Introduction

Thank you for your interest in Pace University Doctoral Program in Business. We eagerly anticipate receiving and reviewing your application and look forward to meeting you during an admissions interview to discuss your potential admission. Please contact us if you have questions or want advice.

Our mission is to enable successful business managers and professionals to expand, conceptualize, generalize, and communicate their expertise, so they can be effective in business leadership, consulting engagements, or faculty assignments.

Consistent with this mission we attempt to identify and to admit applicants who have distinguished records of success and accomplishment in their academic pursuits and professional careers.

To this end, the application asks for detailed personal and confidential information. Completing the application requires significant time and effort. Please understand and appreciate that the admissions committee will use all the information you provide to carefully assess your application.

Application Materials

The following application materials are available on the doctoral program web site:

- These application instructions in Adobe Acrobat format.
- Part A of the application that you complete online.
- Recommendation forms, in Adobe Acrobat format, that you distribute to recommenders.
- Transcript request form, in Adobe Acrobat format, that you can use to request transcripts from schools you have attended.
- Mailing labels, in an MS Word document, that you can use to address envelopes for recommendations and for sending completed application materials to us.
- International transcript instructions, in Adobe Acrobat format, that describe procedures for the receipt of international transcripts.
- Assistantship application, in Adobe Acrobat format, that you can complete to apply for an assistantship.
- Links to Graduate Management Admissions Council and Test of English as a Foreign Language web sites.

Completed Application

Before we accept or reject an application, we must have all of the following.

- Part A of the application, which must be completed online.
- Part B of the application, which we email to you after we receive Part A. Part B includes requested data, essays, and a current resume. Submit Part B in both printed and electronic formats (see below).
- Completed recommendation forms from four individuals who can competently and objectively assess characteristics important to doctoral success. These individuals should send completed forms directly to the program in envelopes addressed with program address labels.
- Official transcripts from all post-secondary schools you have attended. Domestic schools should send transcripts directly to the program. Transcripts from international schools should be translated and evaluated by an approved agency and sent by the agency directly to the program.
- Official GMAT scores taken within the past twenty years and sent directly from GMAC to the program.
- Official TOEFL scores, required for applicants who do not have an academic degree from an English-speaking university, sent from the Educational Testing Service directly to the program.
- Additional supplemental material you would like the admission committee to consider.
- Check or money order payable to Pace University for $75.00 which is a non-refundable application fee
- A one-hour interview with program staff to discuss your application. We will contact you to schedule this interview after we receive all of the other application documents.

The remainder of these instructions provide more details about the application forms and process.

Part A

Complete Part A of the application online. It asks for contact, personal, and employment information.

Part B

Complete Part B of the application, using a personal computer with Microsoft Word 2000 or later version installed. Part B is a locked Microsoft Word document form document. The document has more detailed instructions.

In Part B provide detailed information about your academic history, professional experience, and career success. Also provide several thoughtfully prepare essays to help the admissions committee better understand your preparation for doctoral studies.

After you receive and complete Part B, mail it to the program in two formats:

- A printed version of all pages on standard 8.5 x 11-inch white duplicating paper.
- An electronic version as a Microsoft Word document on a 3.5-inch, 1.44-mb diskette.
The admissions committee will read the printed copy and import data from the electronic copy into an admissions database. Please make sure that both formats have identical information to avoid any discrepancies.

**Recommendations**

Letters of recommendation provide evidence of your preparation and potential to undertake doctoral studies. We require four letters of recommendation to support your application. Recommenders should have known and/or observed you for significant periods of time and should be able to evaluate you objectively.

If possible, one recommender should be a faculty member of a college you have attended with whom you have maintained a relationship during the past five years.

At least two recommenders should know you in a professional context. They should not be current subordinates. Preferably one should be your current supervisor and the other should be a senior executive in your employer organization.

Use your judgment in selecting the fourth recommender, or in replacing the faculty member. If your current supervisor is new, one recommender should be a person who supervised your work for a significant period. On the application, indicate why you selected each recommender.

Download the form and print four copies, double sided, if possible. Complete the top portion of each form and deliver it to the recommender together with a labeled No. 10 envelope. Recommenders must mail the forms directly to the program, not to you.

**U.S. Transcripts**

Academic transcripts provide evidence of past academic performance. The Doctoral Program requires and evaluates official transcripts from every college and university that you attended, regardless of grades, credits, or degrees earned.

Download the transcript request form, complete the top portion of each form, and send it to each academic institution you have attended. All institutions should send completed request forms and official transcripts directly to the program, not to you.

Official transcripts must specify degrees and dates earned and must have the institution seal and a certification signature of an authorized official.

**International Transcripts**

All transcripts from educational institutions outside the United States must be certified by an approved translation and evaluation agency. Consult the “international transcript” document on the program website.

The Doctoral Program of Pace University will accept international transcripts only if they are sent directly to the program from one of the approved evaluation agencies. Please contact the agencies for fee schedule and other requirements.

**Address Labels**

Download the address label document from the website. Open and print it with MS Word on Avery Product 5262 labels.

