

**Tulane University**  
**A.B. Freeman School of Business**

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**Application for Ph.D. Program in Business Administration**

**Deadline: February 1st**

Please submit with this application three (3) recommendations and all undergraduate and graduate transcripts as well as a statement of purpose. **All transcripts and letters of recommendation must be submitted in *sealed, signed, and unopened envelopes*.**

Application for: Fall of Year \_\_\_\_\_

Area of Specialization: Finance \_\_\_ Management \_\_\_

**Identification**

Name \_\_\_\_\_  
Last First Middle

Any variation of your name used on official records \_\_\_\_\_

U.S. Social Security Number \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_

Present telephone \_\_\_\_\_ Office telephone \_\_\_\_\_

Present e-mail address \_\_\_\_\_ until \_\_\_\_\_

Present address \_\_\_\_\_ until \_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Postal Zip Code Country

Permanent address \_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Postal Zip Code Country



Have you held a teaching assistantship in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what institution? \_\_\_\_\_

Year assistantship awarded: \_\_\_\_\_

**Biographical Information**

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Month/day/year City/state/country

Citizenship: U.S. \_\_\_\_\_ Other \_\_\_\_\_  
Country

If not a U.S. citizen, specify visa type \_\_\_\_\_

If permanent resident, give registration number \_\_\_\_\_

Native language \_\_\_\_\_ Other languages studied \_\_\_\_\_

**U.S. Citizens and Permanent Residents Only**

The U.S. Department of Education requires universities to report on the ethnic composition of their student body. This information is confidential and is used only for statistical purposes. The information will be used in a nondiscriminatory manner, consistent with applicable civil rights laws. It has no effect on the admissions process. Self-identification is voluntary.

- |   |                           |
|---|---------------------------|
| _____ American Indian or Alaskan Native | _____ Hispanic            |
| _____ Asian or Pacific Islander         | _____ Puerto Rican        |
| _____ Black, Non-Hispanic               | _____ White, Non-Hispanic |
| _____ Chicano/Mexican-American          | _____ Other               |

I certify that the information contained in this application, in the statement of purpose, and in the supporting documents is complete and accurate, and I understand that the submission of inaccurate information or the omission of information may be sufficient cause for denial of admission or termination of enrollment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tulane University is an Affirmative Action/Equal Employment Opportunity institution, and consequently its policy of non-discrimination includes recruitment, employment, retention, and promotion of the most qualified students, faculty and staff, regardless of an individual's race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, handicap, or veteran status. Tulane University does not discriminate in its provision of services and benefits and in its treatment of students, parents and employees. The Affirmative Action Office monitors on an ongoing basis, compliance with all University policy concerned with affirmative action/equal employment opportunity. Inquiries regarding this policy may be referred to the Affirmative Action Officer (Gibson Hall).

**Statement of Purpose**

Proposed field \_\_\_\_\_ Degree \_\_\_\_\_

Please type or print. Submit this form with other application materials.

Name \_\_\_\_\_  
Last (family) First Middle

U.S. Social Security Number \_\_\_\_\_

Describe your purpose in undertaking graduate work. Include an explanation of your research and study interests, indicating how they related to your undergraduate program and to your professional goals. If you expect to do any of your graduate work in part-time study, give details of your plan of study.

**Letter of Recommendation (Page 1 of 2)**

**Applicant:** You must submit with your application letters from three (3) of your professors, preferably in your major field. Complete this section. Please type or print. Give this form and a self-addressed, stamped envelope to the person whom you have asked to recommend you. When that person returns the sealed envelope to you, include it with your other application materials. In order for the recommendation to be valid, it must be submitted in a *sealed, signed, and unopened* envelope.

Name \_\_\_\_\_  
Last (family) First Middle

U.S. Social Security Number \_\_\_\_\_

Proposed field and degree program \_\_\_\_\_

Term and year of admission \_\_\_\_\_ Recommender's name \_\_\_\_\_

In accordance with the Family Education Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to the recommendation if you enroll in Freeman School. **Note: Your signature below indicates that you wish to waive your right to inspect this recommendation.**

\_\_\_\_\_  
Signature Date

**Recommender:** Please type or print. This recommendation will remain confidential during the admission process and will be used by Freeman School only in its procedures relative to admission and merit-based aid. If the student has not waived the right of access to the recommendation it will become accessible to the student only if he or she enrolls in Freeman School.

When you have completed the recommendation, enclose it in an envelope. Seal it, sign it across the seal and return it to the applicant.

How long and in what capacity have you known the applicant? \_\_\_\_\_

Please write candidly and analytically about the student's qualifications and potential to carry on advanced study in the field specified, as well as about his or her promise of professional success. In describing such attributes as motivation, intellect, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations. If possible, please compare the applicant with others you have recommended who have attended or are attending Tulane University. You may use the other side of this form, or if you prefer, you may attach a separate letter. If you write a separate letter, it is important that you include the information requested on this form.

**Letter of Recommendation (Page 2 of 2)**

**Applicant name:** \_\_\_\_\_

Please compare the applicant with others in your department who has gone on to graduate study.

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Scholarship	_____	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____	_____
Writing ability	_____	_____	_____	_____	_____
Skill in oral discussion/presentation	_____	_____	_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
Please print or type

Institution \_\_\_\_\_  
Name Address

Recommender's e-mail address \_\_\_\_\_

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## INSTRUCTIONS FOR THE FREEMAN SCHOOL PH.D. APPLICATION

Your application package must be complete before you mail it to Freeman School of Business. It should include all of the following items:

\*An official transcript from each institution submitted in a *sealed* envelope and signed across the back by the registrar. The college or university should mail the transcripts directly to you, to be submitted *unopened* with the application. For transcripts in a language other than English, please provide a certified English translation with an explanation of the grading system.

\*Recommendations from **three** professors, preferably in your major field, should be submitted in a *sealed* envelope and signed across the back by the recommender. Ask each recommender to return the form to you to be submitted *unopened* with your application.

\*A completed application form. Please note that the application for admission also serves as the application for merit-based financial awards.

\*A current resume.

\*A statement of purpose including the disciplinary aspect or area of study in which you are most interested, and your plans concerning your career in the field.

Remember that you should take the Graduate Management Admission Test (GMAT) [Required for Finance] or the Graduate Record Examination (GRE) in the fall. We cannot complete our review of your application without your official GMAT or GRE scores taken within 5 years of enrollment. International students must also take the Test of Spoken English (TSE) or the Test of English as a Foreign Language (TOEFL). You must ask the Educational Testing Service (ETS) to send your *official* GMAT and TOEFL test scores directly to Tulane.

All application materials, with the exception of the GMAT and TOEFL score reports, should be mailed in one envelope (9”X12”) to:

**Ms. Janice Hughes**  
**Ph.D. Program Administrator**  
**Tulane University**  
**Freeman School of Business**  
**7 McAlister Drive**  
**Room 240, Goldring/Woldenberg Hall I**  
**New Orleans, LA 70118-5645**

Only completed application packets are forwarded to the departments for review. Therefore, it is very important that all of the required documents accompany your application. Sending application materials separately could cause a delay in the processing.

Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.