



PHD PROGRAM APPLICATION FAQ'S

When is the deadline for applications?

December 1, 2024.

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?

Canadian Applicants \$125. International Applicants \$145.

Can I get the application fee waived?

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

Applications which have not paid the application fee WILL NOT be included in the review process.

What is a complete application?

The completion of the application is the *sole responsibility of the applicant*.

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. GMAT/GRE. Test taker copies uploaded to the application may used for review purposes. This requirement is **NEVER** waived.
5. International students are required to submit TOELF, IELTS or DUOLINGO scores with meet our minimum score requirements. Unofficial results for review purposes may be used.
6. Unofficial transcripts uploaded to the on line application.
7. **If an offer of admission is extended, 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.
8. Two references, preferably academic.



PHD PROGRAM APPLICATION FAQ'S

Can the GMAT/GRE requirement be waived?

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

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

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

No. These two tests are not interchangeable.

Can the English Proficiency 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 offer admission?*

Yes. If an offer of admission is extended we require **ALL** official transcripts and test results sent directly to our office from the issuing institutions.

Electronic transcripts should be sent directly to Faculty of Grad Studies at gradtranscripts@ucalgary.ca.

Hard copies of transcripts should be mailed directly to Faculty of Graduate Studies:

Faculty of Graduate Studies, ES 1010
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4, Canada



PHD PROGRAM APPLICATION FAQ'S

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

No. Once our deadline 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.*

Do I need official transcripts and test results to apply.

No. Unofficial transcripts and test results uploaded directly to the application may be used for review purposes. Combine GMAT/GRE and IELTS/TOEFL into one pdf and upload one document in the GMAT/GRE section of the application.

If an Offer of Admission is extended, it will be contingent upon the receipt of ALL required official materials.

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

Please send a brief email to the mina.ojaghi@ucalgary.ca and request the email to be sent again. Make sure you mention your student ID and 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. Please remind your referee. Our office will send reminders upon request.

I have applied but don't know how to upload the required materials to my application.

Once you submitted your application you would have received an email with instructions for uploading all required materials.

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?

The application deadline time is an extremely busy time of year for our one Program Specialist. Our volume of work is at the highest level. We do our best to respond to your inquiries as quickly as possible. However, we



PHD PROGRAM APPLICATION FAQ'S

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 Specialist 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 December 1, 2024, 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.