



STANFORD  
GRADUATE SCHOOL OF BUSINESS



# Ph.D. Program Application Instructions 2009



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## GRADUATE SCHOOL OF BUSINESS

### A Letter from the Assistant Dean

We are delighted that you are interested in learning more about the Graduate School of Business Ph.D. Program. The information on our website will introduce you to the tremendous academic opportunities available to you here at Stanford. Our Ph.D. Program is central to the mission of the GSB: to be the leading academic school of management.

Graduates of our doctoral program go on to become faculty members at some of the top universities throughout the world, and maintaining a strong Ph.D. program is essential to our approach to business research and education.

Amid the dynamic intellectual environment at Stanford, our academic culture is grounded in the synergies between research and teaching. Our faculty members prize that relationship, and our students carry this value with them as they establish their own professional careers.

If you are curious about ideas, want to be challenged, engage in original research, and have a direct impact on the academic and business communities for years to come, there is no better way to do it than by educating tomorrow's leaders as a professor in one of our disciplines.

I join our faculty and students in inviting you to learn more about us by exploring our website. I encourage you to read about our program, our students, faculty, and alumni, and the exciting research going on here at the Stanford GSB.

Thank you again for considering our program. My best wishes to you during this exciting period of your life.

Sincerely,

Robert Urstein, Ph.D.  
*Assistant Dean for the Ph.D. Program*



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### Getting Started

You are required to submit the 2009 application form, even if reapplying to the program (see Reapplicants section).

#### Eligibility

Applicants to the Ph.D. Program are not evaluated on strict eligibility requirements. Although there are no required courses to begin a doctoral program, it is highly recommended that applicants have a strong background in quantitative methods. Depending on your individual field of study, it may also be beneficial to have a good understanding of the basic principles of your chosen field; for example, psychology or sociology, if you are pursuing graduate work in organizational behavior. Suggested prerequisites for admission into specific fields are detailed in the individual [field](#) descriptions.

We do not require:

- A minimum GPA (grade point average)
- A minimum GMAT or GRE score
- Particular fields of undergraduate/graduate study
- A minimum level of work experience
- The MBA or other graduate degrees

#### A Note on Academic Eligibility

Students who have completed academic coursework at a university of recognized standing equivalent to that required for a bachelor's degree from an accredited institution in the United States may apply for admission. Degree programs based on a total of sixteen years of full-time academic work usually qualify as equivalent to a U.S. bachelor's degree. However, the Admissions Committee does not consider certificates from vocationally oriented programs of the required duration that are not part of a university degree program equivalent to a university-level degree.

For international applicants there are [guidelines](#) to the minimum level of study required of applicants who wish to apply for graduate study at Stanford.

All newly entering students must have a minimum of a conferred bachelor's degree in order to enroll in the GSB Ph.D. Program. Degrees must be verified by official copies of diplomas or conferral statements on academic records.



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### **Admission Criteria**

The Admissions Committee carefully reviews each applicant's entire record and bases its decision on factors including an applicant's academic preparation and performance, research potential, strength of references, scores on the entrance examination test, personal qualities and the applicant's personal statement of purpose (including fit between the applicant's research interest and faculty interest).

### **Strong Academic Aptitude**

Because the Ph.D. Program at the Business School is rigorous and challenging, student must possess a solid academic foundation. We learn about your academic aptitude from your collegiate record.

## **Application Deadline and Fee**

### **Application Deadline**

- December 1, 2008 - Application deadline for fall 2009

Applicants are urged to sign up early for the [GMAT/GRE/TOEFL](#) and to arrange for timely submission of transcripts and letters of reference so that all documents will be received on or before this deadline. Late applications or applications with late supporting documentation may not be reviewed.

We guarantee the review of only those applications that are complete as of December 1, 2008.

Admitted students are expected to enroll in the program in September, 2009. The faculty will consider requests to defer matriculation for a year, but they reserve the right to refuse such requests. If the deferred admission request is denied, the student must choose either to enroll at the time for which admission has been offered or to reapply for admission at a future time.

### **Application Fee**

The Ph.D. Program application fee is \$105. You may pay the application fee either by check or by credit card.

