

PETITIONER PACKET DEADLINE: December 10, 2009

2010 PROCEDURES FOR CURRENT OR FORMER BERKELEY GRADUATE STUDENTS Haas School of Business Ph.D. Program

Mail ALL Forms and Supporting Documents to:

Ph.D. Program
Haas School of Business
University of California
2220 Piedmont Ave.
545 Student Services Building
Berkeley, CA 94720-1900

(510) 642-1409 or (510) 642-3944

PETITIONER INSTRUCTIONS:

If you ever registered as a graduate student at Berkeley (including as a student in the Haas School of Business master's programs or in the School of Law), whether you graduated or not, you must submit the **paper** version of the UC Berkeley Graduate Application.

You may order a petitioner packet by contacting the Ph.D. Program office at (510) 642-1409 or by email at phdadms@haas.berkeley.edu. They can also be picked up at F477 Haas School of Business.

Depending on your status, you must also submit additional form(s) listed below with your application. You will find a pdf version of all forms at:

<http://registrar.berkeley.edu/Default.aspx?PageID=elecforms.html>

1. CURRENTLY ENROLLED STUDENTS

Graduate students who are currently enrolled at the University of California, Berkeley should fill out and submit:

- Graduate Petition for Change of Major or Degree Goal
- Pages 22-35 of the Graduate Application (Please write "PETITIONER" at the top of Page 22. Pages 22-23 will not be submitted to the Graduate Division; the information is used by our office only.)
- Pages 32-34: Three letters of recommendation mailed directly to the Ph.D. Program office.
- One set of official transcripts from every college-level institution attended, including the University of California, Berkeley. You can request your home department to send transcripts to the Ph.D. office with a cover letter to state that it is a copy of the official transcripts.
- An official GMAT or GRE score report of an examination taken within the last five years – no earlier than **October 2004**.
- If required, an official TOEFL score report of an examination taken within the last year - no earlier than **June 2008**.
- Curriculum Vitae

2. BERKELEY GRADUATES

Applicants with graduate degrees from the University of California, Berkeley should fill out and submit:

- Application for Readmission – Graduate
- Statement of Legal Residence (SLR)
- Graduate Petition for Change of Major or Degree Goal

- Pages 22-35 of the Graduate Application (Please write “PETITIONER” at the top of Page 22. Pages 22-23 will not be submitted to the Graduate Division; the information is used by our office only.)
- Pages 32-34: Three letters of recommendation mailed directly to the Ph.D. Program office.
- One set of official transcripts from every college-level institution attended, including the University of California, Berkeley.
- An official GMAT or GRE score report of an examination taken within the last five years – no earlier than **October 2004**.
- Curriculum Vitae

3. WITHDRAWN FROM BERKELEY (unfinished degree)

NOTE: Former graduate students may only be readmitted if they formally withdrew. A withdrawal petition, effective the end of the last semester of registration, must either be on file with the University or must be submitted at the time of application to the Graduate Division. In addition, these applicants should fill out and submit:

- Application for Readmission – Graduate
- Statement of Legal Residence (SLR)
- Graduate Petition for Change of Major or Degree Goal
- Pages 22-35 of the Graduate Application (Please write “PETITIONER” at the top of Page 22. Pages 22-23 will not be submitted to the Graduate Division; the information is used by our office only.)
- Pages 32-34: Three letters of recommendation mailed directly to the Ph.D. Program office.
- One set of official transcripts from every college-level institution attended, including the University of California, Berkeley.
- An official GMAT or GRE score report of an examination taken within the last five years – no earlier than **October 2004**.
- If required, an official TOEFL score report of an examination taken within the last year - no earlier than **June 2008**.
- Curriculum Vitae

Fees: There is no fee charged to process the Petition for Change of Major or Degree Goal. The Graduate Division assesses a \$70 fee for processing the Application for Readmission. This fee should accompany your application materials (payable to the UC Regents).

All necessary forms should be included in your packet, except the withdrawal petition, which is submitted to the Graduate Division.

If you want to apply for a University fellowship, US citizens and permanent residents complete Pages 28-29 and international applicants complete Page 30 of the Graduate Application for Admission and Fellowships. For more information on financial aid available to graduate students please go to <http://www.grad.berkeley.edu/fellowships/>.

Please note that all application materials must be sent to the Ph.D. Program in Business Administration at the above referenced address. Sending the materials to any other address will delay the processing of your application.

If you are offered admission to the Ph.D. Program, we will forward the readmission forms to the Graduate Division on your behalf. If you have any questions please contact the Ph.D. Program office at (510) 642-1409 or by email at phdadms@haas.berkeley.edu.