



COLUMBIA  
BUSINESS  
SCHOOL

Application for Admission  
*Doctoral Program*



COLUMBIA  
BUSINESS  
SCHOOL

Columbia University  
Graduate School of Business  
Doctoral Program  
3022 Broadway, Room 804  
New York, NY 10027-6902

Phone: (212) 854-2836  
FAX: (212) 932-2359

EMAIL: eelam@claven.gsb.columbia.edu

Thank you for your interest in the Columbia University Doctoral Program in Business. This application has been designed to afford you the opportunity to communicate information about your background and ambitions to the Doctoral Committee on Admissions.

This application is a companion piece to the handbook of the Doctoral Program in Business, which contains information pertaining to the academic program and the School and University policies and procedures.

This application contains the following six parts, along with an application receipt card, summary information label, and mailing labels. Please carefully **complete all sections and submit the entire application, receipt card, labels, and \$50 fee, in the envelope provided.** Your test score(s) should be sent to the Columbia Business School Doctoral Program (institution code 2141) directly from ETS. It is the applicant's responsibility to have all application materials on file in the Doctoral Office no later than February 1, but preferably, as early as possible.

<b>PART I</b>	Application for Admission
<b>PART II</b>	Essay
<b>PART III</b>	Letter of Recommendation (2)
<b>PART IV</b>	Transcript Request Form
<b>PART V</b>	Financial Assistance Application
<b>PART VI</b>	Personal Data

Please let us know if we can be of assistance to you in the application process. We look forward to considering your application.

Columbia Business School  
Ph.D. Program

# *Application for Admission*

**Please read the following instructions carefully.**

**Return complete application to:**

**Columbia Business School**

**Doctoral Program**

Columbia University

3022 Broadway, Room 804

New York, NY 10027-6902

Complete applications should be received no later than February 1. Applications received after that date may be considered, but the possibility of acceptance will be diminished.

A check or money order drawn on a U.S. bank for \$50 (fifty dollars) payable to Columbia University must accompany this application. International postal orders cannot be accepted. This fee is nonrefundable and may not be waived.

The rules of the Board of Regents of the University of the State of New York require Columbia University to retain for a period of three years all material filed in support of this application.

**No original documents which you submit can be returned.**

All documents not issued in English by the officials signing them must be accompanied by notarized English translations.

The Graduate Management Admission Test or the Graduate Record Examination is required of all applicants. Please supply all information relevant to your tests on page 2 or Part A.

Please note that the Columbia Business School does not offer part-time or evening degree programs. Students are admitted for entrance in September only.

If you wish to learn more about the Ph.D. program, you may call the office of Doctoral Studies at (212) 854-2836.

**PART A. PERSONAL AND STATISTICAL INFORMATION**

*Please type or print legibly.*

**Application for entrance in September** \_\_\_\_\_  
Year

Mr./Ms./Mrs./Miss	Last Name	First Name	Middle Name
If you have used any variation(s) of your name as it appears above in registering at any institutions you have attended, please give such names here.			
Mailing address	Number and Street		Apartment no.
City	State	Country	Zip Code Telephone
Date through which this address can be used			
Home address	Number and Street		Apartment no.
City	State	Country	Zip Code Telephone
Business address	Number and Street		
City	State	Country	Zip Code Telephone
Social Security Number	Date of Birth	E-mail	

Citizenship

If you are not a United States citizen, what type of visa do you hold or intend to apply for?

Have you ever applied to the Graduate School of Business before?

If so, please give program (degree), term, and year

Are you applying for financial assistance from the Columbia Business School? \_\_\_\_\_ If so, please complete the Financial Assistance Application and submit it together with your application for admission. Application for such assistance in no way affects the decisions of the Committee on Admissions with respect to your acceptance into the Ph.D. Program

The Graduate Management Admission Test or the Graduate Record Examination is required of all applicants. Please indicate the date on which you took, or plan to take, the GMAT: \_\_\_\_\_ or the GRE: \_\_\_\_\_. Was Columbia Business School Doctoral Program on your original Score Report Request? \_\_\_\_\_ If not, when did you request that your score be sent to the doctoral Program (institution code 2141)? \_\_\_\_\_ Complete information regarding the administration of the test may be obtained from the Educational Testing Service,

Princeton, New Jersey 08540.