To pay by check, submit a check or U.S. postal money order (U.S. currency, payable through a U.S. bank) in the correct amount. The \$105 Ph.D. application fee should be made payable to the "Stanford Graduate School of Business". You must print the payment voucher from the online application.



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The voucher is only available after submitting the online application. On the check or money order write the following information:

- Your full name as listed on the application
- Your application ID number

### Biographical Data

- Use your legal name when completing the application form. Do not use nicknames except in the question "Preferred First Name".
- If your credentials will be submitted under more than one name (as in the case of maiden names or alternate name forms for applicants from India and the Far East), it is important that you note this on the application.
- International applicants must list a foreign home address that is not a post office box.
- Ask your referee to use your formal name when writing your letter of reference.

### Standardized Test Information

[Graduate Management Admission Test \(GMAT\)](#)  
[Graduate Record Examination \(GRE\)](#)

All applicants are required to take either the GMAT or GRE based on the field of study to which they are applying. Standardized test scores must be no older than five years. Test scores taken between December 1, 2003 and December 1, 2008 will be accepted for fall 2007 entry. Any tests taken **after** the deadline of **December 1, 2008** will not be considered in our evaluation.

Test scores received in our office prior to January 1, 2008 are no longer retained on file. Therefore, if you previously submitted test scores, but did NOT apply to our program, you must resubmit your test scores.

The test requirements, by field of study, are as followed:

- Accounting - The GRE is preferred, although the GMAT will be accepted.
- Economic Analysis & Policy - The GRE is preferred, although the GMAT will be accepted.
- Finance - The GRE is preferred, although the GMAT will be accepted.
- Marketing - Either the GMAT or GRE is accepted.
- Organizational Behavior - Only the GRE will be accepted.
- Operations, Information & Technology - The GRE is preferred, although the GMAT will be accepted.
- Political Economics - Only the GRE will be accepted.



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Official test scores for the GMAT or GRE must be received from the Educational Testing Service (GRE) or the Graduate Management Admissions Council (GMAT).

### **Educational School Codes for the GMAT and GRE**

- GMAT – Educational School Code – L9R-KW-27
- GRE – Educational School Code – 4704 (preferred code); or 4730

### **Test of English as a Foreign Language (TOEFL)**

Scores are required of all applicants whose first language is not English. Exception: individuals who have completed a U.S. bachelor's degree or a two-year master's degree (or the equivalent of either degree) at a recognized institution where all instruction is provided in English are not required to submit TOEFL scores. This exception does not apply if the courses were completed in a country where English is spoken, though not all courses were provided in English. Being a citizen of the United States does not automatically exempt an applicant from taking the TOEFL. If the applicant's first language is not English, the applicant must meet the exception above or submit TOEFL scores.

- Scores must be submitted from a test taken within the last eighteen months prior to our deadline of December 1, 2008.
- For fall 2008, we will accept scores taken from June 1, 2007 through December 1, 2008.
- Applicants for doctoral programs in all fields taking the computer-based TOEFL are required to have a minimum total score in the range of 250-300.
- Applicants for doctoral programs in all fields taking the paper-based TOEFL are required to have a minimum total score of 600.
- Applicants for doctoral programs in all fields taking the internet-based TOEFL are required to have a minimum total score of 100.
- Scores must be reported directly to Stanford from the Educational Testing Service. We do not accept score reports mailed by applicants as official.

### **Educational School Code**

- TOEFL – Educational School Code – 4704

## **Academic Background**

- List every college and university you have attended full-time for one academic year or more, and any degree program in which you are currently enrolled. List schools chronologically, starting with your undergraduate degree first.



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- Do not separately list studies abroad programs you completed while enrolled at the home institution if the grades are included on your transcript.
- Self report your Grade Point Average (GPA) for each institution listed.

Nearly all colleges in the United States use a "four point" system, where numerical values are applied. This allows grades to be easily averaged.

Additionally, many schools add .3 for a "+" grade and subtract .3 for a "-" grade. Thus, a B+ yields a 3.3 whereas an A- yields a 3.7. A grade of A+, if given, is usually assigned a value of 4.0 (equivalent to an A) due to common assumption that a 4.00 is the best possible grade-point average, although 4.3 is awarded at some institutions.

