PhD Management
Application Instructions & FAQ

1. Required Documents & WebAdvisor

WebAdvisor is the University of Guelph's online student portal. For applicants, this is where all documents required in support of your application will be submitted. After completing Step 1 of the application process, the submission of your online application through the Ontario Universities' Application Centre (OUAC), you will receive an email from the Office of Graduate and Postdoctoral Studies (OGPS) with your WebAdvisor login.

NOTE: It may take up to 5 business days to gain access to WebAdvisor.

For the PhD Management program, you will need to provide the following:

- Unofficial transcripts (see Section 2)
- Statement of Research (see Section 3)
- An updated CV / resume
- At least two references, preferably academic (see Section 4)
- GMAT or GRE scores (see Section 5)
- English language proficiency test (if applicable – see Section 6)

You have 5 minutes after uploading a document to change the file. If you need to add, change, or delete an uploaded document after this 5-minute period, complete this online request.

We recommend reviewing the Frequently Asked Questions – Uploading Documents to WebAdvisor before starting to upload your documents.

Document Submission Deadline: February 1

2. Transcripts & Academic History

Please include a complete academic history on your OUAC application, including all post-secondary institutions attended.

A copy of your transcript(s) from **each** academic program you have attended is required. This includes courses taken as part of an exchange program, multiple programs from the same institution, and courses taken towards a degree that was not completed.

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Transcripts must include a grading scale or legend in order to correctly be assessed.

NOTE: While unofficial transcripts are sufficient for admission consideration, official copies of your transcripts will be required if you receive an offer of admission.
Ordering these in advance will help avoid any delay.

If you attended university in Ontario: you may choose to order your official transcripts directly through the OUAC system at the time of applying. Your transcripts will be automatically added to WebAdvisor within a few business days. You will not need to upload unofficial copies if you choose this option.

If you attended university outside of Ontario: you will need to order official transcripts from each institution to be sent directly to the OGPS.

- Electronic transcripts should be sent from the institution to gradapps@uoguelph.ca
- Paper transcripts should be sent from the institution in a signed and sealed envelope to:

  Office of Graduate and Postdoctoral Studies
  University Centre – Level 3
  University of Guelph
  50 Stone Road East
  Guelph, ON N1G 2W1
  Canada

Please see Frequently Asked Questions – Transcripts for information on transcripts, including translation requirements for international documents.

3. Statement of Research

Please do not enter your statement of research in the OUAC online application. You will upload your statement to WebAdvisor in Step 2 of the application process.

You are encouraged to use the Statement of Research to outline your research interests, state your objectives for undertaking this doctoral program and describe how and why this program is a good fit for those goals, and demonstrate alignment with ongoing faculty research. The suggested length for the Statement of Research is 1-2 pages.

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4. Reference Assessments & Referees

You will need to select two referees who can provide an assessment of your suitability for graduate studies. A third referee is optional. Our preference is for academic referees, however if you have been out of academia for an extended time you may substitute professional referees instead.

Once you have completed the OUAC application form, your referees will be emailed a link to complete an online reference assessment form. In addition to the reference letter, they will be asked to rate you on several areas, including potential research ability, academic performance, industriousness/perseverance, and judgement.

For further information on referees and the reference assessment form, including what to do if your referee did not receive the email link, or if you need to add or change a referee, consult the Frequently Asked Questions – References.

5. GMAT & GRE Scores

The GMAT or GRE is a requirement for all applicants to the PhD Management program. Applications without GMAT or GRE scores will be considered incomplete, and may not be reviewed for admission consideration.

Preferred scores: 600 (GMAT) or 60th percentile in all sections (GRE).

Although the GMAT or GRE remains an admission requirement, we are aware that due to the COVID-19 pandemic, some students may currently be unable to complete one of these tests either online or at an official testing centre. Accordingly, we are temporarily instituting the following policy:

- *All applicants who can access virtual or physical GMAT or GRE testing are required to submit valid GMAT or GRE scores with their application.*
- *Applicants who are unable to access the testing services at this time may submit their remaining application materials for the time being, with the expectation that they will complete the GMAT or GRE test when testing becomes available, before the document submission deadline.*

Score submission: Email a copy of your test taker score report to mgmtphd@uoguelph.ca and arrange for official scores to be sent to the University through the testing agency.

6. English Proficiency

If English is not your first language, you are required to submit results from one of these standardized language proficiency tests or complete the University of Guelph's English Language Certificate Program (ELCP) at the advanced level.

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NOTE: if you have completed a degree at the University of Guelph, or an accredited post-secondary institution in Canada, the United States, the United Kingdom, Australia, or New Zealand, the English language proficiency requirement may be waived pending approval. Please contact the program administrative team at mgmtphd@uoguelph.ca for waiver request instructions.

The Frequently Asked Questions – English Language Requirements page provides further information on this University-wide requirement.

7. Completed Applications & Admission Decisions

You can check the status of each required document in WebAdvisor. Once a document has been received (reference assessments) or uploaded (all other documents), the submission date will appear in the document list.

NOTE: If you have applied to more than one program within the Lang School, you are still required to complete the document submission process for each application separately.

Once all the required supporting documentation has been submitted, your application will be reviewed for completion before being sent to the appropriate Lang Graduate Admission Committee for consideration.

At the time of review, a decision may be made on your application, or it may be held over for subsequent review rounds. You will receive an email notifying you when a decision has been made. Recommendations for admission are subject to review and approval by the Office of Graduate and Postdoctoral Studies.

Thank you for your interest in graduate studies at the Lang School!
Contact mgmtphd@uoguelph.ca with any questions.

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