Affix the labels and appropriate postage to No. 10 envelopes and give them to recommenders and academic institutions for sending recommendations and official transcripts to the admissions committee.

Ask the senders to affix their own return addresses to the envelopes before sending them to the doctoral program. Use one of the remaining labels to mail your completed application and diskette.

**GMAT Scores**

The Graduate Management Admission Test (GMAT) is another indicator of your ability to succeed in graduate academic work. It is designed to "provide counselors and admissions officers with one predictor of academic performance in the first year of graduate management school."

The Graduate Management Admission Council (GMAC) must send official GMAT reports directly to the program. GMAC will only provide reports for tests taken within the past 20 years. To send your examination scores to the Doctoral Program, enter the school code 2721.

If prior scores are not available, or if you want to improve upon your prior scores, you should complete the GMAT before the application deadline. GMAC recommends that you register for the GMAT at least one month before your desired examination date.

The GMAT is administered as a computer-adaptive test on most days of the year at many locations. For more information about the examination, consult the GMAT website, which is http://www.gmac.com.

GMAC offers several preparation aids for GMAT, including a review guide and computer software. Some applicants choose to take GMAT more than once to improve their scores. Also, there are complete preparation courses designed to enhance performance on the exam.

In evaluating applications, the Doctoral Program considers only the highest scores received. The program does not have an absolute minimum score for acceptance, but encourages applicants to perform well and to be satisfied with their results.

**English Language**

Doctoral students must have effective oral and written communication skills in English language. Seminars require active participation both verbally in classrooms and written online. In addition, papers assigned in courses and doctoral dissertations require excellent writing skills.

You do not need to take TOEFL to satisfy this requirement if you attended academic institution where you were lectured in English. Other international applicants must present evidence that they have appropriate verbal/written communication skills.

Scores on the Test of English as a Foreign Language (TOEFL) are one form of evidence. The program prefers TOEFL scores that exceed 250 on the computer-based test and 600 on
the paper-based test. For more information about TOEFL, visit the website http://www.toefl.org. Application essays and recommendations provide additional evidence.

Educational Testing Service must send official TOEFL reports directly to the program, not to you. When requesting your scores to be sent to the program, enter the school code 2635, enter name of department as "Doctoral Program in Business" and enter the department code 99.

Interview

The program requires all applicants to interview with members of the program staff and faculty. In addition to enhancing the information available to the admissions committee, the interview provides an opportunity to explore how the program can support your personal schedule, professional needs, and educational objectives.

The program schedules applicant interviews as soon as possible after it receives all documents for your completed application. Most interviews are conducted in the doctoral office, although telephone interviews can be arranged to accommodate special needs. The program usually notifies applicants of acceptance decisions within one week following the admission interview via email or written correspondence.

Financial Aid

Most students in the Lubin Doctoral Program do not want or need financial aid since they have full-time positions and advancing careers. However, there are limited assistantships and financial aid available to those who qualify.

U.S. citizens or permanent residents who apply for a full-time program may obtain a graduate assistantship application from the doctoral program web site. All applications for financial aid and assistantships must be received before May 15. Request information about other financial aid options directly from the Financial Aid Office, Pace University, One Pace Plaza, New York, NY 10038-1598 ((212) 346-1300).

Confidentiality

The completed application and its supporting documentation becomes the property of the Doctoral Program. The program will neither return it to you nor submit it to other individuals or organizations. It will maintain confidentiality of the application information. For accepted students, the admission materials become part of their permanent academic file. The program retains rejected application files for one year.

All information provided in an application must be correct, complete, and accurate. Any misrepresentation or omission of facts from the application will justify a denial or revocation of admission or subsequent dismissal from the Doctoral Program. The program reserves the right to verify any or all information in applications.

Affirmative Action Policy

Pace University admits, and will continue to admit, students of any sex, handicap, race, color, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not, and will not, discriminate on the basis of sex, handicap, race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Inquiries regarding compliance with related federal regulations may be directed to: Affirmative Action Officer, Pace University, Pace Plaza, New York, NY 10038 ((212) 346-1310) or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Important Dates

We accept applications throughout the year. We notify you when we receive Part A and when we receive Part B of your application. Subsequently, we periodically notify you of documents missing from your application file.

For the autumn 2006 semester, the application deadline is June 30. At the admission committee’s discretion, it may consider applications received after the deadline for admission in either autumn 2006 or in a future semester.

If you are accepted, you must register for doctoral seminars before August 11. The doctoral office will assist you with registration and advisement.

If accepted, you must attend a full-day program orientation on August 18. Also, you must agree to attend all monthly executive Friday class sessions. The dates of these sessions are available on the program website.

Upon written request, the Doctoral Program may grant an academic deferment for one year.

Mailing Address

Mail Part B of the application (in both printed and electronic formats) together with your resume, the application fee, and any supplementary documents, in a 9 x 12-inch envelope to:

Admission Committee
Doctoral Program
Lubin School of Business
Pace University
163 William Street, 16th Floor
New York, NY 10038–1598

If you have questions about the program, the admissions process, or the content of your application, please telephone ((212) 618-6660) or email (DPS.business@pace.edu) the doctoral office.