Deadlines. Applications for admission must be received no later than February 1st for Fall Admission and October 15th for Spring Admission. Only complete applications can be considered.

Financial Aid for Doctoral Students. You can apply for an assistantship by completing the questions pertaining to merit-based aid on the application for admission. A separate application is not required. To apply for need based grants, loans, or work-study, complete and send the Free Application for Federal Student Aid (FAFSA), available at https://fafsa.ed.gov. Need-based forms of assistance are available only to U.S. citizens and permanent residents.

Application Fee. A non-refundable application fee of U.S. $65.00, payable to Rutgers, The State University. The application fee can be paid online with a credit card. Otherwise a check or money order made payable to Rutgers, the State University of New Jersey should be mailed as soon as you apply online. Applications received without the fee will not be processed or reviewed. The fee cannot be waived.

Financial Documentation. International students who do not receive financial assistance from Rutgers are required by law to document financial resources adequate to meet educational and living expenses necessary to complete the program. This documentation must be provided before admission is granted or a Certificate of Admission and Eligibility (Form I-20 or IAP-66) can be issued to a prospective F-1 or J-1 student.

International students who are single and are awarded full financial support for PhD study in the form of fellowships, assistantships, and scholarships generally satisfy the documentation requirements for admission. If they are married and come to Rutgers with dependents they will be required to document additional resources even if they are receiving financial assistance from Rutgers.

All documentation must be received in original form. No photocopies or facsimiles will be accepted. These documents will not be returned to you or your sponsor. If you need originals for your visa application, be sure to request them initially.

Application Status. It is your responsibility to send all required materials to program office by the official deadline. We cannot track individual documents that have been mailed separately. Complete applications that have been received by the official deadline will be processed and reviewed by the program. Incomplete files may be withdrawn or rejected. All application materials become the property of Rutgers University and cannot be returned.

Types of Application

Reapplication. The program office will retain your application for one year. To reapply for the next available term, submit a letter requesting reactivation with a new fee of $65.00, an additional letter of recommendation, and an updated personal statement. We may require other credentials, such as new and substantially improved test scores. Include transcripts of academic work completed subsequent to your first application. If more than a year has elapsed since your application, you must submit a new application, fee, and complete set of supporting credentials.

Non-degree Application. Taking doctoral courses without being admitted to our program

- Students may apply to the Rutgers – Newark Graduate School to take doctoral courses without being admitted to a degree program. To get an application, go to http://gsn.newark.rutgers.edu/ or call 973-353-5205. The application does not require test scores, transcripts, or letters of recommendation. Students admitted to Rutgers – Newark as non-degree students must apply to the Rutgers Business School doctoral program office each time they want to take a course in our program. The enrollment is allowed only with the consent of the instructor and the program director.

- Students in other degree programs at Rutgers or NJIT are allowed to register for our doctoral courses with permission of the instructor. They too should contact our program office for permission.
Application Preparation

Personal Information

**RUID number.** If you are a current Rutgers University student, or have previously applied to Rutgers University, please provide your RUID number. If you do not have a RUID number, a university identification number will be assigned.

**Name.** Provide all names under which credentials might be issued. Use the same names for all applications and documents. If an international student your name should be listed the same way it is listed on your passport.

**Address.** List both a permanent and a current mailing address, if they are different. Be sure to cite the last date for the receipt of mail at your current address. Include an e-mail address if you have one.

**Immunization Requirements.** If admitted, you must provide documentation of immunization against mumps and rubella. Forms will be provided at the time of admission.

Academic Information

**Test Scores**

**GRE/GMAT.** We accept scores from the Graduate Record Examination (GRE) General Test or the Graduate Management Admission Test (GMAT). We prefer the GMAT. Test scores should be no more than five years old. Use ETS code 5529 for the GRE and the GMAC/Pearson Vue code QK5-XT-46 for the GMAT. Official test scores must be sent directly from the Educational Testing Service to us.

**TOEFL/IELTS.** You must submit either a TOEFL or IELTS score if your native language is not English. Not required of students who have done 3 or more years of their undergraduate work or have obtained a graduate degree in the U.S. The test may be no more than two years old. For the TOEFL Use ETS code B355. To send the IELTS please contact IELTS and have your score sent to our office (address listed below). Students admitted whose native language is not English are tested upon arrival on campus and may have additional requirements for the study of English through the Program in American Language Studies (PALS).