Using this 4-point system, please enter your GPA for each school listed on the Academic Background page.

Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

If your school uses a system based on A=5.0 or A=6.0, convert to a 4.0 system by subtracting 1.0 or 2.0 respectively.

If your school uses the 100, 20, 10, or an unusual point system, or has some other anomaly, enter 0.00. Instead enter the point value and the name of the point system in the 'Unconverted GPA' section.



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### Academic Credentials

**U.S.:** Arrange to have one transcript from every postsecondary institution you have attended for at least one year as a full-time student sent directly to our office. Transcripts must bear the official seal of the institution and the signature of the Registrar. All records should clearly indicate the name under which you are applying to Stanford.

**International Academic Credentials:** Arrange to have one academic record from every postsecondary institution attended for at least one year as a full-time student sent directly to our office.

Stanford's assessment of a foreign degree is based on the characteristics of a national educational system, the type of institution attended, and the level of studies completed. The following guidelines indicate the minimum level of study required of applicants from recognized academic institutions outside the U.S.

- *British patterned education:* bachelor's degree with honors.
- *France:* *maîtrise* from university or completion of three-year *diplôme d'ingénieur* from *grandes écoles*. *Note:* the *gradué*(graduate certificate) does not meet minimum requirements.
- *Germany:* the *diplom*, *magister artium (M.A.)*, or *staatsexamen*.
- *Other European countries:* university degree requiring four years of study.
- *Middle East:* university degree requiring four years of study.
- *Canada:* three-year bachelor's degree from Quebec, four-year bachelor's degree from other provinces.
- *Latin America:* university degree requiring four years of study
- *India, Pakistan, Bangladesh, Nepal:* bachelor's degree in engineering or medicine, master's degree in all other fields. *Note:* A three-year bachelor's degree in any subject is not considered sufficient for graduate study at Stanford. The two-year master's degree following the three-year bachelor's degree from India is required.
- *Philippines:* five-year bachelor's degree or four-year bachelor's degree plus one year of graduate work.
- *Russian republics:* university diploma requiring four-and-a-half to six years of study.
- *Other Asian countries:* university degree requiring four years of study.

#### Tips for Submitting Academic Records

- Academic records should give detailed information on the content and quality of your performance, courses taken each year, and grades received. The



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grading scale of the institution and your rank in class should be noted whenever possible.

- Degrees must be verified by official copies of diplomas or conferral statements on academic records.
- Academic records must be original documents bearing the seal and signature of the Registrar or copies verified by a school administrative officer. Do not send documents that cannot be easily replaced.

If the institution does not issue records in English, original language records must be submitted with translations. All translations must be literal and complete versions of the original records. All supporting material must be in English.

The University reserves the right to require additional academic documents. If we are unable to verify the nature or authenticity of your academic documents, you may be asked to obtain an evaluation from a foreign credential evaluation service.

### **Directions for Scanning Transcript(s) and Test Score(s)**

Prior to receiving your official transcript(s) or test score(s) you may scan your document and upload it with your online application.

When scanning documents for your application uploads, make sure that your scanned document will view and print FULL SIZE on an 8-1/2 x 11 inch letter size paper.

Any scanned transcript or test score document that prints smaller than a full size on an 8-1/2 x 11 inch will severely DELAY the processing of your application as we will ask you to resubmit the document(s) so that it is easily viewable to faculty in printed paper and on a computer screen.

To check the view size, please **view and print** your application "PDF" BEFORE submitting your application.

Follow the instructions below to scan and upload a copy of your transcripts:

- Make a low-resolution photocopy of your transcript (this will suppress the background which will help reduce the file size)
- Scan the photocopy (experiment with different settings until you find one that results in the smallest file size)
- Upload all pages of your transcript, but only one page of your university's transcript key or grading scale
- Save the scanned object as a .jpg file



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- Close the .jpg file
- Open Microsoft Word or similar word processing program
- Click on the Insert tab, and do Insert from file or picture
- Browse to your saved .jpg file
- Save your .jpg file as a .doc, .wpd, .rtf, .xls, .pdf, or .txt format. Note: For Macintosh users, please note that the filename must include the appropriate 3 letter extension.
- Do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.
- Check the size of your file before uploading. It cannot exceed 500kb.

