

**AUBURN UNIVERSITY
DEPARTMENT OF FINANCE**

**APPLICATION FOR ADMISSION
TO THE Ph.D. IN BUSINESS WITH A
CONCENTRATION IN FINANCE**

Instructions for Completing the Application
to the Ph.D. in Business with a Concentration in Finance

The following instructions have been prepared as a general guide to completing the application for admission to the Ph.D. in Business with a concentration in Finance. This application serves as a supplement to that required by the Auburn University Graduate School. Certain information requested in this application duplicates some of the data provided in the Graduate School application but is essential for the efficient processing of your request for admission. You must complete both the *Application for Admission to the Ph.D. in Business with a Concentration in Finance* and the *Graduate School Application for Admission* before you will be considered for admission.

Application Materials

The following are provided or sent to the Auburn University Graduate School via on-line at www.grad.auburn.edu or mailed to Auburn University Graduate School, 106 Hargis Hall, Auburn University, AL 36849-3501, (334) 844-4700.

1. *The Graduate School Application for Admission* is an electronic application that is accessed at this web address: <http://www.grad.auburn.edu/admissions.htm>. Payment may be made via the internet using any major credit card, otherwise please submit a check made payable to Auburn University to cover your application fee.
2. Official college transcripts of all undergraduate and graduate credit.
3. The Graduate Management Admissions Test (GMAT) is the preferred test; however, we will accept the Graduation Records Examination (GRE) Test.
4. Scores on the Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE) for applicants whose native language is not English.

The following documents are submitted directly to the Ph.D. Advisor in Finance via email attachments: fincphd@auburn.edu. Sealed reference letters are to be returned to Ph.D. Advisor, Department of Finance, 303 Lowder Hall, Auburn, AL 36849.

1. *Application for Admission to the Ph.D. in Business, Finance Concentration (link)*
2. Three letters of reference (To be sent by the professor providing the reference. Any emailed reference **MUST** be followed by a sealed hard copy of that letter complete with letterhead and signature).

3. One copy of your GMAT or GRE results. Consistent with the requirements of The Graduate School we require that the GMAT or GRE scores be less than five years old.

Application Deadlines

Applications to the PHD Program in Finance are for Fall semester, even numbered years only. We will start reviewing applications in February so applicants are encouraged to have all application materials in by February 1. Applications received after this date will be reviewed until the entering class is full.

Please follow these guidelines:

1. Complete this application using a word processor. If you are completing this application by hand please type or clearly print your answers in ink. If printing, please use black ink. We suggest you retain a copy of this application for your records.
2. Should you need additional space for comments, please use as many additional sheets of paper as necessary. Be sure to indicate the section(s) of the application to which they refer. Additional sheets should be stapled to the back of this application.
3. Once you have completed the application, please sign on the last page. Unsigned applications will not be processed or returned.
4. The completed application, together with all associated materials, will not be returned. These materials will be treated as confidential information.

RECOMMENDATIONS:

Three letters of reference from former professors (preferred) and/or employers are needed with your application. Each respondent serving as a reference should be provided a copy of the *Ph.D. Applicant Appraisal Form* included in Appendix A. List below three people who will send us confidential recommendations specifically addressing your academic qualifications to pursue doctoral study. They may send email (fincphd@auburn.edu) but it should be followed by a signed and sealed hard copy of the letter.

Name	Title	Address
1. _____		
2. _____		
3. _____		

GRADUATE ASSISTANTSHIP

Do you wish to be considered for a graduate assistantship? Yes No

No separate application for an assistantship is required.

TESTS

Applicants may submit either the Graduate Management Admissions Test (GMAT) or the Graduate Record Examination (GRE).

Test Date(s)

Month/Year

Test Type

GMAT GRE

Please list your score and corresponding percentiles.

_____	_____	_____
Verbal Score	Quantitative Score	Total Score
_____	_____	_____
Verbal Percentile	Quantitative Percentile	Total Percentile

ACADEMIC RECORD:

List in order (most recent first) all colleges and universities you have attended.

<u>Institution</u>	<u>Dates of Attendance</u>	<u>Degree Awarded</u> <u>(or expected)</u>	<u>Major</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What is (was) your undergraduate grade point average? _____ out of _____ (3.0 or 4.0).

