

Doctor of Philosophy (PhD) Application

Application Checklist + Requirements

From you

- Your portfolio
not more than 20 pieces
- Your essay: Statement of Research Interest
- Your completed application form *Part 1: pages 1-6*
- An application fee of US \$75

From others

- 3 letters of recommendation *Part 2: pages 7-12*
- GRE/GMAT scores
- TOEFL scores
for international students
- Transcripts

Mail all application materials to:

/.../ Graduate Admission
IIT Institute of Design
350 North LaSalle Drive, 4th floor
Chicago, Illinois USA 60610-4726-4726

What does that mean?

A guide to common questions about admissions requirements

PRIOR EDUCATION

Prospective PhD students must have a master's degree in design from an accredited educational institution.

ESSAY REQUIREMENTS

Your Statement of Research Interest should be not more than 3500 words. It should detail your interest in one or more of the Institute of Design's research topics (see www.id.iit.edu for current topics.)

TRANSCRIPTS

To be accepted, transcripts must indicate degrees awarded, course titles, credit hours and grades earned for all undergraduate and graduate schools you've attended.

All transcripts must be original, official transcripts, or be certified as "true copies." This means they must bear an original signature and seal, either of the issuing institution or of a notary public. They must have been issued within a year of the application date. Personal copies, while helpful in our preliminary evaluation, are not acceptable for admission.

If you have attended IIT, we can obtain transcripts with notification from you.

FOR INTERNATIONAL STUDENTS

The TOEFL requirement is waived for applicants who have a degree from an accredited, English-speaking university. If you have not earned a degree from an accredited, English-speaking university, your TOEFL score must be at least 600.

Also, all international applicants must complete the financial affidavit on page 13. Then, have it certified and return it with your application in order to have your visa issued.

Lastly, all transcripts must be translated into English and certified by a consular official or person authorized to translate documents. To be accepted, all transcripts must have the translator's original signature and an unbroken seal.

APPLICATION FEE

IIT cannot process applications without payment of the \$75 application fee. You may send a personal check, cashiers check or money order made payable to IIT. Money orders can be obtained at local banks and post offices. Do not send cash!

The fee is non-refundable and is not applied toward tuition charges.

PART 1

Application for Graduate Admission Doctor of Philosophy (PhD)

Type or print all information. Attach a \$75.00 check or money order payable to Illinois Institute of Technology, or pay via credit card at www.iit.edu. We must receive this fee and all supporting documents before we can consider your application.

The fee is non-refundable and will not be applied against tuition charges.

PERSONAL INFORMATION

LAST NAME FIRST MIDDLE

Enrollment date: Spring Fall Year: _____

SOCIAL SECURITY NUMBER

REPLY ADDRESS: STREET

CITY, STATE, COUNTRY, ZIP CODE

TELEPHONE FAX E-MAIL

PERMANENT ADDRESS: STREET

CITY, STATE, ZIP CODE, COUNTRY

TELEPHONE FAX

DEMOGRAPHIC INFORMATION

DATE OF BIRTH (MONTH/DAY/YEAR) GENDER: Male Female

INTERNATIONAL APPLICANTS ONLY: CITY OF BIRTH COUNTRY OF CITIZENSHIP

International applicants only: Please indicate the type of financial sponsorship you will have:
 Self-funded (F1 visa) Corporate or Government Sponsorship (J1 visa)

If you are currently residing in the U.S. please indicate the type of visa you hold:
 F1/F2 Permanent Resident
 J1/J2 Other
 B1/B2
 L1/L2

U.S. citizens and permanent residents only (optional) indicate your ethnic origin by checking one or more boxes below:
 Asian or Pacific Islander (O) American Indian or Alaskan Native (I)
 Black/African American, Non-Hispanic (B) Chicano/Mexican American (C)
 Hispanic (H) Puerto Rican American (P)
 White, Non-Hispanic (W)

Information on sex, age, ethnic origin, and citizenship status is collected for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 7726 as amended by Executive Order 17375 and Title IX of the Education Amendments of 1972 and Part 86, 45 CFR, and will not be used to discriminate in admission to or participation in any of the educational programs or activities offered in the colleges of Illinois Institute of Technology.