### Completed Coursework

- List the three most advanced mathematics courses you have completed.
- List the three most advanced statistics or econometrics courses you have completed.
- List the four most advanced courses you have completed in the relevant field of study that you plan to build upon.
- For each course listed, provide your course grade, total number of classroom hours, and rough rank in the course, e.g. 11th out of 89 students.

This data should be entered in the Completed Coursework section of the online application.

### Letters of Reference

We require three letters of reference. In selecting your referees, choose individuals who can provide an overall evaluation of your readiness and potential to succeed as a doctoral student and ultimately as a researcher and professor.

The faculty prefers that all reference letters be written by academics. They can be either your instructors, your advisors, or, in the case of applicants who hold teaching jobs, your colleagues. In some cases it may be appropriate to ask non-academic individuals as long as they can best speak about your academic abilities.

If you have been away for a significant period of time, you may substitute nonacademic references of your choice.

You must enter the names and contact information for each provider in the Reference section of your application (prior to submitting).



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Individuals writing letters of reference on your behalf are required to submit their letters through our online application system. **Only in extenuating circumstances will hard copies of reference letters be accepted.**

If your referee cannot submit their letter of reference online, contact our office to receive a hard copy of the reference form. Unless an exception has been made by our office, hard copies of reference letters will NOT be accepted.

- Three letters of reference are required. Do not send additional letters of reference.
- It is highly inappropriate to draft or write your own letter of reference, even if asked to do so by your referee. If the individual insists on this approach, you should find another referee.
- You are responsible for ensuring that all three references are submitted online by December 1, 2008.
- Federal law provides, after enrollment, a right of access to letters of reference if it is retained by the school, and that no school may require an applicant to waive this right. You will be asked to read, choose, and sign your right of access to each letter of reference.

### Step 1: Register Your Referee

- Go to the list on the sidebar of your online application and access the "References" tab.
- Enter your referee's personal information on the registration page.
- At the question, "Will your provider be submitting the letter of reference online?" please select "Online".

**Exceptions:** – You may select "Offline" if:

1. You are a reapplicant who applied within the last three years and will be using previously submitted letters of references
- OR-
2. With prior approval, an exception has been granted by our office to submit a letter of reference in hard copy

### Step 2: Referee Receives Email and Logs in

- Your referee receives an automated email with instructions to login to the Online Reference System.

### Step 3: Referee Completes and Submits Reference

- After logging in, your referee(s) has access to an exact replica of the Stanford Ph.D. Letter of Reference Form and has the ability to submit the reference directly to us.



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### **Step 4: You and Your Referee Receive Confirmation**

- When your referee submits the reference, both you and your referee(s) will receive an email to notify you of its successful submission. Follow this procedure for each referee.

### **Step 5: Submit Your Online Application Form**

- You may submit your application at any time. You do NOT need to wait for the referee to submit his/her online reference. However, you should frequently check to see the status of completion and send a reminder if necessary.

### **Step 6: Stanford Ph.D. Admissions Receives Your Application Form and Letters of Reference Electronically** (Online only)

- Your Letters of Reference are received as part of your complete online application.

### **Special Note to Reapplicants:**

Although you are required to submit only one “new” letter of reference, it is mandatory that you register all three referees prior to submitting an application.

Referees registered “Offline” will not receive the messaging in Steps 2 and 4. Also, letters from “Offline” referees will be retrieved from an applicant’s previous application materials instead of being received electronically as stated in Step 6.

## **Major Honors/Awards**

- List honors, fellowships, non-academic distinctions you have received, if any, that reflect most clearly on your potential for doctoral study in your chosen field. Provide any additional information for each, such as criteria, who and how many were eligible to receive it, and approximately how many were given the same or higher honor that year.
  1. **Example:** One of the five students in my graduating class of 87 students majoring in Psychology in 2007 who received distinguished research awards.
  2. **Example:** One of the 167 people who graduated magna cum laude (or with a higher honor) in my graduating class of 1337 in 2008.)
- Identify the contact person from the institution or organization certifying the award or honor.