For those whose native language is not English, demonstration of a high degree of competence in both written and spoken English is required. It is strongly recommended that applicants take either the Test of Spoken English (TSE-A\*) or the Test of English as a Foreign Language (TOEFL), preferably the TSE-A\*. Arrangements to take these examinations should be made by writing directly to TOEFL/TSE, P.O. Box 6151, Princeton, NJ 08542-6151, USA. Applicants who have received a prior degree in an English-speaking country may request an exemption from the TSE and TOEFL. Please give the date on which you took, or plan to take the TSE-A\*: \_\_\_\_\_; TOEFL: \_\_\_\_\_. Was Columbia Business School Doctoral Program on your original Score Report Request? \_\_\_\_\_ If not, when did you request that your score be sent to us (code 2141)? \_\_\_\_\_ .

## PART B. EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

List in chronological order the undergraduate and graduate schools that you have attended, including Columbia. The Committee on Admissions requires an official transcript from each of the colleges and universities you have attended as a registered student (regardless of the number of course taken), including summer school, night school, etc. Two Transcript Request Forms are provided. The request form asks the registrar to enclose an official transcript and the request form in the envelope, to seal and the envelope, sign across the envelope seal, and to return the envelope to you. When you receive the

returned envelope, DO NOT OPEN IT. The sealed envelope must be enclosed with your application when it is filed. If you have attended more than two schools here or abroad, please make copies of the Transcript Request Form and ask the registrar to sign across the seal of his institution's standard business envelope. If you have spent a "junior year abroad" and the courses have been transferred back to your U.S. institution and appear *with grades* on your transcript you need not request a transcript from the foreign institution.

Name of School	Location	Major	Degree	Dates Attended	Date Transcript Requested
1					
2					
3					

Please describe your scholastic honors (Phi Beta Kappa, prizes, etc.), extracurricular activities in college, and any additional involvement in professional or community organizations.

In what area do you tentatively plan to do the major part of your doctoral work? (This is the major field described in the Doctoral Program handbook.)

# |Part I

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Name of Applicant

---

What kind of position (teaching, research, administration, other) do you intend to look for upon completion of your studies?

---

What courses have you taken in economic theory?

---

What courses have you taken in mathematics, probability, and statistics?

---

List any publications or original research papers you have written.

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What languages (including computer languages) are you familiar with, and to what extent?

List in chronological order your most significant employment since entering college.

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Name and Address of Employer	Kind of Work	Dates	Full- or Part-time
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# Part I

Two letters of recommendation are required by the Committee on Admissions. These letters should be written by professors (preferably senior professors) who are in the department in which you did the major part of your study and who are well acquainted with your work (If you have had a year or more of full-time experience in research since graduation, one of the

two letters may be a recommendation from a supervisor.) Please list below the names of those persons from whom you have requested letters, the institutions with which they are affiliated, and the date you sent them the recommendation forms. You may submit more than two letters if you wish.

Name	Institution	Location	Date Sent
1			
2			
3			
4			

## HONOR PLEDGE

*I hereby certify that I have provided accurate information in this application. I further certify that the application and all essays are exclusively my own work and that no recommendations, transcripts or supporting materials have been falsified. I am aware that any misrepresentation of facts in my application will justify the denial of admission or the cancellation of admission.*

*I understand that materials received by the school in connection with this application become the property of the School and are not returnable.*

*Except as noted below, the school may verify any information provided.*

Print Name
Signature
Date
Exceptions:
Comments:

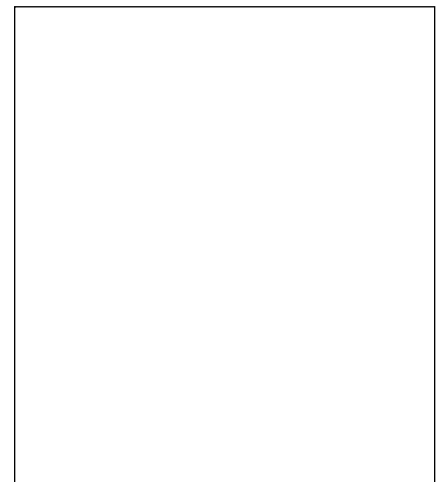
## Checklist (Please complete.)

