

**Application Checklist  
for  
Marian University Doctoral Studies Program**

- \_\_\_\_\_ Obtain application packet and discuss with Director of Graduate Admissions.
- \_\_\_\_\_ Check out the Doctoral Studies program webpages at [www.marianuniversity.edu/phd](http://www.marianuniversity.edu/phd). *The FAQ contains information that outlines the program extensively. A pdf of the application and recommendation form is also located there. Make sure you are using the most current application and process. Items from prior to January 1, 2009 no longer valid.*
- \_\_\_\_\_ Call and make an appointment to visit in person or on the telephone with a member of the Doctoral Admissions Committee (call 1-800.2.MARIAN ext. 8095) or email [gradadm@marianuniversity.edu](mailto:gradadm@marianuniversity.edu)
- \_\_\_\_\_ Schedule to take the Miller Analogies Test. Find locations at [www.milleranalogies.com](http://www.milleranalogies.com). Depending on whether you take it on the computer or written will depend on how quickly you receive your scores. *The doctoral faculty highly encourages you to take the practice test at MAT's website and to obtain a study aid to assist you in preparing for the MAT.*
- \_\_\_\_\_ Submit each of the various pieces of the application to the correct office and as soon as possible. *Don't wait to gather a whole packet. The admissions committee begins to review files when a few of the key items arrive.*
- \_\_\_\_\_ Complete the Application for Doctor of Philosophy and mail with fee (*There are no waivers for the doctoral program. Coupons only for undergraduate and master's programs*).
- \_\_\_\_\_ Request your transcripts to be sent directly to Graduate Admissions/PACE office at Marian. **Copies or student copies are not acceptable.**
- \_\_\_\_\_ Request Three (3) letters of recommendation using the form. *See the description on the application or the application guide.*
- \_\_\_\_\_ Write your letter of application. *See description on application or the application guide.*
- \_\_\_\_\_ Update and submit a current resume or vita.
- \_\_\_\_\_ Submit Two (2) writing samples. *See description on application or the application guide. Group/team papers from a course or work are not an example of your writing.*