

Detailed Instructions for Lundquist College of Business PhD applicants

Please read the following instructions carefully before completing the application.

Application Deadline

FALL TERM (only): January 5th

Minimum Testing Qualifications

Failure to meet the minimum testing qualifications will likely disqualify the application.

- **GPA:** 3.0 (4.0 scale) – undergraduate and graduate
 - **GMAT:** 600 (Quantitative → 63rd percentile, Verbal → 65th percentile)
 - **GRE:** 315 (Quantitative → 155 | 61st percentile, Verbal → 160 | 84th percentile), 308 (Quantitative and Verbal combined) for Operations and Business Analytics applicants
 - **TOEFL:** 96
 - **IELTS:** 7.5
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Averages for Recently Matriculated Students

- **GPA:** 3.84 (4.0 scale)
 - **GMAT:** 720 (Quantitative → 87th percentile, Verbal → 87th percentile, Writing → 5.3)
 - **GRE:** 320 (163 Quantitative → 87th percentile, 157 Verbal → 73rd percentile)
 - **TOEFL:** 104
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Program Requirements

- Approximately two years of course work
 - Full-time residence, minimum three consecutive terms of full-time study
 - Two independent research papers
 - Comprehensive exam
 - Dissertation
 - Satisfactory performance as a research and teaching assistant
 - Satisfactory performance as a classroom teacher
 - Additional departmental requirements
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Application Checklist

Detailed Application Instructions can be found on [page 3](#) of this document.

APPLICATION CHECKLIST

- Lundquist College of Business Online [PhD Departmental Application](#)
- [UO Graduate Online Admission Application](#) and \$70 (U.S. applicants) or \$90 (International applicants) Non-Refundable Application Fee
- Current Resume** - upload to the LCB PhD Departmental Application
- Statement of Purpose** - upload to the LCB PhD Departmental Application
- Writing Sample** - upload to the LCB PhD Departmental Application
- Three (3) Recommendations** - register to the LCB PhD Departmental Application
- Transcript(s)*** - upload a copy of unofficial transcripts from each college or university you have attended to the LCB PhD Departmental Application
- GMAT or GRE Score Report**** - upload score report to LCB PhD Departmental Application

ADDITIONALLY FOR INTERNATIONAL APPLICANTS

- Official Language Proficiency Exam** (TOEFL or IELTS) - upload score report to LCB PhD Departmental Application
- One (1) Official Degree Certificate** (if degree information and conferred date are not noted on transcript) - submit to UO Office of Admissions

PLEASE NOTE:

***Transcripts:** you will be required to submit official transcripts from all colleges or universities where you received a bachelor's degree or higher. Please follow official transcript requirements as detailed by the [UO Graduate School website](#).

****GMAT/GRE score report:** as long as you included an unofficial report with your departmental application, you may hold off on submitting the official score report until after the admissions decision. Discrepancies in reported scores and official scores are grounds for denial.

To check on the status of 'official' transcripts/degree certificates received: please call the University of Oregon Office of the Registrar at (541) 346-2935.

Degree in Progress: if you submitted a transcript while courses are in progress towards a degree and you are admitted to the program, you will need to submit a new and official transcript AFTER your degree is awarded and posted on your transcript.

Application Procedure & What to Expect

- An application is not considered complete until **all** of the admission materials have been received. Application files will not be forwarded for review unless complete.
- Once the missing items have been submitted and your application file has been processed, you will receive an email notification that your application file with the UO LCB PhD program is complete.
- Completed doctoral applications are held in the Graduate Programs Office through the January 5th deadline.
- After January 5th, the completed applications are sent to the faculty area coordinator for the major department. Once the file has been through faculty review, the faculty committee will decide whether to interview the applicant. In that case, the major department will contact the applicant directly in order to arrange for a phone interview or campus visit.
- **The committee will review the files through mid-March.** When decisions are made, offer notifications will be sent via the email address you provided on your application.

Detailed Application Instructions

We recommended that applicants begin the LCB PhD Departmental Application *prior* to submitting the UO Graduate Admissions Application. Doctoral applications completed after January 5th —including receipt of all supplemental materials— may be reviewed at the department committee’s discretion on a space-available basis. An application file completed late will very likely be at a disadvantage relative to files submitted by the deadline.

LCB PHD DEPARTMENTAL APPLICATION

This online [application](#) provides additional information that is required to complete your application for the Lundquist College of Business PhD program, including the ability to upload specific documents.

UO GRADUATE ADMISSION APPLICATION

This application requires a separate login and password and is available at: gradweb.uoregon.edu/online_app/application/guidelines1.asp

Applicants must pay the **non-refundable application fee** at the time the UO Graduate Admission Application is submitted.

Applicants must select ONE of the following majors:

Accounting, Finance, Management, Marketing or Operations and Business Analytics.

RESUME

Your resume must be current and show company name, job title, job description and duties, dates of employment, and beginning and ending salary for all positions held. Please also include the following: honors and awards received, extracurricular, professional and community activities, leisure time activities, and language and computer proficiency.

STATEMENT OF PURPOSE

Please submit a personal statement of *approximately* 1,000 words that (1) states your professional goals and areas of academic interest, (2) describes your academic, professional, and personal experiences that have prepared you for the PhD program, (3) gives your reasons for pursuing a PhD degree in your chosen field and (4) explains why you are applying to the University of Oregon.

WRITING SAMPLE

Please include a paper or article that you have written relevant to your chosen field. Examples of materials that might be submitted include a paper written for a course (within the last five years), a paper published in a professional journal (within the last three years), or a paper specifically prepared for the application.

