



ADMISSION PROCEDURES

A. Admission to Graduate School

Admission to Graduate School at Texas Tech University is granted by the Dean of the Graduate School upon recommendation of the Restaurant, Hotel and Institutional Management (RHIM) graduate faculty. Refer to the current Graduate Catalog [<http://www.depts.ttu.edu/gradschool/>] for more detailed admission policies and procedures. Check the Graduate School Website for dates that applications are due.

The formal admission process begins by the student submitting the following materials to the Office of Graduate Admissions:

- Application
- Official transcripts from all higher education institutions attended
- Test of English as a Foreign Language (TOEFL) score for international students. Applicants with a degree from a regionally accredited university in the U.S. do not need to provide a TOEFL score.
- Official Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) score report no more than five years old. A GRE or GMAT score is requirement of the Hospitality Administration Doctoral Program. To enter your GMAT Score, choose the Texas Tech University Graduate School – Other Programs option. The institutional code for Texas Tech University, used to submit your GRE Score, is 6827; the department code is 4208. The ETS website is www.ets.org

Note: A potential student's application cannot be evaluated until the Graduate School has received the above application materials. Administration information is at [<http://www.depts.ttu.edu/gradschool/>].

B. Admission to the Program: Hospitality Administration Doctoral Degree

Application due February 1st for fall admission; September 1st for spring admission

The admission process to the Hospitality Administration Doctoral Program can be done concurrently with the admission process to the Graduate School but cannot be finalized until formal admission to the Texas Tech University Graduate School is completed.

Admission is based on a review of transcripts, test scores, written statement, resume/vita, and recommendations. Credentials will be evaluated for evidence of ability to perform graduate-level work, the match of applicant's career goals to those of the Hospitality Administration Doctoral Program, one year of paid work experience in the hospitality industry is preferred (excludes unpaid internships), unique contributions as explained in student's personal written statement, and letters of recommendation. No single criterion or cut-off score is used for decision making. Finalists selected from the review process will have a personal interview with a RHIM Graduate Faculty Committee member/s (a SKYPE phone interview is an option) before being accepted to the Hospitality Administration Doctoral Program.

The student is asked to submit the *Application for Admission to Hospitality Administration Doctoral Program Form*, which is shown here, to the Hospitality Administration Doctoral Advisor. [http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php].

The following documents are to be submitted with the form.

- Written statement of professional interest and intent which will indicate the student's unique contributions to hospitality education and potential for success in his/her future career in the hospitality industry. (Up to 3 pages double-spaced)
- Resume or Curriculum Vitae (No page limit). The CV is more extensive than a brief resume. For advice on creating a CV with examples and critiques, check sources such as the job center of *The Chronicle of Higher Education*.
<http://chronicle.com>
- Official transcripts from all higher education institutions attended.
- Three letters of recommendation addressing professional-related background (preferably from both academic and industry sources) should be mailed directly by your references to the Hospitality Administration *Doctoral* Advisor. At least one recommendation should be from a faculty member in your Master's Degree Program.
The Recommendation Form is available at [http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php].

Mail: Hospitality Administration application materials to:
Hospitality Administration Doctoral Advisor
Texas Tech University
Nutrition, Hospitality, and Retailing Department
Box 41240, Lubbock, TX 79409-1240, USA

Physical address for overnight package delivery:
Hospitality Administration Doctoral Advisor
Texas Tech University
Nutrition, Hospitality, and Retailing Department
2500 Broadway, Human Sciences Building, Room 601
Lubbock, Texas 79409



DOCTOR OF PHILOSOPHY IN HOSPITALITY ADMINISTRATION

PH.D. PROGRAM - ADMISSION APPLICATION

PERSONAL INFORMATION:

Mr./Ms. _____ ID# _____
 (Last) (First) (Middle/Maiden)

Contact Address: _____

City: _____ State: _____ Postal or Zip Code : _____ Country _____

Phone: _____ Fax: _____

E-mail: _____

ADMISSION APPLICATION:

Proposed Date of Enrollment: _____

Approximate GPA for Graduate Hours: _____

GRE Score: Verbal: _____ Quantitative: _____ or GMAT Score: _____

TOEFL Score (International Applicants Only): _____

Those with a degree from a regionally accredited university in the U.S. do not need to provide a TOEFL score.

List all colleges you have attended: (Please use a separate sheet if needed.)

	<u>Name of Institution</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Degree</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please attach the following documents with your application:

- Statement of Professional Interest and Intent (up to three pages, double-spaced)
- Resume or Curriculum Vitae (*No page limit*).
- Transcripts

Three Letters of Recommendation mailed directly by your references to the Hospitality Administration Doctoral Advisor. Recommendation form can be found at

[http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php]

Mail to: Hospitality Administration Doctoral Advisor
 Texas Tech University
 Nutrition, Hospitality, and Retailing Department
 Box 41240, Lubbock, TX 79409-1240, USA

I authorize Texas Tech University, including all colleges, offices, departments, committees, etc. associated with its admission, to review my qualifications and to report their findings as necessary.

Signature of Applicant: _____ Date: _____

*Notice Concerning Your Information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that Texas Tech University collects about you. It also gives you the right to request a copy of that information and have the University revise any information that is incorrect. You may request to receive this information by contacting the office possessing such information.