondary institution. Also, include one copy of the transcript key from each institution.
  • File size should not exceed 500kb. Decreasing the dpi to 150-200 should compress file size if needed.
  • PDF is preferred, but additional formats are accepted (.doc, .wpd, .rtf, .xls, or .txt).
  • Preview your uploaded transcript to ensure it’s legible.
  *If accepted, official transcripts will be required.*
• Essay Questions
  • Essay questions are included in the application and are department specific.
• Professional Resume
  • The resume should detail your academic background, professional work experience, and managerial responsibilities.
• Recommendations
  • Three letters of recommendation are required. Recommendations are submitted electronically via the online application system. These letters should be written narratives by individuals who can address your responsibilities and skills, professional potential, motivation, and the potential impact of the program on the development of your career.
• GMAT or GRE
  • Unofficial test scores are accepted and strongly encouraged for the initial review process.
  • If accepted, official GMAT or GRE scores are required.
    o GRE code is 6003, GMAT 7B7-K9-57 (There is no Department code)
    o More information is available at www.gmat.org or www.gre.org
• Interviews
  • An applicant may be contacted for an interview as part of the Department’s review process.
• International Applicants
  • Refer to specific international instructions for further information.

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.
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)
- Unofficial scores typed 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/](http://www.ielts.org/). There is not an institutional code for use with the IELTS examination; therefore, please send official score to:
    - Data & 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/](http://www.ets.org/toefl/). Send official TOEFL score to Texas A&M code 6003.
  - If approved by the department, TOEFL requirement can be waived (Texas A&M University criteria). This requirement can be waived meeting one criteria:
    - score of >400 on the GRE verbal score (previous scoring model).
    - score of >146 on the GRE verbal score (current scoring model).
    - score of >22 GMAT verbal score.
    - 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. Please refer to departmental website for further information [http://mays.tamu.edu/degrees-and-majors/phd/](http://mays.tamu.edu/degrees-and-majors/phd/)

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. They are not used and will not be added to the electronic application.

PhD Program Contact Information
Application questions can be sent to phdprogram@mays.tamu.edu or call 979.845.4711. Calls cannot be returned; please try calling again.

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