**Transcripts.** One official transcript is required from each post-secondary institution attended (including Rutgers). Educational records in any language other than English must be accompanied by a certified English translation. For a list of NACES agencies, go to: [www.naces.org](http://www.naces.org). Do not send secondary certificates or marksheets. Request that the registrar of each institution mail copies to you in separate, sealed envelopes.

**Letters of Recommendation.** Letters of reference can be submitted through the online application, mailed to our office directly by the recommender in a sealed/signed envelope, or emailed directly by the recommenders to phdinfo@business.rutgers.edu. Copy the recommendation form included with this application. Give the copies to three recommenders with instructions to seal their letters, sign across the envelope flap, and return them to you for mailing with your application. Recommendations should be from faculty members in your major field, but may also be written by employers or others familiar with your strengths.

**Personal Statement.** All applicants are required to write a personal statement of 300-500 words detailing academic, career, and personal objectives, which will be read by professors in the appropriate field. The essay should explain why you wish to enroll at Rutgers, describe your qualifications, and identify special interest areas of study.

**Choice of Program of Study.** Check one of the choices.

**Submitting the Application.** Please send the following in one envelope to:

**PhD in Management, Rutgers Business School, 1 Washington Park 430C, Newark, NJ 07102**

1. If not paid online, the application fee of U.S. $65.00, payable by check or money order to Rutgers, The State University.
2. One official transcripts from each post-secondary institution attended (including Rutgers) in sealed envelopes.
3. If recommenders are not submitting online, three letters of recommendation in sealed envelopes.
4. If not submitted online, personal statement (no longer that 500 words).
5. If not submitted online, your resume.
6. Evidence of scholarly potential, such as a report, term paper, or published articles.
7. Certification of funds for international students. This form must be submitted by all international applicants who wish to be considered for (1) admission to doctoral study without financial support from Rutgers, and (2) admission to doctoral study with financial support from Rutgers, if they plan to bring dependents. The only international applicants who do not need to submit this form are those who wish to be considered only for admission to doctoral study with financial support from Rutgers and who do not plan to bring dependents.

Nondiscrimination Policy. It is the policy of Rutgers, The State University of New Jersey, to make the benefits and services of its educational programs available to students without discrimination on the basis of race, religion, color, national origin, ancestry, age, sex (except for Douglass College, which is entitled under the law to remain a single-sex institution), sexual orientation, disability or handicap, marital status, or veteran status. The university complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the Americans with Disabilities Act of 1990. Questions about these laws, or allegations of student rights violations, may be directed to the Secretary, Department of Education, Washington, DC 20201, or to Brian Rose, Designated Employee for Student Rights Compliance, Director of Student Policy Concerns, Rutgers, The State University of New Jersey, New Brunswick, NJ 08901, or by calling the Office of Student Rights Compliance at 732/932-7321.
Write a statement outlining your academic, research, and career interests. Refer to the personal statement requirements in SCHOOL INSTRUCTIONS for the program to which you are applying. Attach additional pages if necessary.
Name of Applicant__________________________________________________________
____________________________________
Last                                First                                Middle
Name of person writing recommendation_________________________________________________________

**To the applicant:** Complete this portion of the form, then give it to your recommender with a stamped, self-addressed envelope.

**Right to Access:** This letter of recommendation is confidential. Such letters are not accessible to applicants for admission. However, Public Law 93-380, Educational Amendments Act of 1974, grants enrolled students the right to inspect letters of recommendation. If the applicant does not waive right
to access and is admitted and enrolled, he or she will be able to access letters. Please check:
☐ do ☐ do not waive right to access this letter.
Signature of Applicant______________________________Date_________________

**To the recommender:** Please return this form in a signed, sealed envelope to the applicant.

1. At what level would you place the applicant among the students you have known?
   Top 5% _______  Top 10% _______  Top 15% _______  Top Quarter _______  Second Quarter _______  Bottom Half _______
2. Is there any reason that we should not admit this student?________________________________________________
3. Your letter will be most helpful in distinguishing this applicant from others if your remarks go beyond general endorsement to comment specifically on academic performance and potential for rigorous advanced degree work. Please focus on originality, motivation, written and verbal comprehension and expression, and judgment Indicate how long and in what capacity you have known the applicant

