

## ADMISSION PROCEDURES

### A. Admission to Graduate School-Application due date is February 1st for fall or September 1st for spring admission.

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.

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 a 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](http://www.ets.org)

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

### B. Admission to the RHIM Program: Hospitality Administration Doctoral Degree

**Application due February 1<sup>st</sup> for fall admission; September 1<sup>st</sup> 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/vitae, 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, and unique contributions as explained in student's personal written statement, and letters of recommendation. No single criterion or cut-off score is used. Finalists selected from the review process will have a personal interview with a RHIM Graduate Faculty Committee member/s (a phone interview or video tape is an option) before being accepted to the Hospitality Administration Doctoral Program.

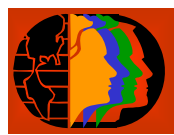
The student is asked to submit the *Application for Admission to Hospitality Administration Doctoral Program Form*, which is shown here, to the Hospitality Administration Doctoral Advisor. [[http://www.depts.ttu.edu/hs/nhr/rhim/academics\\_doctoral.php](http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php)].

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
- 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 Chronicle of Higher Education*. <http://chronicle.com/jobs/tools/cvdoctor>
- 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](http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php)].

Mail all 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, USA 79409



**C. College of Human Sciences Scholarships**

Scholarship Advice: The College of Human Sciences *Scholarship Applications* are due February 1 for fall enrollment and September 1 for spring enrollment. Interested applicants are advised to apply even though you may not have been notified of acceptance to the Hospitality Administration Doctoral Program. The application form is at this website. See *Application for Scholarships and Teaching/Research Assistantship Application* [[http://www.depts.ttu.edu/hs/nhr/rhim/academics\\_doctoral.php](http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php)]

**D. Graduate School Scholarship Applications**

The TTU Graduate School offers a variety of scholarship and fellowship opportunities. Check this website: <http://www.depts.ttu.edu/gradschool/scholarships/>

Suggestion: The **AT&T Chancellor's Endowed Fellowship Opportunity** is awarded by the Graduate School to new full-time graduate students. Doctoral students are eligible for \$4,000 per year for four years, provided the student remains enrolled as a full-time student and makes satisfactory progress in that program toward their degree throughout the duration of the award. **Students may not directly apply for this fellowship.**

Graduate School dates for nominations for the *AT&T Chancellor's Endowed Fellowship*  
February 3<sup>rd</sup> for Fall enrollment  
July 14<sup>th</sup> for Spring enrollment

Submit the majority of your application materials to our program **3 weeks prior** to the nomination deadlines for the *AT&T Chancellor's Endowed Fellowship* if you wish to be considered for this competitive fellowship. Your application materials to the Hospitality Administration Doctoral Program are used by our graduate faculty members to select nominees and to write the nomination letters which we submit to the Graduate School.

**E. Teaching/Research Assistantships** The application form is at this website. See *Application for Scholarships and Teaching/Research Assistantship Application* [[http://www.depts.ttu.edu/hs/nhr/rhim/academics\\_doctoral.php](http://www.depts.ttu.edu/hs/nhr/rhim/academics_doctoral.php)]



# 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
- 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  
[\[http://www.depts.ttu.edu/hs/nhr/rhim/academics\\_doctoral.php\]](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.