
Application Checklist**Entry Period: Fall 2016**

Thank you for your interest in doctoral study at the Kellogg School of Management, Northwestern University. We hope to receive an application from you!

Below is a step-by-step outline of the application requirements. The online application will be available September 1, 2015, through our vendor, [ApplyYourself](#). Please let us know if you have any questions.

To assist you with your application, we encourage you to view resources available on our [Applicant Profile](#) and [FAQ](#) pages.

Please note:

1. Applicants can apply to one PhD program only; this policy also applies to Weinberg's Economics PhD Program. Please review our programs carefully to find one suitable for your research objectives. If you want to switch your program of study after submitting your application to Northwestern, you must make that request by January 15 by e-mail to the PhD Program Office: kellogg-phd@kellogg.northwestern.edu.
2. To reapply to Kellogg's PhD Program, you must create a new account within [ApplyYourself](#) and submit a new application form and supporting documents, including recommendation letters. If you submitted official test scores with a previous application, the scores should still be on file with Northwestern.

Online Application Form

The online application for fall 2016 will be available through our vendor, [ApplyYourself](#) (<https://app.applyyourself.com/?id=nwu-grad>), on September 1, 2015.

Application Deadline

The next available entry is fall 2016. The deadline to apply to one of Kellogg's PhD programs is December 31, 2015. The deadline to apply to the joint program in Management and Organizations and Sociology is December 15, 2015.

Questions

For questions concerning the application process, please contact the PhD Program Office by telephone at 847.491.2832 or by e-mail: kellogg-phd@kellogg.northwestern.edu.

Your questions may also be answered here:

- [Frequently Asked Questions](#)
- [Applicant Profile](#)

Technical Support

For technical support for the online application, please contact ApplyYourself by telephone at 1.800.526.3313 or by e-mail: i-support@applyyourself.com.

Supporting Documents Checklist

The application requirements and document submission process are outlined below. These supporting documents will supplement the online application form. All documents, including recommendation letters, should be submitted online through ApplyYourself; therefore, no documents should be sent by hard copy through the mail.

- 1. Academic Background.** Please list all schools where you were registered for courses at the college level and beyond. This includes community colleges, studies abroad, and current registrations whether or not within a degree program. Please itemize these schools on your resume as well.
- 2. Statement of Purpose** (two pages, single-spaced). This is an opportunity for you to introduce yourself to the admissions committee and to let them know a little bit about yourself and your reasons for seeking a PhD at the Kellogg School of Management. You should briefly outline your background, education, and any research experience you have. In addition, you should briefly describe your research interests and how they align with the overall research expertise of Kellogg's faculty. You should also identify potential faculty you would like to work with, which is helpful in determining your research fit within the Kellogg community. As resources, please refer to the [Faculty Experts Guide](#), [Research Faculty](#), and [Northwestern Scholars](#).
- 3. Diversity Statement** (optional). In addition to the personal statement, you may wish to share more about yourself so that the admissions committee has a better picture of who you are and how your background and experiences would enhance the diversity of the Northwestern University community. You may enter your comments within the diversity statement section through the ApplyYourself application. More information regarding the diversity experience is found within our [Applicant Profile](#) page under [Diversity of Thought and Experience](#).
- 4. Transcripts.** Upload one transcript documenting each course taken beyond high-school level, whether or not within a degree program, from each school you have attended. Certification of degrees received, including the date the degree was awarded, should be noted on the transcript and/or diploma.

It is preferred that scanned transcripts are *exact duplicates* of the official transcripts issued by your institution (bearing the institution's seal); otherwise, an unofficial transcript can be used for our review.

Please note: Official transcripts are required if you enroll at Northwestern University; do not send official transcripts by email/mail prior to enrollment.

Transcript Directions for International Students:

- Northwestern will accept applications from international students earning a three-year bachelor's degree.
- 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.
- Please do not upload foreign language transcripts. If you only have access to foreign language transcripts, an official English translation must be provided. 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 online: www.atanet.org. Plain translations, notarized translations, and translations prepared by someone other than a certified translator are not acceptable.