WORK EXPERIENCE

CURRENT EMPLOYER _____ TITLE _____

STREET ADDRESS _____

CITY, STATE, COUNTRY, ZIP CODE _____ TELEPHONE _____

In addition to this form, please **submit a current résumé.**

Number of years of post graduate work experience: _____

ACADEMIC INFORMATION

Have you applied to the Institute of Design before? Yes No Have you ever attended? Yes No

List, most recent school first, all academic institutions beyond the secondary level that you attended or are now attending.

INSTITUTION NAME AND LOCATION	MAJOR	DEGREE AWARDED	ATTENDED (FROM/TO)	GPA
1.				
2.				
3.				

HONORS

List any honors, prizes, publications, completed theses, or memberships in honorary, professional, or scientific societies that might support your application.

TEST INFORMATION

Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT)

When do you plan to take the GRE or GMAT? Or, if already taken, please supply the date and score.

GRE _____ DATE _____ VERBAL (%) _____ QUANTITATIVE (%) _____ ANALYTICAL(%) _____

OR _____

GMAT _____ DATE _____

TOEFL **Test of English as a Foreign Language (TOEFL, for international applicants whose undergraduate degree is from an institution where the language of instruction was not English)**

Applicants from English-speaking countries are exempt from the TOEFL requirement. Applicants who have completed a college-level degree from a U.S. institution are also exempt. The required minimum TOEFL is 600 written, 250 computer-based, or 100 internet-based.

When do you plan to take the TOEFL? Or, if already taken, please supply the date and score.

DATE _____ TOEFL SCORE (NOTE WHETHER PAPER, COMPUTER, OR INTERNET-BASED) _____

PORTFOLIOS

A portfolio of approximately 20 pieces is required of all applicants. Portfolios in either Macintosh or Windows format on digital media are acceptable for works involving motion and interaction, and for all software and Web-based work. We prefer CDs as the medium. Web sites should be duplicated on a CD rather than listed as URLs if possible. We prefer paper-based portfolios for all other work. Do not send originals as we cannot guarantee their safety. If there are questions about these guidelines or they seem inappropriate for the work to be submitted please call Graduate Admissions at 1.312.595.4906.

REFERENCES

List names, titles and addresses of three persons you have asked to attest to your qualifications on the provided forms.

NAME AND TITLE	MAILING ADDRESS	RELATIONSHIP	TELEPHONE
1.			
2.			
3.			

STATEMENT OF RESEARCH INTEREST

A statement of not more than 3500 words is required for the Doctor of Philosophy in Design application. Your statement should address the following:

Design background

- a brief biographical history of your interest and experience in design;
- a description of your goals for personal and intellectual development;
- a statement regarding how the Institute of Design program can help you meet these goals .

Research interest

How is your interest related to one or more of the Institute of Design’s research topics? To see currently active research areas at the Institute of Design, see www.id.iit.edu.

How do you see your doctoral design research interests extending and enabling you to go beyond your master’s degree and/or professional design experience?

What existing research and theoretical perspectives provide sources of inspiration for you and the basis to position and frame your research? For example, what key writings, ideas, concepts and/or models do you find most interesting for your research interests?

What would be the significance of your research contributions to design in general and in the specific field and domain of your research interests? For example, in human-centered communication and information design, interaction design, innovation in product development, or another specialization.

DECLARATION

I hereby affirm that the information supplied by me on this application is true and correct to my best knowledge. If this application for admission is approved, I agree to comply with all rules and regulations of Illinois Institute of Technology.

SIGNATURE

DATE

PART 2

Letter of Recommendation for Graduate Admission

For the **Doctor of Philosophy (PhD)**

For the Applicant:

Complete Part I below and deliver this form and a stamped, addressed envelope to a person who can attest to your academic or professional background. Three evaluation forms are required.

For the Evaluator:

This form must bear the evaluator's original signature, must have been written within 12 months of receipt, and must be mailed directly to the Institute of Design.