What is (was) your graduate grade point average? _____ out of _____ (3.0 or 4.0).

In your opinion, do your college grades accurately reflect your abilities?

_____ Yes _____ No

If "No", please explain your answer on a separate sheet of paper.

AWARDS AND RECOGNITION:

Please list below all awards, honors, scholarships, and other recognition's you have received.
(Attach additional sheets if necessary.)

EMPLOYMENT HISTORY:

Complete the following section beginning with your present or most recent part-time or full-time employment and proceeding in chronological order. (Attach additional sheets if necessary.)

Date: Mo/Yr Employer Job Title Duties & Responsibilities

From:

To: _____

From:

To: _____

From:

To: _____

From:

To: _____

CREATIVE WORKS:

Give the titles and/or descriptions of any articles, reports, or other examples of creative work you may have done. If you wish to submit examples of your work in support of your application for admission, please submit them directly to the department of Finance. Do not send them to the Graduate School.

COMPUTER SOFTWARE AND CODING

Software	Very Knowledgeable	Knowledgeable	Some Familiarity	None
SAS				
STATA				
C, or C+				
R				
Matlab				
Gauss				
Fortran				
Visual Basic				
Other				
Other				

FOUNDATION OR BUSINESS CORE REPORTING FORM:

Please list all University level courses you have taken in the following subject areas. Use descriptive titles and year taken, for example, Corporate Finance (2013)

Finance _____

Accounting _____

Economics _____

Statistics _____

Mathematics _____

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ACADEMIC AND CAREER ORIENTATION:

All applicants should respond to this section. Answer each of the following essay questions. If additional space is needed, attach a separate sheet.

1. Why are you interested in pursuing a Ph.D. in Finance?

2. What are your plans after completing the Ph.D. program? How do you think the Ph.D. degree will help you achieve these plans?

3. How did you become interested in Auburn's doctoral program?

I certify that the information I have provided is complete and accurate.

Signature

Date

(Note: Unsigned applications will not be processed or returned.)

Mailing Address:

After completing this application, email it to fincphd@auburn.edu

Hard copy correspondence should be directed to:

Ph.D. Advisor,
Department of Finance,
303 Lowder Hall,
Auburn, AL 36849
USA

Final Check:

Have you:

_____ Requested your GMAT or GRE scores be sent to the Auburn Graduate School

_____ Submitted your on-line Graduate School Application to the Auburn Graduate School

_____ Requested that your undergraduate and graduate transcripts from all universities attended be sent to the Auburn Graduate School

_____ Emailed your completed departmental application for admission to the Department of Finance

_____ Requested that three professors send letters of recommendation to the Department of Finance. (use the attached Applicant Appraisal Form)

If you have any questions concerning your application for admission, please email the Ph.D. advisor.

Appendix A:
Ph.D. Applicant Appraisal Form

APPLICANT

Please complete items A and B (print or type) and give one form to each of the three persons who will support your application.

A. Name of applicant: _____

Undergraduate Major: _____ Graduate Major(s): _____

B. [] I waive my right to inspect this recommendation when completed and understand that it will remain confidential. [] I do not waive my right to inspect this document.

Signature: _____

C. Name of Reference: _____

Title	Institution
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REFERENCE

We appreciate your assistance in helping us form the best possible judgment of this applicant. Please respond to the questions below. Please attach this form to an email and send it by email to fincphd@auburn.edu. Also please send a sealed and signed copy of your email to

Ph.D. Advisor,
Department of Finance,
303 Lowder Hall,
Auburn, AL 36849
USA

How do you know this applicant? _____

How would you rate this applicant's...	Excellent	Good	Average	Poor	Cannot Rate
Motivation for graduate work					
Ability to do independent work					
Ability to express him/herself in speaking					
Ability to express him/herself in writing					

D. How would you rate this applicant as compared to others whom you have recommended for graduate school?

average good (upper 25%) superior (upper 15%) outstanding (upper 10%)

E. If you controlled admissions to a program leading to the Ph.D. degree, would you recommend this student for admission into your program? yes no

F. Other Comments (this can be very helpful)

Signature of Reference

Date