Items you have requested to be sent to Columbia

- GMAT score
- GRE score
- TOEFL score, if appropriate
- TSE-A\* score, if appropriate

Items you have included with this application:

- Transcripts
- Recommendations
- Notarized English translation of material in foreign language
- Financial Assistance Application
- Essay
- \$50 check or money order (in U.S. currency)
- Completed Receipt Card
- Completed Summary Information label (important)
- Completed mailing labels



Please affix photo (optional)

Columbia Business School  
Ph.D. Program  
Columbia University  
3022 Broadway, Room 804  
New York, NY 10027-6902

## *Essay*

### **To the Applicant:**

The Committee on Admissions is interested in your reasons for pursuing doctoral study. In an essay of about 500 words, please describe (1) those academic and/or professional achievements which have contributed most to your development and (2) your educational goals, research interests, and professional objectives. If you have already formulated plans for dissertation-level research, please describe them as specifically as possible.

Your essay should be typed and double-spaced on separate 8 ½ x 11 paper with your name at the top of each page. Please include the major field area to which you are applying — accounting, finance and economics, management of organizations, management science/operations research, or marketing.





Columbia Business School  
 Ph.D. Program  
 Columbia University  
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## *Letter of Recommendation*

---

Last Name

First Name

Middle Name

Under the provision of the The Family Educational Rights and Privacy Act of 1974, effective January 1, 1975, you have the right, if you enroll at Columbia Business School, to review your educational records. The Act further provides that you

may waive your right to see recommendations for admission. Please indicate whether you wish to waive this right by checking the appropriate box below. The Committee on Admissions places no value on your decision on this matter.

- (a)  I waive my right of access to this recommendation form.  
 (b)  I do not waive my right of access to this recommendation form.

---

Signature

Date

---

Please send to each appraiser:

- This Form       A Return Envelope

---

Name of Person Completing this Recommendation

This form is submitted to you for an opinion on the applicant's qualifications for graduate work leading to the Ph.D. degree. The Committee on Admissions particularly requests that your letter be as informative as possible. The Committee is interested in the applicant's intellectual preparation and capacity for graduate study, motivation toward doctoral study and interest in his or her chosen field, research and writing ability, and potential as a teacher. The Committee is also interested in your evaluation of the applicant in terms of our limited fellowship

support. If the applicant requesting this evaluation has signed statement (b) or has signed neither of the statements above, this letter will be available for the applicant's examination should he or she enroll in the Columbia Business School. **Please return this appraisal to the applicant in the envelope provided, with your signature across the seal.** The applicant will then submit the sealed, signed envelope as part of the completed application packet.

---

Signed

Position/Title

---

Name and address of institution

---

Date

---

**TO THE COMMITTEE ON ADMISSIONS:**

*Use other side.*



Columbia Business School  
 Ph.D. Program  
 Columbia University  
 3022 Broadway, Room 804  
 New York, NY 10027-6902

## Letter of Recommendation

Last Name	First Name	Middle Name
-----------	------------	-------------

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Signature	Date
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Signed	Position/Title
--------	----------------

Name and address of institution
---------------------------------

Date
------

**TO THE COMMITTEE ON ADMISSIONS:**

*Use other side.*



Columbia Business School  
 Ph.D. Program  
 Columbia University  
 3022 Broadway, Room 804  
 New York, NY 10027-6902

## *Transcript Request Form*

### **To the Applicant:**

Please complete the information requested below and send this form to your college or university's registrar with the self-addressed transcript envelope. If you have attended more than

two colleges or universities, please photocopy this form and complete it fully for use by the additional school(s) and ask the registrar to sign across the seal of the institution's standard business envelope.

### **To be completed by the applicant:**

Last Name	First Name	Middle Name
School		
Dates of enrollment	Degree and year	
I hereby authorize the release of a transcript of my academic record to the Columbia Business School.		
Signature of applicant	Date	

### **To the Institution:**

The person whose name appears above is applying for admission to the Ph.D. program at Columbia University. The applicant cannot be considered without a complete academic record. This academic record should include the dates of enrollment, a year by year listing of courses pursued, with

marks obtained in each of these courses, and verification of date of conferral and title of degree. Where the educational system measures performance by comprehensive examinations at yearly or other intervals, we require records of all such examinations with ratings or class achieved. Please include an English translation of all non-English language documents.

