PhD Departmental Information Form

This form must be included in your package with other documentation and mailed to:

Doctoral Studies Program
Stephen M. Ross School of Business
University of Michigan
701 Tappan Street Room E2602
Ann Arbor, MI 48109-1234

Refer to the PhD Application Checklist to be certain your package is complete. Incomplete applications will not be considered. All documents, including official test scores, must be received on or before the deadline of January 15. Only those applications postmarked by the deadline will be reviewed.

Required Information for Application Review: Please answer the following questions which are necessary to prepare your application for faculty review. Note: Xerographic copies of test scores will not be accepted.

1. Have you taken the Graduate Management Admissions Test (GMAT)? □ Yes □ No
   If yes, when? ________ (Month/Yr) Scores more than five years old will not be accepted.
   Scores: Verbal Score ______% Quantitative Score ______% Written Score ______% Total Score: ______%

2. Official GMAT score reports: Ask the Pearson VUE Testing Service to send a copy to our office.
   (Code #SN1-J6-77). Web address: www.vue.com

3. Have you taken the Graduate Record Exam (GRE)? □ Yes □ No
   If yes, when? ________ (Month/Yr) Scores more than five years old will not be accepted.
   Scores: Verbal Score? ______% Quantitative Score? ______% Written Score? ______%

4. Official GRE score reports: Ask the Educational Testing Service to send a copy to our office. (Code #1839).
   Web address: www.gre.org

5. English Language Testing: Either a TOEFL Exam OR an IELTS exam is required for all international students whose native language is not English, regardless of whether you have studied in the United States or not.
   Have you taken: □ TOEFL □ IELTS When? ________ (Month/Yr)
   Scores more than two years old will not be accepted for either exam.
   Scores: (Either written or CBT) ______________
   IBT Scores: Reading ___ Listening: ___ Speaking: ___ Writing: ___ Total for all 4 sections: ____________

Minimum TOEFL Score Required for Admission: 250/600 (CBT or Written)
Minimum IELTS Score Required for Admission: 7.0
Ask the Educational Testing Service to send the results of the TOEFL (School Code #1839), Dept. Code 2) and IELTS results (www.ielts.org) to the Doctoral Studies Office at the Stephen M. Ross School of Business

This requirement will not be waived
6. **Please check Subplan** (area of concentration):

- [ ] Accounting
- [ ] International Business & Business Economics
- [ ] Business Information Technology
- [ ] Management & Organizations
- [ ] Strategy
- [ ] Marketing
- [ ] Finance
- [ ] Operations & Management Science

7. List a **faculty member** who's work most closely relates to your current interests:

(Please print) __________________________________________________________________________

8. **Optional Information**: Marital Status:  

- [ ] Married
- [ ] Single

Number of dependent children: ____________

9. **Full Name and current address**:

(Please print)____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

10. **Email address**: ______________________________

11. **Phone number** where you can be reached during the day: ______________________________

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**NOTE:** If an applicant receives notification of missing documentation, it is the applicant's responsibility to determine whether or not the requested material has been received by the Doctoral Studies Office.

**REMINDER**

Xerographic or notarized copies of documents will not be accepted.

Rev 07/25/06