Uploaded documents in the Major Honor/Award section of the online application must have a top margin of at least one inch.



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### Resume

Submit a resume summarizing your activities and experiences to date.

Uploaded documents in the Employment Information section of the online application must have a top margin of at least one inch.

### Statement of Purpose

Write a brief essay on the following subjects concerning you and your intended field of study:

- Your past work on relevant issues
- What excites you most about the field
- Possible areas of research you might pursue
- Any research projects you have completed with a faculty member
- Any other information you would like to provide to the admissions committee

(If you are applying to Organizational Behavior, you should describe any research projects you have completed with a faculty member — especially projects with the faculty members who are writing your letters of reference.)

While admission to the Ph.D. Program is based primarily upon superior academic achievement and potential to contribute to management research and education, the Admissions Committee also regards the diversity of an entering class as important to the School's educational mission.

If you would like the committee to consider how factors such as your background, life and work experiences, advanced studies, extracurricular or community activities, culture, race, ethnicity, socioeconomic status, or sexual orientation would contribute to the diversity of the entering class, and hence to the GSB PhD experience, please describe these factors and their relevance in a separate statement.

Uploaded documents in the Statement of Purpose section of the online application must have a top margin of at least one inch.

### Reapplicants

Those who have previously applied to the Graduate School of Business Ph.D. Program are considered reapplicants. For those that have applied within the last



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three years the reapplication process is somewhat simpler because a number of credentials are still on file in our office and may be reused. All reapplicants must:

- Complete a new application and \$105 application fee
- Submit an updated Statement of Purpose
- Submit an updated Resume
- Explanation on what has changed since your previous application
- Submit one "new" letter of reference \*
- Submit new test scores (if applicable)
- Provide updated transcripts or grades not contained in previous application
- Submit a TOEFL score if you are an international applicant who did not attend an English speaking institution

Because the applicant pool is invariably large and competitive, the Admissions Committee does not generally encourage reapplication unless there has been a significant change in an applicant's credentials. An example would be the addition of relevant coursework in which the student received excellent marks, improved test scores, and/or additional or newly acquired research exposure.

The explanation of changes since your previous application located in the Application Information section of the online application must have a top margin of at least one inch.

\*NOTE: Reapplicants must submit one new letter of reference. Applicants may use two reference letters from a previously submitted application if they have applied within the last three years. You are still required to register three referees online before submitting your application. However, for the two referees for whom you'll be using previously submitted letters, please register them as "Offline".

### **Fundamental Standard**

The Fundamental Standard has set the standard of conduct for students at Stanford since 1896. The Honor Code, written by students in 1921, is the University's statement on academic integrity. It articulates University expectations of students and faculty in establishing and maintaining the highest standards in academic work.

Your electronic signature on your application represents your commitment to the spirit of the Fundamental Standard and Honor Code and signifies that ALL of the information that you have provided in this application is your own work and, to the best of your knowledge, complete and accurate.



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If you are offered admission, Stanford reserves the right to withdraw that offer if: 1) you show a significant drop in academic performance or fail to graduate; 2) there has been a misrepresentation in the application process or a violation of any of the terms of the application process; or 3) we learn that you have engaged in behavior prior to matriculation that indicates a serious lack of judgment or integrity. Stanford further reserves the right to require you to provide additional information and/or authorization for the release of information about any such matter.

### **Stanford University Fundamental Standard**

“Students are expected to show both within and without the University such respect for order, morality, personal honor, and the rights of others as is demanded of good citizens. Failure to observe this will be sufficient cause for removal from the University.”

### **Stanford University Honor Code**

“A. The Honor Code is an undertaking of the students, individually and collectively:

- 1) that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
- 2) that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

B. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.”

## **Electronic Signature**

Your electronic signature on your application represents your commitment to the spirit of the Fundamental Standard and Honor Code and signifies that ALL of the information that you have provided in this application is your own work and, to the best of your knowledge, complete and accurate.

Your signature will not appear on your application PDF until you submit it.