Date of degree	Title of degree	Applicant's rank in class (if determined)
----------------	-----------------	---

We ask that you complete this form and enclose an official copy of the applicant's academic record in the envelope provided.

**Please seal the envelope and sign across the seal, then return it to the applicant so it can be included with his/her application.** In the event that it is against your policy to give the sealed envelope to the applicant, please return the envelope directly to:

Columbia Business School  
 Doctoral Program  
 Columbia University  
 3022 Broadway, Room 804  
 New York, NY 10027-6902

Signature of official filling request

Date



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 Ph.D. Program  
 Columbia University  
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### To be completed by the applicant:

Last Name	First Name	Middle Name
School		
Dates of enrollment	Degree and year	
I hereby authorize the release of a transcript of my academic record to the Columbia Business School.		
Signature of applicant	Date	

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Date of degree	Title of degree	Applicant's rank in class (if determined)
----------------	-----------------	---

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 Doctoral Program  
 Columbia University  
 3022 Broadway, Room 804  
 New York, NY 10027-6902

Signature of official filling request	Date
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Columbia Business School  
 Ph.D. Program  
 Columbia University  
 3022 Broadway, Room 804  
 New York, NY 10027-6902

## Financial Assistance Application

Financial aid awards to doctoral candidates are in the form of fellowships and are made on the basis of academic merit first, and secondarily on financial need. Further information about financial aid is available in the Doctoral Program handbook.

Those applying for admission to the Ph.D. program and in need of financial assistance should return this completed application together with the admissions application to the address above.  
**The deadline for submission of application is February 1.**

Mr./Ms./Mrs./Miss	Last Name	First Name	Middle Name
U.S. Social Security No.			
Date of entry into Ph.D. program			
Citizenship	If foreign, visa type		Legal resident of (State)
Have you ever applied for or been granted financial assistance by the Graduate School of Business (including M.B.A study)? If so, please give dates and amounts granted.			

Will you be living with with parents?  Yes  No

Parents' ages: mother \_\_\_\_\_ father \_\_\_\_\_

Number of persons other than yourself who are dependent on parents \_\_\_\_\_ ; give ages \_\_\_\_\_

Parents combined net taxable annual income \_\_\_\_\_

### Record of employment

Employer	Address	Kind of work	Dates	Full- or part-time
1				
2				
3				
4				

Are you covered by the Columbia employee tuition exemption plan? (Does your parent or spouse work for Columbia?)

(Financial Assistance Application continued)

Marital status	No. of children
----------------	-----------------

If married will you be living with spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will spouse be employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, please give spouse's net taxable income _____
--	--	---

If spouse is not employed, please state reasons.

► Write in the total number of persons that you and your spouse will support during the first year of the program. Include yourself, your spouse and your dependent children. List name, age, and relationship below.

Name	Age	Relationship

Of the above, how many will be enrolled in college at least half-time?

\_\_\_\_\_

► **Student Status**

Were you (will you be) claimed by your parents as an exemption on their U.S. 1040 form?

Year of enrollment	20	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two previous years	19	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	19	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(Financial Assistance Application continued)

<b>▶ Student's Assets</b> (in U.S. \$)	Current Value	Amount Owed
Cash, savings, checking accounts	\$	N.A.
Home (renters enter "0")	\$	\$
Other real estate and investments	\$	\$
Business and farm	\$	\$
Value of trust accounts	\$	\$
Value of pension accounts (include IRA/Keough)	\$	\$

<b>▶ Student's Other Resources</b> (Specify in U.S. dollars per month where applicable.)	June - August 200__	September 200__ - May 200__
Student's benefits (G.I. Bill, V.E.A.P., Social Security, etc.)	\$	\$
Student's scholarships, fellowships, government assistance, sponsor assistance, etc.	\$	\$
Financial assistance from student's parents, other relatives, parents of spouse, etc.	\$	\$

*Continued on next page*

► **Comments:**

---

Use this space to explain any circumstances you think are not made clear in the application but would be helpful to the Committee in considering your financial circumstances.

