

## Application Checklist

1. A **cover sheet** (PDF 76 KB / 1 page). Any supplemental documents sent by mail should include a cover sheet for easy processing.
2. One copy of a statement of purpose (one to two pages, single-spaced) outlining the applicant's research interests and reasons for seeking a PhD degree at the Kellogg School. (If the statement of purpose was submitted within the online application, there is no need to include a hard copy by mail).
3. One official transcript documenting each course taken beyond high-school level, whether or not within a degree program. Transcripts must bear the registrar's signature and/or the institution's seal to be official and acceptable. Northwestern must also receive certification of degrees received, including the date the degree was awarded. This information may be included on the final transcript or on the diploma. Final credentials must be submitted as soon as they become available.

**For international students**, the academic records we refer to as transcripts should provide a listing, year-by-year, of all courses taken and the grades or marks received for each one. It is helpful to have the grading scale of the institution and the student's rank in class included when such information is available.

Do not submit secondary school (high school) records. Secondary school records will not be reviewed and will be discarded.

If your college or university will not mail original official academic documents to you, you may send exact copies that have been verified as "Certified True Copies" by the appropriate institutional official of each institution you have attended. Uncertified photocopies are not acceptable. To be considered, all documents not in English must be accompanied by official English translations.

Northwestern requires literal, certified translations for all documents issued in a language other than English. We accept translations from the institution issuing the transcript, ATA certified translators, or from the consulate. You may find an ATA translator at the following web site: [www.atanet.org](http://www.atanet.org). Plain translations, notarized translations, and translations prepared by someone other than a certified translator are not acceptable.

Northwestern will accept applications from international students earning a three-year bachelor's degree.

4. Two confidential letters of recommendation preferably from professors who are familiar with the applicant's academic background, qualifications, and preparation for PhD study. Letters from employers and business associates are also accepted. While Kellogg requires only two letters, the online application form does allow for three letters to be submitted.

**Electronic submission of recommendation letters is strongly preferred.** The recommender should submit his or her letter electronically through an upload into the ApplyYourself application system. Directions for this option are found within the application form. When submitting letters online, a hard copy of the letter should not be sent by mail/post; it is not necessary.

Please note that Northwestern **does not provide evaluation forms for the use of recommenders, who should use a letter format. If the recommender cannot submit his or her letter electronically, recommendation letters are also accepted by mail.**

5. Official Test Scores. Scores on either the **Graduate Management Admission Test** (GMAT) or **Graduate Record Examination** (GRE) are accepted. GRE and GMAT scores are good for 5 years. Please note the following exceptions:
  - The Managerial Economics & Strategy PhD Program **prefers** the GRE rather than the GMAT.
  - The Management & Organizations & Sociology PhD Program **requires** the GRE. The Sociology Department does not accept the GMAT.

Scores on the **Test of English as a Foreign Language** (TOEFL) or **International English Language Testing System** (IELTS) are required for those applicants whose native language is not English. Exceptions to this policy are outlined below in the section, "Certification of proficiency in English."

### Institutional Codes

GMAT: 6WZ-3J-54 (PhD Program, Kellogg)

GRE: 1565 (Northwestern) no department code

TOEFL: 1565 (Northwestern) Paper-Based Exam: Department Code 01 (Graduate School)

Internet-Based Exam: Graduate Office; then select the program name that closely matches the program of interest. If no match, then choose option 99.

IELTS: There is no institution code. IELTS scores must be sent directly from IELTS, in a sealed envelope, to the Kellogg School of Management.)

6. Certification of proficiency in English. **All applicants whose native language is NOT English must certify their proficiency in the English language.** An applicant may certify proficiency in the following ways:

Providing official scores for either the **Test of English as a Foreign Language (TOEFL)** or **International English Language Testing System (IELTS)**. The test must be taken no more than two years before the intended quarter of entry (fall quarter). To be considered for admission with financial aid, applicants must score 600 or higher (a paper-based exam), 250 or higher (a computer-based exam), or 100 or higher (an Internet-based exam) on the TOEFL. IELTS test takers should score 7.0 or higher. The Kellogg School does not require the Test of Spoken English (TSE).

**Earning an undergraduate or graduate degree from an accredited institution where the language of instruction is English.** This degree must be awarded BEFORE the student enrolls in doctoral classes in the upcoming fall quarter at Northwestern. If you have a degree from an accredited institution where the language of instruction is English, you will have satisfied the TOEFL requirement. (If possible, applicants should include one copy of any TOEFL or IELTS scores they have -- even if they have expired.)

7. Application fee. The application fee for fall 2010 is \$75. Fees must be paid by credit card within the online application only. (Checks or money orders are not accepted.) This fee is NOT refundable and cannot be waived. **If applicants do not submit the required fee, their applications will not be processed or reviewed by the Kellogg School.**
8. Resume. The resume may be submitted electronically. Within the online application form there is a section where applicants may upload their resumes. Since this section is designed as an upload, the resume will print only if it is uploaded. A text box is not available where applicants can "type in" the resume. Resumes are also accepted by hard copy through the mail. Applicants to the **Marketing Program** should visit the Marketing Department's **PhD Web site** for additional information.
9. Writing Sample. The Kellogg School of Management does not require a writing sample or paper from its applicants. The online application form managed by Northwestern's Graduate School enables applicants to submit a paper; however, if the applicant submits a paper to a Kellogg program, it will not be printed. That function will be disabled when the application form is sent to Kellogg. The Admissions Committee does not read papers.

Please note that only one program affiliated with Kellogg requires a writing sample, and that program is Management and Organizations and Sociology. More information about this requirement for the Sociology Department is discussed below (see item # 11).

10. Interviews. Due to the number of applications Kellogg receives each year, it is not feasible for our faculty to interview every applicant. Instead each program initiates phone or campus interviews for only those candidates who are being strongly considered for admission or for candidates for whom additional information is needed. An applicant cannot request an interview. The program will contact the applicant to arrange for an interview. Even candidates who are being strongly considered for admission may not be interviewed until late February or early March.
11. **Students applying to the joint program in Management and Organizations and Sociology**, scores for the GRE rather than the GMAT should be provided. Also, a writing sample of no more than 30 pages is required. Social Scientific papers are preferred but not required. **This is a Sociology Department requirement; Kellogg does not require a writing sample.** Any questions about the writing sample requirement should be directed to **Murielle Harris**.
12. **Department/Program Code Numbers Required on the Application.** Applicants must apply directly to **one** specific program/department within the Kellogg School. Below are the seven PhD programs available, accompanied by the program code number required on the application form:
- Accounting Information and Management (#A05PH)
  - Finance (#F05PH)
  - Managerial Economics and Strategy (#M10PH)
  - Marketing (#M15PH)
  - Management and Organizations (#O20PH)
  - Management and Organizations and Sociology (#O15PH)
  - Operations Management (#O30PH)
13. All supplemental documents should be sent to the following mailing address:
- Doctoral Admissions  
c/o Susan Jackman  
Kellogg School of Management  
Northwestern University  
Allen Center  
2169 Campus Drive  
Evanston, IL USA 60208-2800