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### Submitting a Completed Application

#### **Final Application Checklist:**

- Completed online application
- \$105 Application Fee
- Personal Statement
- Resume
- Three (3) Letters of Reference
- Official GMAT/GRE/TOEFL scores received through the Educational Testing Service (GRE & TOEFL) or the Graduate Management Admissions Council (GMAT) through Pearson Vue
- Official transcript(s) in sealed envelopes
- Signature

All applications must be submitted by midnight Friday, December 1, 2008 Pacific Time.

Please remember to preview your online application before submitting it. This is especially important for the uploaded materials (e.g. personal statement, resume), as formatting may be slightly altered.

We strongly recommend that you and your referees not wait until the deadline day to submit your application, or letters of reference, as high server traffic may cause technical difficulties.

If you are experiencing problems with your online application, please contact ApplyYourself prior to the 12 midnight application deadline.

#### **Mailing Supplemental Application Materials**

Most materials are submitted as part of your online application. However, you will need to submit the following items separately:

- Official Academic Transcripts
- An application fee of \$105 via check or money order in U.S. dollars

#### **Mail your official transcripts to:**

Ph.D. Admissions Office, Room 458  
Stanford Graduate School of Business  
518 Memorial Way  
Stanford, CA 94305-5015 USA



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### IMPORTANT NOTE

- Please do not send additional materials (e.g. publications, photographs, videos, CD's or portfolios). These items are not reviewed during the admissions process.
- We suggest that you mail your package through a delivery service that can track your shipment. We are unable to confirm receipt of materials by our office.

### Once You Have Applied

#### Application Status

After submitting your application, you will receive a confirmation via email that your application has been successfully submitted to the Stanford GSB Ph.D. Program Office. Please make sure that your junk mail filters will accept emails from [Ph.D.\\_program@gsb.stanford.edu](mailto:Ph.D._program@gsb.stanford.edu).

#### Review of Materials

By submitting your application you agree that Stanford has the right to investigate the authenticity, accuracy, and authorship of materials submitted, information provided, and assertions made in connection with the application.

Stanford reserves the right to withdraw that offer if: 1) you show a significant drop in academic performance or fail to graduate; 2) there has been a misrepresentation in the application process or a violation of any of the terms of the application process; or 3) we learn that you have engaged in behavior prior to matriculation that indicates a serious lack of judgment or integrity. Stanford further reserves the right to require you to provide additional information and/or authorization for the release of information about any such matter.

#### Decision Notification

Decisions are based on a comprehensive evaluation of the applicant's file, including an applicant's academic preparation and performance, research potential, strength of references, scores on the entrance examination test, personal qualities and the applicant's personal statement of purpose (including fit between the applicant's research interest and faculty interest).

Final decisions will be posted to your ApplyYourself online application. Most decisions will be available in early March 2009. We simply cannot provide decisions earlier, ***under any circumstances.***

#### Feedback on Applications

We recognize that you devote a great deal of time and effort to your application and wish to discuss it with a member of our Admissions Committee or faculty member. Regrettably, we are unable to provide individualized feedback to any applicant.



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### Financial Aid Resources

#### Estimated Graduate Student Expense Budget, 2008-2009

The Ph.D. Program provides financial aid to qualified doctoral students and generally guarantees four years of support based on satisfactory academic performance. Students making satisfactory progress and needing financial aid normally receive full tuition and at least 90 percent of estimated living expenses (not including expenses for dependents) in the form of a fellowship stipend and/or a research or course assistantship.

For the 12-month academic year 2008-2009, on campus expenses for a single student have been calculated as follows:

2008-2009	Single On-Campus
Tuition 11-18 units (Fall,Wtr,Spr)	36,030
Tuition 8-10 units (Sum)	7,810
<b>Total Tuition</b>	<b>\$43,840</b>
Books and Supplies	2,360
Rent, Food, Personal	22,800
Local Transportation	1,052
Medical Insurance	3,024
<b>Total Living Costs</b>	<b>\$29,384</b>
<b>TUITION &amp; LIVING TOTAL</b>	<b>\$73,224</b>

The Admissions Committee evaluates application files without any knowledge or consideration of an applicant's financial status. The Program announces financial aid awards at the same time as admissions decisions in mid-March.

