

# APPLICATION PROCEDURE for PhD

## **APPLICATION STEPS**

Application to PhD program involves a combination of on-line application and document preparation. Follow the steps described below to put together a complete application. Also you may contact the School of Management admission office (0216-483 99 76 or [isili@sabanciuniv.edu](mailto:isili@sabanciuniv.edu)) for further information and guidance.

STEP 1. Read this document carefully before attempting to fill out the on-line application.

STEP 2. Download the recommendation letter form from the website. You must provide at least two recommendation letters. Print out the form and give it to your recommenders. They should return the form and/or a separate letter to you in a sealed and signed envelope. You will need to provide the names of the recommenders in order to complete the on-line application form.

STEP 3. Have you taken GMAT/GRE or TOEFL tests? You will be asked for your scores in the application form; see page 1 for test score requirements. If you have not taken a required test yet, you may need to plan for that and provide dates on which you will take the test.

STEP 4. Print the on-line application affidavit on page 4 of this document and sign the form.

STEP 5. Write your statement of purpose. In this essay, describe your personal and professional objectives and discuss what motivates you to seek the degree for which you are applying. One page essays are welcome, but it should not exceed two pages.

STEP 6. Put together your application package. See page 3 for a checklist of documents you need to submit. Mail or deliver your package to;

Ms. Işıl İnođlu,  
Sabancı University  
School of Management  
Orhanlı, Tuzla 34956  
Istanbul / TURKIYE

Your application will be completed when we receive your full application package.

# TEST SCORE REQUIREMENTS

Test scores form an important component in the process of selecting applicants for admission. Scores from the following tests are considered:

Graduate Management Admission Test (GMAT): This test is administered worldwide by GMAC. For more information, see <http://www.mba.com/mba/TaketheGMAT> or

Graduate Record Examinations (GRE): This test is administered worldwide by ETS. For more information, see <http://www.ets.org/gre/> and

Test of English as a Foreign Language (TOEFL): This test is administered worldwide by ETS. For more information, see <http://www.bilmerk.com> or <http://www.ets.org/toefl>

In order to be considered in the admission process, official scores must be provided. For GMAT, GRE and TOEFL tests, our institution code is 7100. The validation periods for these scores are as follows: TOEFL exam: 2 years; GMAT/GRE exam: 5 years.

## Admission Requirements

For admission to a PhD program, all prospective students must provide proof of the following tests:

- A minimum total score of 600 from GMAT or a minimum score of 730 from GRE old / 157 from GRE new and
- A minimum score of 88 (IBT) from TOEFL

## Application Requirements

Proof of English proficiency (TOEFL) and GMAT / GRE scores are required. Please submit your GMAT/GRE score and TOEFL score to University.

## English Proficiency Requirements

Any of the following science test results baring the min. scores and which are within the validity period as indicated below. Photocopies are acceptable for application, but original copies should be submitted during admission.

TOEFL (IBT)	KPDS / UDS / YDS
88	73

The validity period for these scores is as follows : KPDS and UDS 3 years, other exams 2 years.

Applicants who could not submit a valid Result may be admitted the program on the condition to get a satisfactory grade from the Sabanci University English Language Exam.

The graduates of Sabanci University, who have applied and accepted to a Sabanci University graduate program within 2 years following the graduation, will be exempted from the English Language Assessment Exam.

## **APPLICATION PACKAGE**

Your application will not be complete until your application package is received. Use the following checklist to make sure that you have all required documents in your package.

- Signed on-line application affidavit (Step 4)
- Your statement of purpose (Step 5)
- Your detailed resume including specific details on work experience, if available
- A copy of your undergraduate diploma.

Note: If you are in your last semester of your undergraduate studies and do not have your diploma yet, you need to provide a graduation certificate before you can be admitted to the degree program.

- Transcripts from all the schools attended at undergraduate and graduate levels
- Official scores from TOEFL and GMAT/GRE. See page 2 for minimum requirements.
- At least two letters of recommendation, in sealed and signed envelopes
- A photograph

All of the above must be included in your application package before your application can be processed.

### **FOR ANY OF YOUR QUESTIONS**

If you experience any problems while using the application module, please send an e-mail to Işıl İnoğlu ([isili@sabanciuniv.edu](mailto:isili@sabanciuniv.edu)) describing the problem you experienced and how we may contact you.

## **AFFIDAVIT**

I am applying to the \_\_\_\_\_ program at School of Management, Sabancı University; I have completed the on-line application form. I certify that all the information I presented in the on-line application form is true and accurate to the best of my knowledge.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_