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I understand that if awarded financial assistance, I must be registered as a full-time degree candidate. I affirm that the statements made in support of this application are true and correct.

►

---

Date

Signature

Columbia Business School  
 Ph.D. Program  
 Columbia University  
 3022 Broadway, Room 804  
 New York, NY 10027-6902

## Personal Data

▶ Please type or print all information

Term of Entry Fall \_\_\_\_\_

Mr.  Ms. Last Name (family/surname) First Name Middle Name

Social Security Number Date of Birth Citizenship

Current Address Permanent Address or Other Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

use this until

Parents' (or other permanent contact) Phone

Home Phone Number Work Phone Number Fax Number E-mail

Ethnic Origin (optional) — U.S. citizens only:

Black  Asian  American Indian  Hispanic  White  East Asian  Other \_\_\_\_\_

Mother's Name

Occupation College(s) Attended/Degrees

Still Living? Yes No

Father's Name

Occupation College(s) Attended/Degrees

Still Living? Yes No

Spouse or Significant Other

Occupation College(s) Attended/Degrees

(Personal data continued)

(Has anyone in your family attended Columbia University? If so, please complete the following:)

	Name
	Relationship
	Division of University
	Degree Received
	Year

Previous education, including Columbia.

NAME OF INSTITUTION	LOCATION	CODE (leave blank)	DATES OF ATTENDANCE				DEGREE OR DIPLOMA			HSPR or GA (leave blank)
			FROM		TO					
			Mo.	Yr.	Mo.	Yr.	Degree	Mo.	Yr.	
<b>Colleges</b>										
▶										
<b>Graduate and Professional Schools</b>										
▶										

I certify that all information given on this form is complete and accurate.

▶ Date	Signature
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**Columbia Business School**  
**Doctoral Program**  
Columbia University  
3022 Broadway, Room 804  
New York, NY 10027-6902

RECEIPT  
NUMBER

We are pleased to acknowledge receipt of your complete application for admission to the Columbia Business School and of your \$50 nonrefundable application fee.

Notification of final action on applications to doctoral candidacy are sent as soon as possible after the February 1 deadline. Questions concerning the admissions process should be addressed to this office.

Office of Doctoral Studies

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**Columbia Business School  
Doctoral Program**

Columbia University  
3022 Broadway, Room 804  
New York, NY 10027-6902

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: *Please type or print. Return this card with your application to the Columbia Business School, Doctoral Program, Columbia University, 3022 Broadway, Room 804, New York, NY 10027-6902*



Columbia Business School  
Ph.D. Program

*Summary Information*

**Please Type or Print**

Application for September \_\_\_\_\_

Mr.  Ms.  Other \_\_\_\_\_ U.S. Social Sec. no. (if available): \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Until what date may the above address be used? \_\_\_\_\_

Permanent address \_\_\_\_\_

\_\_\_\_\_

Citizenship \_\_\_\_\_ If not U.S., type of visa \_\_\_\_\_

Proposed major field of study \_\_\_\_\_

Higher Educational Institutions Attended	Degree	Date	Major
--	--------	------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

Was any information (other than test scores) sent to the Doctoral Office separately from this application?

Yes  No If yes, please specify \_\_\_\_\_

Date you submitted this application \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE**

Fee  GMAT \_\_\_\_\_ / \_\_\_\_\_ % GRE A \_\_\_\_\_ / \_\_\_\_\_ %

Trans.    V \_\_\_\_\_ / \_\_\_\_\_ % V \_\_\_\_\_ / \_\_\_\_\_ %

Letters  \_\_\_\_\_ Q \_\_\_\_\_ / \_\_\_\_\_ % Q \_\_\_\_\_ / \_\_\_\_\_ %

\_\_\_\_\_ Date taken \_\_\_\_\_ Date taken \_\_\_\_\_

\_\_\_\_\_ TSE-A\*/TOEFL Score \_\_\_\_\_ Date Taken \_\_\_\_\_

Essay  Final Action Date \_\_\_\_\_ A \_\_\_\_\_ R \_\_\_\_\_