Admission Process
The KSU PhD four-step application process is designed to determine if applicants have the skills and interests necessary to succeed in the program. Admission decisions for each step are made only after receipt of required documents for that step.

STEP 1 | INITIAL REQUIREMENTS

**ATTEND INFORMATION SESSION**
We strongly encourage you to attend an information session before you apply to gain more information about the PhD in Business Administration Program.

**COMPLETE APPLICATION**

Do not use the Recommenders options on the application page. We require traditional business letters on the author's letterhead submitted electronically through email.

Note: Neither the GMAT nor the GRE is required; you should skip this question on the application.

**SUBMIT RESUME & COVER LETTER**

Your resume should document your professional experience. In your cover letter, please explain how your experience meets the following preferred qualifications:

- A minimum of ten years of significant professional and/or senior level management experience with high levels of responsibility and expertise in the concentration area you choose. If you do not have a minimum of 10 years of professional experience, please explain why other experience or qualifications compensate for an absence of professional experience.

- Evidence of active contributions to your field of expertise beyond your academic work through making presentations or preparing written contributions, leading major projects, as well as participation in professional development activities.

- A track record of significant professional achievements that have impacted your organization and/or profession.

- A history of significant personal and professional development.

- Current professional expertise and certifications at the time
You will have the option to attach your resume and cover letter to your electronic application. Or, you may submit an electronic copy only to ksugrad@kennesaw.edu. Please do not mail your resume or cover letter.

REQUEST ACADEMIC TRANSCRIPTS

Applicants to the PhD in Business Administration Program should have a master's degree, preferably in business or a related topic from an appropriately accredited institution; however, the graduate degrees in business should be from AACSB accredited business schools.

Request that official transcripts from each institution attended (of all previous college work) be sent to you in sealed envelopes or sent directly to the KSU Graduate Admissions Office at ONE of the following addresses:

**Mailing Address (use for ALL U.S. POST OFFICE mail, including U.S. Express Mail)**

**Kennesaw State University**  
Office of Graduate Admissions  
1000 Chastain Road, #9109  
Kennesaw, Georgia 30144.5591

**Delivery Address (use for other delivery means such as FedEx, UPS, etc.)**  
Kennesaw State University  
Office of Graduate Admissions  
3391 Town Point Drive, Suite 1800  
Kennesaw, Georgia 30144.5591  
470.578.4377 (include phone number)

SUBMIT STATEMENT OF INTEREST

Your Personal and Professional Statement of Interest should be 2-3 pages in length and should discuss the following:

- Why do you want to pursue a doctorate at this time?
- What are your career aspirations after you receive the PhD in Business Administration?
- What general area of business are you interested in studying in the Program (e.g., accounting, information systems, management, or marketing), and what specific issues in that area interest you? (For instance, you may wish to learn more about how firms choose particular international markets to enter).
- What obstacles/challenges do you anticipate having to overcome to complete your PhD within a reasonable time frame (i.e., 3-4 years), and what is your plan to address these obstacles/challenges?

Submit one electronic copy of your **Personal and Professional Statement of Interest** in the PhD in Business Administration Program to ksugrad@kennesaw.edu.

The Program will **not** accept a paper submission. The subject line should include PhD in Business Administration, Your Name, Personal and
REQUEST TWO LETTERS OF RECOMMENDATION

Two letters of recommendation should be requested from professionals in academe or industry who can comment on the following:

- Your personal and professional accomplishments and how you achieved them.
- How you have contributed to enhancing the competitive position of the organization and development of colleagues.
- Your demonstrated leadership and your potential for advanced academic work.

Do not use the Recommenders options on the application page. We require traditional business letters on the author's letterhead submitted electronically through email.

- Letters of recommendation should be emailed as an attachment on letterhead to ksugrad@kennesaw.edu. The subject line should include PhD in Business Administration, Your Name, Letter of Recommendation.
- Please do not mail a paper copy of your letters.

The Admission Committee will review all documents listed above, and, if successful, you will be invited by email to proceed to STEP 2. If you are not qualified to proceed to STEP 2, you will be notified as well.

STEP 2 | RESEARCH WORKSHOP & RESEARCH INTEREST OVERVIEW
(by Invitation Only)

ATTEND RESEARCH WORKSHOP

You will be invited by email to attend a one-day research interest workshop at the KSU Center.

This is an important opportunity for you to meet other prospective students, learn more about the opportunity and challenges of doctoral level research, and begin preparation of your research interest overview.

SUBMIT RESEARCH INTEREST OVERVIEW

Attendance in the workshop is required, and your Research Interest Overview will be a key factor in the admission decision.

After completing the workshop, you will prepare a 12-15 page Research Interest Overview (RIO). This overview is the most critical component of your application. Submit an electronic copy of your paper to ksuphd@kennesaw.edu. The subject line should include your last name, your first name - Research Interest Overview. Please do not mail a hard copy.

The Admission Committee will review the Research Interest Overviews using a double blind procedure. If successful, you will be invited by email to proceed to STEP 3. If you are not qualified to proceed to STEP 3, you will be notified as well.
STEP 3 | INTERVIEW
(by Invitation Only)

INTERVIEW

Complete an interview with the PhD Directors and two or more faculty members.

If you live within a reasonable driving distance of Kennesaw, Georgia, please plan to attend the interview in person. However, if you live a greater distance away, the admission committee will conduct a phone interview.

The Admission Committee will evaluate your interview, and, if successful, you will be invited by email to proceed to STEP 4. If you are not qualified to proceed to STEP 4, you will be notified as well.

STEP 4 | OFFER & COMMITMENT

OFFER & COMMITMENT

Because of class size limitations, not all successful candidates will be selected. Some may be asked to reconsider the Program in a subsequent year.

Once this offer is made, candidates have two weeks to accept and pay a non-refundable deposit.

Classes begin in August. Orientation will be 1 day prior to the start of class.