

CAUCASUS SCHOOL OF BUSINESS

PhD Application

FIELD: Business Administration



INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Please print carefully in ink (no pencil). Answer every question completely.

Submit all materials, including transcripts and letters of recommendation, with your application in one envelope.

The application, together with all supporting materials, becomes the property of the PhD Program of CSB. We are unable to return anything submitted.

•Transcripts should bear official seal of the institution and the signature of the Registrar (the registrar should enclose an official transcript, seal and sign across the back flap of the envelope and return it to you). A Xerox or photocopy made by you will not suffice.

•**The application cannot be processed until you have signed it.** Please make sure that you have signed all other forms on which your signature is required.

•Statement of Purpose

Tell us about the process through which you decided to pursue a PhD in business, as well as your research interests and your career plans. This is your opportunity to help us better understand who you are as an individual, a potential researcher, and a future academic. Please double space your statement.

•Letter of Recommendation

Two letters of recommendation are expected. Fewer than two will probably diminish your chances of admission, but more than two are unlikely to improve those chances. The letters should be from those who have taught you most recently in the field in which you wish to do graduate work. If you recently have been out of school, one letter should be from your employer, supervisor, or other person familiar with your most recent activities.

•Resume

You must submit a current resume that describes your work history and education.

Submit your completed application and supporting documents to:

Department of Graduate Studies, Caucasus School of Business, Caucasus University
10 Politkovskaya Str. 0186
Tbilisi, Georgia
Tell: (+995 32) 2377777
(Ext.:121,128)
Fax: (+995 32) 231 32 26
Email: CSBGraduate@cu.edu.ge

Scholarships, prizes and other distinctions obtained (list only the most important):

Name of Award	Reason for Award	Date of Award	Value of Award if any

• Professional Examinations Passed:

EMPLOYMENT HISTORY

Organization	Location	Period of Employment	Title

• Please list articles, books, or any other materials published, or any inventions patented:

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• Please attach a detailed statement explaining why you are interested in PhD Program.

I certify that the information provided on this form and on any attached documents is true and accurate to the best of my knowledge. I understand that omissions or falsifications may result in denial or revocation of admission. I understand that this form is only one part of the application process and that all application materials required by the Caucasus School of Business must be submitted for me to be considered for admission.

Signature of Applicant _____ Date: _____





CAUCASUS SCHOOL OF BUSINESS

SUPPORTING REFERENCE

INSTRUCTION FOR A REFEREE SUPPORTING AN APPLICATION TO A PHD PROGRAM

To be completed by the applicant

Name(legal) _____ / _____ / _____
Last (family) First Name Title (Mr/Mrs/Miss/Dr etc)

Date of Birth ____ / ____ / ____ Sex: Male Female
DD MM YYYY

Email _____ Telephone _____

Major Area Finance Marketing Management

To be completed by the referee

Referee _____ / _____ / _____
Name Position

Institution _____ / _____
Name Faculty

Address _____ / Telephone / _____

City _____ / E-mail: _____

Country _____

This form is not the reference. Please now write your reference or recommendation on a separate sheet of paper. The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card and make sure you sign and date the reference.

CSB would appreciate a statement form from you concerning how well you think this applicant will do as a PhD student in preparation for a career in research and teaching. It would be helpful to the selection committee if you could include in your statement answers to the following questions:

- How long have you known the applicant and in what capacity? Please include the context of your interaction
- What do you consider to be the applicant's talents and strengths?
- What do you consider to be the applicant's weaknesses or development needs?
- How well suited is the applicant to conducting independent and original research?
- As a member of the CSB community, the applicant would be expected to participate in intellectual discussion with both faculty and students. How would you expect him/her to engage in this lively academic debate and criticism?

Referee's signature _____ Date _____

To deliver, please:

- 1 Enclose one copy of this form and your recommendation in a SEALED envelope.
- 2 Sign your name across the seal and cover it with clear tape.
- 3 Return the envelope to the applicant. **Please do not send it direct to CSB.**



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