5. **Recommendation Letters** (confidential). Two letters are required; however, ApplyYourself allows for three letters to be submitted within the application. Kellogg will accept three letters. **No more than three letters will be included with an applicant's file. All letters must be submitted online through ApplyYourself.**

Directions for uploading the letters are provided by ApplyYourself, and any technical questions should be directed to ApplyYourself. Please refer to the technical support information for ApplyYourself noted above. **Northwestern does not provide evaluation forms for the use by recommenders.**

It is preferred to have letters from professors or instructors who are familiar with your academic background and who can provide information about your potential for success as a doctoral student. The professor or instructor should describe the nature of your relationship. If you took one or more classes with that professor, it is helpful if a ranking could be provided – how you compared to other students. If you collaborated on a research project or honor's thesis, the professor could address the quality of the work produced – technical and writing skills, data analysis, originality, depth of research undertaken, questions/problems raised, contribution to the field, etc.

Letters from employers and business associates are also accepted. It is preferred if they can address your academic abilities and provide some insight on your character and working style: ability to work on your own, self-starter, finish a project on time, etc. These are qualities needed by doctoral students. If you conducted any research or data analysis, this should be mentioned in the letter.

6. **Official Test Scores.** Test scores should be recorded within [ApplyYourself](#) and copies of the score reports should be uploaded into the application. Unofficial test scores can be used during the review process; however, **official scores are required if admission is recommended**. Scores are considered “official” when sent from the testing agency directly to Northwestern University.

Test Scores on either the [Graduate Management Admission Test \(GMAT\)](#) or [Graduate Record Examination \(GRE\)](#) are accepted if taken within the last five (5) years. Please note that **certain programs accept the GRE only:**

Program	Accepting GRE Only	Accepting Both GRE and GMAT
Accounting Information & Management		X
Finance	X	
Management & Organizations		X
Management & Organizations & Sociology	X	
Managerial Economics & Strategy	X	
Marketing		X
Operations Management		X

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 in the section, "Certification of Proficiency in English."

<i>Institutional Codes</i>	
GMAT	6WZ-3J-54 (PhD Program, Kellogg)
GRE	1565 (Northwestern), no Department Code. <i>NOTE: Make sure to send GRE scores to the Graduate School; DO NOT send scores to Kellogg (which is for MBA study).</i>
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	IELTS -- There is no institution code. Official IELTS scores must be sent directly from IELTS, in a sealed envelope, to the Kellogg School of Management.

7. 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, an applicant's TOEFL score must be 600 or higher on the paper-based exam, 250 or higher on the computer-based exam, or 100 or higher on the Internet-based exam. 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. In this case, the applicant will have satisfied the English proficiency requirement.

8. Application Fee. The application fee for entry in fall 2016 is \$95. The fee must be paid by credit card within the online application. (Checks or money orders are not accepted.) This fee is not refundable, and an application is not released to Kellogg until this fee is paid.

Kellogg cannot grant requests for fee waivers. [Northwestern's Graduate School](#) outlines the process for fee waiver consideration through the [CIC FreeApp Program](#). For those who wish to be considered for a fee waiver, please refer to the Graduate School's website: [FAQs - Application Fee](#).

9. Resume. Applicants should upload their resumes within the ApplyYourself application. 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.

Applicants to the **Marketing Program** should visit the [Marketing Department's Website](#) for additional information regarding their resume requirements.

10. Writing Sample (optional). Applicants may include a research paper (30-page maximum) with their application. We encourage applicants to list this paper and any other papers they have on their resume with Web links to these papers.

A paper is not required for admission to Kellogg's PhD programs; however, the [Sociology Department](#) requires a paper for consideration for the joint program in Management and Organizations and Sociology. The paper should be uploaded within the online application form through [ApplyYourself](#).

Please note:

- Papers submitted by mail or e-mail pdf will not be uploaded into the application; therefore, applicants should submit their paper online through ApplyYourself.
- Revised versions of this paper will not be uploaded by Kellogg.
- If there are technical difficulties with the paper upload, please contact the Kellogg PhD Program Office by e-mail: kellogg-phd@kellogg.northwestern.edu.

11. 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 an interview. Even candidates who are being strongly considered for admission may not be interviewed until late February or early March.

12. Joint Program in Management and Organizations and Sociology. The [Sociology Department](#) has an application deadline of December 15. Because of this deadline for Sociology applicants, those who are applying to the joint program should submit their application and supporting documents to Northwestern by **December 15**. Scores for the GRE rather than the GMAT should be provided.

Also, a **writing sample** of no more than 30 pages **is required by the Sociology Department**. Social-scientific papers are preferred but not required. Any questions concerning the Sociology PhD program should be directed to Ryan Sawicki: ryan.sawicki@northwestern.edu.