



## PHD PROGRAM APPLICATION FAQ'S

### *When is the deadline for applications?*

January 15<sup>th</sup> each year.

### *How many intakes per year? When are the intakes?*

We offer one intake per year in the Fall semester.

### *How much is the application fee?*

For Canadian students, \$125. For International students \$145.

### *Can I get the application fee waived?*

No. We appreciate the cost involved in applying, but we cannot waive the application fee.

### *What is a complete application?*

A complete application includes **ALL** of the following:

1. The payment of the application fee.
2. A current CV.
3. A clear and concise Statement of Purpose.
4. An official GMAT/GRE result (with scores that meet our minimum requirement). Test taker copies may be used until the official document arrives at our offices.
5. **ALL** official transcripts, sent directly from the issuing institutions to our office. This is common practice around the world. If you possess official transcripts, which are in sealed envelopes, you can submit them. NOTE: any official transcript not received in a sealed envelope is NO LONGER OFFICIAL.
6. Two references, preferably academic.
7. Unofficial transcripts uploaded to the on line application.

### *Can the GMAT/GRE requirement be waived?*

No. These standardized tests are our means of screening applicants to maintain the quality of our program. This requirement **is never waived**, under any circumstances.

### *What are the Institutional codes for TOEFL GMAT and GRE requests?*

TOEFL →	Institutional code = 0813 Dept code = 02
GMAT →	Institutional code = 0813 Dept code = 02
GRE →	Institutional code = 0813 Dept code = 4201



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*I have a TOEFL, can the GMAT/GRE be waived?*

No. These two tests are not interchangeable.

*Can the TOEFL requirement be waived?*

Yes, if you have a previous degree taught in English, you can request that this requirement be waived.

*Is ok to send my official transcripts **AFTER** I have been admitted?*

No. We require **ALL** official transcripts sent directly to our offices from the issuing institutions to consider an application complete.

*Do I need to have a supervisor in place before I apply to the PhD Program?*

No. Once our deadline date passes, our office will circulate complete applications to the areas applicants have applied. Faculty members within each area carefully review applications and will let our office know which applications they are interested in.

*I spoke to a faculty member who has expressed interest in working with me. Does this mean I will receive admission to the PhD Program?*

It is beneficial to have interest from a faculty member, but it in no way guarantees that an offer of admission will be extended.

*I spoke to a faculty member who has invited me to submit a complete application. Does this mean I will receive admission to the PhD Program?*

It is beneficial to have interest from a faculty member, but it in no way guarantees that an offer of admission will be extended.

*I've made the necessary arrangements to have my official transcripts sent, but they won't arrive until after the deadline has passed. Will my application still be included in the review process?*

Yes, provided an otherwise complete application is submitted including the application fee, unofficial information has been uploaded to the application and you can prove you have made the necessary arrangements for the submission of official documents.

*I submitted a complete application but my referees did not receive an email. What can I do?*

Please send a brief email to the [Program Officer](#) and request the email to be sent again. Make sure you mention which referee did not receive the information.

*My referee received the email but hasn't submitted the information. What can I do?*

Referees are allowed an additional two weeks past the application deadline to submit their information. Our office will send reminders.

*I have submitted a complete application, but my "to-do" list in my student centre still shows outstanding documents, how do I know if I am missing anything?*



**UNIVERSITY OF CALGARY**  
HASKAYNE SCHOOL OF BUSINESS

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The application deadline time is an extremely busy time of year for our one Program Officer. Our volume of work is at the highest level. We do our best to respond to your inquiries as quickly as possible, however, we request patience from all applicants. We update checklists as soon as possible. Please allow time for a response to your email, and make sure you carefully read any email you receive. Do not repeatedly email with the same questions.

*I have submitted a complete application by the deadline date. When will I know if I will be offered admission?*

By mid-February, any applicant who is being considered for admission will be shortlisted and contacted by the Program Officer about next steps.

Once all admission decisions are finalized (mid-March), any applicant not offered admission will receive an email from our office.

*Is the PhD Program full or part-time?*

Our program is a full time program.

*Can I pursue the PhD degree from a distance?*

No, all students admitted to the PhD program are expected to attend courses and live in Calgary for the duration of the degree.

The PhD Program in the Haskayne School of Business will give all complete applications received by our deadline date January 15<sup>th</sup> each year, a due care and consideration.

Please keep in mind **it is the applicant's responsibility** to ensure the submission of all required materials and a complete application.

The PhD Program Office has **a zero tolerance** policy on any unacceptable behaviour, whether via email communications, over the telephone or in person.