

# UNIVERSITY OF CALIFORNIA, BERKELEY

## Haas School of Business Ph.D. Program

### PROCEDURES FOR RE-ACTIVATING A PREVIOUSLY SUBMITTED APPLICATION

If you filed an application for graduate admission to the Haas Ph.D. Program within the past **two** years please contact the Ph.D. program office at 510-642-1409 or email us at [phdadms@haas.berkeley.edu](mailto:phdadms@haas.berkeley.edu). We will have your previous application on file, but will need to know what parts of your prior application you want to move forward to your current application.

If you applied for admission **more** than two years ago, you must submit a new application and provide all required materials.

Re-applicants must meet all current deadlines and requirements.

To re-activate your Haas application:

- Submit the on-line **Graduate Application** at [http://www.grad.berkeley.edu/admissions/grad\\_app.shtml](http://www.grad.berkeley.edu/admissions/grad_app.shtml)

You **must** complete the following sections of the Graduate Application:

- Proposed Degree Program (Check the appropriate box indicating you have previously submitted an application to Haas Ph.D. Program and check the box indicating the year.)
- Personal Information
- Educational Background
- Language Proficiency
- Survey
- Exam Scores
- GPA (If you are an international student, you do not have to calculate your GPA on a 4 point scale.)
- Statement of Purpose
- Personal History Statement
- Courses in Progress
- Recommendations
- Academic Interests
- Domestic Students
- International Students

You do not have to fill out the FLAS Fellowship or FLAS Essay sections. These sections do not apply to the Haas PhD Program.

We recommend that you submit a new statement of purpose as well as new letters of recommendation. They may be updated letters from your previous recommenders, or they may be from more recent faculty advisors. Please let us know in your email to us at [phdadms@haas.berkeley.edu](mailto:phdadms@haas.berkeley.edu) or with a phone call (510-642-1409) which letters and statements you want us to consider.

Submit application fee (If you are a U.S. citizen or current permanent resident, the application fee is \$70; for all others, the fee is \$90.)

If you have attended any educational institutions in the time between the previous application and the re-activation, you **must** submit one transcript from each institution attended. This applies to work that was in progress at the time of your previous application.

If your previously submitted GMAT or GRE score is more than five years old (no earlier than October 2004), you must submit a new score. If you are required to submit proof of English proficiency, please note that we can only consider tests taken within the last year of the application (no earlier than June 2008). Please check the Graduate Division website at [www.grad.berkeley.edu](http://www.grad.berkeley.edu) for specific information about required English language proficiency tests (including expiration dates and waivers).

**The information on this sheet overrides the instructions for re-activation given in the Graduate Application or in any other publication. When we receive your request for re-activation along with the materials listed above, we will review your file and notify you of any missing materials.**

If you have any questions about re-activation, or about other matters having to do with our program, please contact us.

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