ONLINE RECOMMENDATIONS

Three (3) online recommendations are required for admission. Ideally, your recommendations would come from persons able to provide information about your academic abilities and suitability for PhD-level study. Ideally, your second recommendation would come from a person who can provide information about your academic abilities. We recognize, however, that for people who have been away from college for some time, this may no longer be possible. Recommendations should be from people who have worked closely with you and are able to comment on your abilities, accomplishments and potential, but they should **not** come from family members, spiritual advisors, personal physicians or close friends.

GMAT OR GRE TEST

All applicants are required to take either the GMAT (Graduate Management Admissions Test) or GRE (Graduate Record Examination). Test results must be less than five (5) years old. In the case of multiple test scores, we consider the highest overall score.

If you submit unofficial scores and you are admitted to the program, you will need to submit official scores to the UO as soon as possible.

- **Official GMAT** score reports - use University of Oregon school code **KSQ-5N-72**
- **Official GRE** score reports - use University of Oregon code **4846** and Department Code **4201**

COLLEGE AND UNIVERSITY TRANSCRIPTS

Applicants should list all educational institutions they have attended since graduating from high school, regardless of the period of attendance, whether or not the work was completed, and whether or not the work was related to their proposed field of study.

COLLEGE AND UNIVERSITY TRANSCRIPTS, cont.

For application review purposes, you can upload unofficial copies of your transcripts. You will also be required to submit 'official' transcripts from each college or university from which you obtained a Bachelor's degree or higher to the UO Office of Admissions. Submission of 'official' transcripts should follow the guidance of the [UO Graduate School](#) → Prospective Students → How to Apply.* Exception: you are not required to submit 'official' transcripts if you received (or will receive) a degree from the University of Oregon.

All official transcripts must bear the original signature of the registrar and the seal of the issuing institution. Transcripts must specify the degree and date the degree was conferred. **DO NOT OPEN OR BREAK THE REGISTRAR'S SEAL.** All records submitted become the property of the University of Oregon, whether admission is offered or not.

Official transcripts should be sent to:

Office of Admissions
1217 University of Oregon
Eugene, OR 97403-1217

Additional Requirements for INTERNATIONAL applicants only

INTERNATIONAL TRANSCRIPTS

To be admitted to the UO Graduate School for the purpose of seeking an advanced degree, you must have an accredited degree equivalent to a U.S. four-year bachelor's degree. Additionally, the credentials must be received from an institution recognized by the country's educational body that oversees institutional approval, such as the Ministry of Education. If you are concerned about your eligibility for admission, please contact the UO Graduate School for credential analysis (gradsch@uoregon.edu).

Please provide the full name of all institutions attended and the titles of all diplomas and degrees earned. Official transcripts with certified English translations of all college or university work are required. Official records are defined as original documents from the institution bearing the actual **(not photocopied)** signature of the Registrar and the seal of the institution. Records issued only once by the institution should be photocopied and certified as official copies either by school officials or legal authorities, such as embassies, consulates, or notaries public. Do not send the original of an academic record that cannot be replaced; obtain a properly certified copy instead.

Official degree certificates with certified English translations are also required if the degree and conferral date do not appear on the transcripts.

Official transcripts and degree certificates should be sent to:

Office of Admissions
1217 University of Oregon
Eugene, OR 97403-1217
United States

If academic records and diplomas are not issued in English by the institution, both the official records in their original language and an authorized English translation must be sent. All translations should be complete and literal renditions of the original records. Institutions using the Pass/No Pass grading system should provide a written course evaluation for each class.

Please refer to [here](#) for degree transcript requirements from non-English speaking countries. If you have questions regarding the acceptability of your degree, please feel free to contact the Graduate Programs Office for clarification.

DEGREE CERTIFICATE

If transcripts or mark sheets do not indicate the degree and conferral date, applicants must also submit an official degree certificate with certified English translation. Both versions must be marked by a stamp in a different colored ink or raised seal by the university.

Additional Requirements for INTERNATIONAL applicants only, cont.

LANGUAGE PROFICIENCY EXAM (TOEFL OR IELTS)

A satisfactory command of the English language is required for admission. Applicants whose native language is not English must show proof of language proficiency. The TOEFL (Test of English as a Foreign Language) and IELTS (International English Language Testing System) scores are only valid for two (2) years.

In order to be eligible for UO Lundquist College of Business Graduate admission, applicants must have a minimum score of **96 on the TOEFL IBT** (with a minimum speaking score of 24) or a minimum score of **7.5 on the IELTS**.

Applicants who submit transcripts proving that they have received a bachelor's degree or higher from an accredited U.S. institution or from Australia, Canada (excluding Quebec), Ireland, New Zealand, or the United Kingdom are *exempt* from the language proficiency requirement.

FINANCIAL VERIFICATION

If you are an **international student AND receive an offer of admission**, you will work with an International Evaluator from the Office of Admissions regarding the financial verification process.

UO Office of Admissions will contact admitted students directly to confirm financial eligibility. You will be able to

SUBMITTING OFFICIAL LANGUAGE SCORES:

TOEFL: You can add the University of Oregon at the time of your exam or online via your [ETS](#) account. Select 4846 University of Oregon and choose Graduate Schools of Management.

IELTS: You can add the University of Oregon to receive your test results at the time of the exam or later by contacting the test center where you took the test.

submit financial verification documents via email to uoglobal@uoregon.edu. Once financial eligibility has been completed, admitted students will begin the I-20 Certificate of Eligibility process needed for the U.S. Visa.

You can review more visa information at this site: https://iss.uoregon.edu/f-1_visa