

# Application Instructions

## Pace University Lubin School of Business Doctoral Program

### Introduction

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

The Doctoral Program in Business enables successful business managers and professionals to either extend their business careers or pursue academic careers by infusing them with theoretical knowledge to conceptually understand business issues and by developing their research skills to analyze business problems and create new knowledge.

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

Therefore, our application requests detailed personal and confidential information. Completing the application requires significant time and effort. It provides us with many indicators of your potential for doctoral studies. Please understand and appreciate that the Admission Committee will use all the information you provide to carefully assess your application. For the application deadline and other important dates, please consult the final section of these instructions.

### Completed Application

Before we evaluate an application, we must receive all of the documents listed below. Forms for submitting or obtaining some of these documents are available on our website. All of these documents are described later in this document.

- Part A of the application
- Part B of the application
- Resume
- Application fee
- Affirmation form
- Recommendations
- Official transcripts

### Part A

Complete Part A of the application online. It asks for your name, contact, and employment information. It should require no research or preparation. When we receive Part A, we will send you an email with Part B attached.

### Part B and Resume

Submit Part B and your resume as attachments to an email sent to [DPS.business@pace.edu](mailto:DPS.business@pace.edu).

Part B requests detailed information about your academic history, professional experience, and career success. It also requests several thoughtful essays.

Complete Part B of the application, using a personal computer with Microsoft Word 2010 or later version. It will function properly only if you:

- Always open it with macros enabled. This may require changes

to your MS Windows Trust Center settings.

- Always save it as an MS Word template (*filename.DOTM*).
- Follow the specific instructions near the beginning of the template.
- Enter data only in designated locations. It is a locked form template that limits entry locations.

### Fee and Affirmation

From our website, read and print the affirmation form. Sign the form and send it with a check or money order payable to Pace University for \$75.00 in an envelope addressed to the doctoral program. Send it via a reliable parcel delivery service, like USPS. This application fee is not refundable.

### Recommendations

Download the recommendation form from the doctoral program website. *Do not use recommendation forms designed for other Pace programs.*

Complete the applicant section, using a personal computer with Microsoft Word 2010 or later version. *It will function properly only if you open it with macros enabled, and save it as filename.DOTM.*

Send a copy of this file as an email attachment to each of your four recommenders.

Each recommender should complete the remainder of the form and send it attached to an email addressed to [DPS.business@pace.edu](mailto:DPS.business@pace.edu). *Recommenders should not return the completed form to you.*

The four people you select to submit recommendations in support of your application should have known and/or observed you for significant periods of time. They should be able to evaluate you objectively. List their names and contact information in Part B of the application.

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. If your current supervisor is new, one of the remaining recommenders should be a person who supervised your work for a significant period.

Use your judgment in selecting the remaining recommenders. 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.

## **U.S. Transcripts**

Ask every college and university you attended to send us an official academic transcript of your work. *Do not send us transcripts in sealed envelopes you have received from these institutions.*

Official transcripts must specify dates attended, courses attempted, grades earned, and degrees awarded. They must have the institution seal and the certification signature of an authorized official.

From many institutions you can request transcripts online. For others, you may use the transcript request form available on our website. Print the form, complete the top portion, and send it to the institution together with any required fee.

## **International Transcripts**

All transcripts from educational institutions outside the United States must be certified by an approved translation and evaluation agency. For more information, consult the "international transcript" document on our website.

We accept international transcripts only if they are sent directly to us from one of the approved evaluation agencies. Please contact the agencies for fee schedules and other requirements. The website document provides more details and a list of approved agencies.

## **English Language**

Doctoral students must have effective oral and written communication skills in the 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.

If you did not earn an academic degree from an institution where lectures and assignments were delivered in English, you must submit your score on the Test of English as a Foreign Language (TOEFL). A link to the TOEFL website is available on our website.

We prefer TOEFL scores that exceed 100 on the current test, 250 on the computer-based test and 600 on the paper-based test. For more information about TOEFL, visit the web site <http://www.toefl.org>. Educational Testing Service must send official TOEFL reports directly to us. When requesting your scores, enter the school code 2635, enter name of department as "Doctoral Program in Business" and enter the department code 99.

## **GMAT Scores**

The Graduate Management Admission Test (GMAT) is designed to "provide counselors and admission officers with one predictor of academic performance in the first year of graduate management school."

GMAT scores are an optional part of your application. Consider submitting GMAT scores if you did not perform well in prior academic programs or if you conclude that scores would improve our overall assessment of your application. We do not discriminate against applicants that do not submit GMAT scores.

## **Supplemental Materials**

As part of your application, you may include copies of any documents (i.e., prior scholarly or practitioner publications) that you believe will help the Admission Committee make a better decision. These documents should be submitted either with Part B of the application or with the affirmation form. These documents will not be returned.

## **Interview**

If you qualify, we will contact you to schedule an admission interview soon after we receive all of the other application documents. This is either an on-site or a phone interview with us to discuss your application.

In addition to enhancing the information available to the Admission Committee, the interview provides an opportunity to explore how the program can support your professional needs, educational objectives, and personal schedule.

## Financial Aid

Most Pace University doctoral students continue advancing their full-time careers while completing doctoral studies. Therefore, we do not offer doctoral scholarships, fellowships, or living stipends. Some doctoral students receive full or partial tuition reimbursement from their employers.

Some students seek educational loans either through Pace University or from other private or public sources. Many of these loans are only available to U.S. citizens or permanent U.S. residents. For more information, visit the web page <http://www.pace.edu/prospective-students/graduate/financial-aid>. To request information about these and other financial aid options please contact the Financial Aid Office, Pace University, One Pace Plaza, New York, NY 10038-1598. (212-346-1300).

Pace University awards tuition discount to its adjunct faculty members. Doctoral students who teach as an adjunct at Pace are eligible for this benefit. More information is available at: <https://www.pace.edu/human-resources/benefits-and-wellness/education/part-time-faculty>.

## Confidentiality

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

## Contact Us

If you have questions about the program, the admission process, or the content of your application, please contact us by:  
Email [DPS.business@pace.edu](mailto:DPS.business@pace.edu)  
Telephone (212-618-6660)

Submit Part B and your resume as an attachment to an email.

Mail the application fee and completed affirmation form to:  
Admission Committee  
Doctoral Program  
Lubin School of Business

Pace University  
1 Pace Plaza, 4<sup>th</sup> floor  
New York, NY 10038-1598

## Important Dates

The application deadline is **June 1**. The Admission Committee may consider applications received after the deadline for admission on an ad hoc basis.

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 notify you periodically of documents missing from your application file.

We schedule and conduct interviews soon after an admission file is complete. For completed applications received by March 31, we will issue admission decisions soon after the interview. This is similar to a priority decision deadline. For completed applications received after March 31, we will issue admission decisions in the first half of July.

If you are accepted, you must register for doctoral seminars by July 31. We will assist you with registration and advisement.

If you are accepted, you must attend a full-day program orientation on the third Friday of August. Also, please note that students are required to attend all executive Friday sessions (i.e., five sessions per semester). The dates of these sessions are available on our website.

After acceptance and upon your written request, the Doctoral Program may at its discretion grant an admission deferral for one year.