#### Supplemental Income

There are various means of increasing one's income beyond the granted GSB financial support package. One method is incidental grading and tutoring, informally known as hourly work. Foreign students by the terms of their visas cannot work more than 20 hours per week. U.S. citizens cannot work more than 28 hours per week.

#### Professional Development Grant

The Ph.D. Program encourages students to attend professional conferences by providing funding to cover some expenses in travel, publication submission fees, or professional organization membership fees. Professional conferences enable



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students to (1) gain exposure to types of research that we do not do here at Stanford, (2) discuss state of research in different areas, (3) discuss and get feedback on their own work, and (4) meet leading faculty and Ph.D. students from other schools. Further detail about professional development funding will be available to admitted students.

### **Loans**

The Stanford University Graduate School of Business has partnered with Nelnet (the National Education Loan Network) to provide a private educational loan, called the Nelnet Loan, to international business school students. There may be other private educational loans for international students. However, many private educational loans do not offer the combination of relatively low interest rates with the possibility of not requiring a co-signer for the loan.

Repayment of loans usually commences six months after graduation or six months after a student drops below one-half-time registration, whichever comes first. Further information is available from the Financial Aid Office.

### **Sources of Outside Financial Support**

Ph.D. Program students at the Graduate School of Business have achieved the distinction of receiving fellowship support from a wide array of scholarship foundations. Some commonly won awards are fellowships granted by National Science Foundation, State Farm Foundation, Deloitte & Touche Foundation, Peat Marwick Foundation, Ford Foundation, John M. Olin Foundation, KPMG Foundation, Department of Energy, and Environmental Protection Agency.

### **Outside Employment**

The full-time study load at the School allows very little time for outside employment. Students should not plan to rely on part-time work to defray any of their expenses. Because of the rigorous requirements of the Ph.D. Program and its research orientation, the Program strongly discourages any outside employment other than research with the faculty and incidental grading and/or tutoring positions.

## **Policy Statements**

For additional information and policies applicable to students, see the *Stanford Bulletin* at <http://bulletin.stanford.edu>.

### VISA STATUS

In order to register as students, the University requires that all those who are not U.S. Citizens or U.S. Permanent Residents obtain and maintain an appropriate visa status for their stay in the United States.



# STANFORD

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## GRADUATE SCHOOL OF BUSINESS

### STATEMENT OF NONDISCRIMINATORY POLICY

Stanford University admits students of either sex (including gender as defined under the California Fair Employment and Housing Act) and any race, color, religion, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Consistent with its obligations under the law, it prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national and ethnic origin, and any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other University-administered programs. The following person has been designated to handle inquiries regarding this policy: the Director of the Diversity and Access Office, Mariposa House, 585 Capistrano Way, Stanford University, Stanford, CA 94305-8230; (650) 723-0755 (voice), (650) 723-1216 (TTY), (650) 723-1791 (fax).

### Contact Information

#### **Stanford Graduate School of Business**

##### **Main Address**

Stanford Graduate School of Business  
Ph.D. Program Office, Room 458A  
518 Memorial Way  
Stanford, CA 94305-5015  
USA

##### **Ph.D. Program Office**

Telephone: 650.723.2831  
Email:  
[PhD\\_Program@gsb.stanford.edu](mailto:PhD_Program@gsb.stanford.edu)  
Web Page:  
[www.gsb.stanford.edu/phd](http://www.gsb.stanford.edu/phd)

##### **Graduate Management Admission Test**

1600 Tysons Blvd., Ste. 1400  
McLean, VA 22102 USA  
Web Page:  
[www.mba.com/mba/TaketheGMAT](http://www.mba.com/mba/TaketheGMAT)

#### **Graduate Record Examination**

##### **GRE-ETS**

P.O. Box 6000  
Princeton, NJ 08541-6000 USA  
Web Page: [www.gre.org](http://www.gre.org)

#### **ApplyYourself Technical Support**

Technical support is available from any page within the online application by clicking on the ApplyYourself Tech Support button. ApplyYourself responds to all technical support questions within 24 hours, and within 1 hour on the day of the deadline.