SECTION 1 - APPLICANT

LAST NAME	FIRST	MIDDLE
SOCIAL SECURITY NUMBER		Enrollment date: <input type="checkbox"/> Spring <input type="checkbox"/> Fall Year: _____

Please list any courses taken with the person from whom you are asking a recommendation:

COURSE #, IF KNOWN	COURSE TITLE	WHEN TAKEN	GRADE
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Please indicate your relation to this recommender: _____

If signed here, I acknowledge that the recommender's statement is confidential and that it will not be accessible to me.

SIGNATURE

SECTION 2 - EVALUATOR

The above-named graduate applicant to Illinois Institute of Technology has suggested you as a person who can attest to his or her academic or professional background. We are seeking information relative to the applicant's qualifications for potential success in completing an advanced degree, which cannot necessarily be ascertained solely from a transcript.

1. Do you know the applicant well enough to give an evaluation? Yes No If "No" proceed to item 8.
2. I prefer to write a separate letter of recommendation which is attached, or under separate cover. Yes No

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International Student Financial Affidavit of Support

For All **International** Applicants

This form is required of all international applicants, before an immigration form (I-20 or IAP-66) can be issued.

U.S. visa regulations require that all F or J visa holders must provide certification of evidence that they will have adequate funds to meet expenses involved in a proposed program of study.

All three sections of this affidavit of support for the first year must have original or certified signatures. Section 3 must also bear the seal and signature of a governmental or bank official, or a seal and signature on a bank statement of account attached to the affidavit and stating that the U.S. specified dollar amount can be transferred.

An I-20 or IAP-66 (DS2019) cannot be issued until an acceptable International Student Financial Affidavit of Support and certification has been received by IIT's Graduate Admission Office.

The following estimates indicate the minimum time required to complete a specific degree program, providing there are no deficiencies and that no prerequisites must be met. There are two semesters in each academic year. If an English course is required, it will be concurrent with other academic courses in a full-time program, but the duration of a Master's program may be extended by one semester or a summer session beyond the normal period of time.

Doctor of Philosophy:
a minimum of 3 years beyond a Master's degree

SECTION 1: CERTIFICATION BY APPLICANT

I understand that as an international (non-U.S.) applicant, I am expected to engage in full-time study at IIT and that I am not permitted to work for a wage or salary. I certify that I will make no request to IIT for financial assistance or employment during the period of my enrollment.

I certify, as indicated below, that I have arranged for financial support equivalent to the number of semesters that my degree program requires, as shown above, provided I am admitted to IIT.

In addition, I have arranged for all travel expenses and for support of my dependents while they are in the U.S.

SIGNATURE OF APPLICANT

DATE

PRINTED NAME (UNDERLINE FAMILY NAME)

SOCIAL SECURITY OR IIT IDENTIFYING NUMBER, IF KNOWN

**SECTION 2: CERTIFICATION
BY SPONSOR**

This is to certify that I, _____, or my agency or firm hereby assume full financial responsibility for a minimum of US\$ _____ to support the applicant and his/her dependents during the period of intended academic study, if the applicant is admitted to IIT.

I further certify by the attached bank statement or certification below that the necessary arrangements can be made to have the above specified U.S. dollar amount transferred to the U.S. during the period of intended academic study.

SIGNATURE OF SPONSOR

DATE

PRINTED NAME OF SPONSOR OR AGENCY

RELATIONSHIP TO APPLICANT

ADDRESS OF SPONSOR

**SECTION 3: CERTIFICATION
BY OFFICIAL**

This is to certify that the above-named applicant (or sponsor) has, or is expected to have, a minimum of US\$ _____ available, free from government restrictions, and exclusive of travel expenses, to support the applicant and his/her dependents during the period of intended academic study, if the applicant is admitted to IIT. An Official Seal is affixed.

SIGNATURE OF OFFICIAL

DATE

PRINTED NAME OF OFFICIAL

TITLE OF OFFICIAL

NAME OF INSTITUTION OR AGENCY

ADDRESS OF INSTITUTION

RETURN TO:

Graduate Admission

IIT Institute of Design

350 North LaSalle Drive, 4th floor
Chicago, Illinois USA 60610-4726

CONTACT

Graduate Admission

IIT Institute of Design

350 North LaSalle Drive, 4th floor
Chicago, Illinois USA 60610-4726

tel 1.312.595.4906

fax 1.312.595.4901

design@id.iit.edu

www.id.iit.edu