Signature__________________________________________________________Date_________________

Position___________________________________________________________________________
Address________________________________________________________________________________
_______________________________________________________________________________________
Telephone Number____________________________________ Business FAX# ___________________ E-Mail
CERTIFICATION OF FUNDS FOR INTERNATIONAL STUDENTS WHO WISH TO BE CONSIDERED FOR ADMISSION WITHOUT FINANCIAL SUPPORT

Before Certificates of Admission and Eligibility (Form 1-20 for an F-I visa and I-AP-66 for a J-1 visa) can be issued, international students must document financial resources adequate to meet the full costs of educational and living expenses.

Two documents are required: (1) An Affidavit of Support (below) and (2) original, current-dated, statements of account from a bank or other financial institution.

Photocopies and faxes are not acceptable. FINANCIAL DOCUMENTS WILL NOT BE RETURNED TO YOU, so obtain duplicate original documents for your visa application, Statements of account must be in English or accompanied by certified English translations, report balances in U.S. dollars, and be on official bank letterhead or business forms. Account holders other than the applicant must be identified, and the relationship indicated.

Single students awarded assistantships and fellowships by Rutgers generally satisfy the financial certification requirements for admission. Dependent family members accompanying an admitted married student will require additional certification of funds.

Recipients of awards must provide the original award letter, with a certified English translation if necessary, indicating the terms and conditions of the award and the total amount of annual support in U.S. dollars. Financial documentation must be received in satisfactory form reporting sufficient funds. Additional documentation may be required at the discretion of the admissions office.

You must show the amounts and sources from which you can draw funds in the amounts indicated below. Applicants for the doctoral program must certify funds for at least four years. The expectation of financial assistance from Rutgers University is not acceptable. Sponsors pledging support must commit to the minimum amounts cited for each year.

The Affidavit of Support and certification of funds must be sent with the application.

**AFFIDAVIT OF SUPPORT**

Name of Applicant: Mr/Ms. ___________________________ D.O.B. ___/___/_____ Country of Birth: ____________

☐ I plan to come without dependents.
☐ The following dependents will accompany me (names, relationship, dates of birth, city and country of birth)

Note: Additional documentation required: U.S. $5,000 for your spouse, $3750 for each child.

<table>
<thead>
<tr>
<th>Complete each relevant item:</th>
<th>Documented Funds (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 2017-18 ($55,000)</td>
</tr>
<tr>
<td>Personal Funds</td>
<td></td>
</tr>
<tr>
<td>Sponsor</td>
<td></td>
</tr>
<tr>
<td>Scholarship/Loan</td>
<td></td>
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<tr>
<td>Totals</td>
<td></td>
</tr>
</tbody>
</table>

Personal: ____________________________ Sponsor: ____________________________

Account Holder(s) Name(s): ____________________________ Address: ____________________________

Relationship to Applicant: ____________________________ Relationship to applicant: ____________________________

Scholarship/Loan: ____________________________ Visa Status (if in U.S.): ____________________________

Awarded by: ____________________________

I pledge financial support to meet the educational and living expenses for this student in the annual amounts cited above.

SPONSOR’S SIGNATURE ____________________________ DATE ____________________________

The information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement may result in denying or revoking admission or financial award.

APPLICANT’S SIGNATURE ____________________________ DATE ____________________________
Credit Card Payment Form

Complete this form only if you are paying with a credit card and enclose with your application to the Rutgers School of Business Admissions office (formerly Graduate School of Management Admissions Office). Do not send the form if you are paying by check or money order.

Your name: ________________________________________________________

Billing Address: ___________________________________________________

Email Address: ____________________________________________________

Method of Payment: ☐ Visa ☐ Discover ☐ Mastercard
(Credit cards listed above are the only ones currently honored by Rutgers.)

Card Number: _______ _______ _______ _______ Expiration: _______ mm/yy

CVV Code:______________ (3-digit number found near the signature line on the back of credit card)

Name of Cardholder: _______________________ zipcode: _______
(if other than applicant)

The application fee is $65.00. This form authorizes payment in full.

Signature of Cardholder: ____________________________________________

Date: ___________________