

Tuesday, December 22, 2015

Application Guidelines -- Graduate Program
Department of Biological Sciences
The University of Memphis
Memphis, TN 38152

(<http://www.memphis.edu/biology/>)

We are pleased that you are interested in applying for admission to the graduate program in the Department of Biological Sciences. Admission to our graduate programs is competitive and students are selected on the basis of their academic preparation, ability, performance on standardized test, and program fit. Admission is a two-step process in which all applicants must apply to both the Graduate School and the Department of Biological Sciences. The application process is outlined below:

1. **Applications** should be sent to both The University of Memphis Graduate Admissions and the Department of Biological Sciences.

A. Graduate School application (submitted online)

http://www.memphis.edu/graduateadmissions/future/apply_grad.php

B. Department of Biological Sciences application (submitted online)

<http://www.memphis.edu/biology/graduate/>

C. **Note: the Department of Biological Sciences application deadlines are considerably earlier than those of the Graduate School.** The Department of Biological Sciences prefers that students begin in the fall; however, students may be accepted for the spring term. It is essential that applicants apply in a timely manner to both the Department of Biological Sciences and the Graduate School to assure that your **complete application** reaches the Department by the specified date. The deadline for receiving all application materials for admission in the **fall semester** is **February 1** and **September 15** for admission in the **spring semester**. Applications received after the deadlines may be considered at the discretion of the departmental Graduate Studies Committee, but priority will be given to applications received by the deadlines. Students wishing to be considered for a **Graduate Teaching Assistantship (GTA)** should apply by **February 1**. Generally, assistantships will not be available to students applying for spring admission. Admission to our graduate program is competitive and is not automatic by meeting minimum departmental admission requirements. **Acceptance by the Graduate School does not guarantee acceptance into the Department of Biological Sciences graduate program.**

Application to Graduate School – All applicants must submit the following material **directly** to Graduate Admissions: <http://www.memphis.edu/gradschool/contacts.php>

Graduate Admissions

901.678.2911

Admissions Counselor

Deborah Holder

901.678.4381

dholder@memphis.edu

MAILING ADDRESS:

200 Wilder Tower

3675 Alumni Avenue

Memphis, TN 38152

A. Electronic **graduate application** -- http://www.memphis.edu/graduateadmissions/future/apply_grad.php

B. Non-refundable **application fee** (\$35.00 for domestic applicants; \$60.00 for international applicants)

C. **Official Transcripts** from all colleges/universities that you have attended

D. **Graduate Record Examination** – The General Graduate Record Exam (GRE) is required and scores for the Verbal, Quantitative, and Analytical Writing sections are an important factor in the admission process. GRE scores must be official and reported directly by the Educational Testing Service (ETS) to Graduate Admissions. Scores must be no more than five years old. The University of Memphis institution code for reporting GRE scores is 1459.

E. International students **must also** supply the following materials to Graduate Admissions:

1) **TOEFL:** Acceptable minimums are **550 for paper-based (PBT) and 79 for internet-based (iBT) tests** http://www.memphis.edu/graduateadmissions/future/apply_grad.php . Exam results must be no more than two years old. The institution code for reporting TOEFL scores is 1459. Graduate Admissions will accept scores on the International English Language Testing System (IELTS) in lieu of the TOEFL. The minimum acceptable IELTS score is 7.

2) Applicants whose highest degree is from a foreign university must have their college/university transcripts evaluated by a credentialing agency. A course-by course evaluation report is required. The university will accept evaluations done by any credentialing agency listed on the National Association of Credential Evaluation Services web site (<http://www.naces.org>).

3) **Health Certificate:** Within 30 days from the first day of classes, each international student admitted to graduate school must submit a certificate from a licensed U.S. physician or other qualified U.S. medical authority verifying freedom from tuberculosis.

4) **Health Insurance:** All international students admitted to graduate school must purchase health insurance before they are allowed to enroll.

5) International applicants should file complete application credentials **at least four months** before the beginning of the semester for which enrollment is sought.

3. **Application to Department of Biological Sciences** – All applicants must submit the following materials **directly** to the Coordinator of Graduate Studies, Department of Biological Sciences, 3700 Walker Avenue, Ellington Hall Room 203, Memphis, TN 38152. Applicants should consult the Graduate Catalog <http://www.memphis.edu/biology/graduate/> for specific information on admission to the graduate program in the Department of Biological Sciences. **IN YOUR PERSONAL STATEMENT INDICATE THE FACULTY MEMBER WHO WILL MENTOR YOU.**

A. Department of Biological Sciences application (submitted online) <http://www.memphis.edu/biology/graduate/>

B. **Curriculum Vitae (CV)** – Your CV should include any honors, awards, publications, and relevant educational or research/positions.

C. **Personal Statement (Statement of Goals)** – Your personal statement should address your reasons for applying to the Department of Biological Sciences graduate program and should include the following: 1) relevant personal experience; 2) previous research experience; 3) current research interests; 4) potential advisors and explain how your interests are compatible with theirs; and 5) career goals. Your personal statement is a critical component of your application for admission and should reflect your professional goals, as well as familiarity with the program

and faculty in the Department of Biological Sciences at The University of Memphis. The personal statement should be 1-3 pages long. **Include the name of your prospective mentor.**

D. Prospective Advisor (Major Professor) – No applicant will be admitted to our graduate program without a commitment from one of our graduate faculty to serve as the advisor (major professor). Therefore, we advise you to become familiar with the research of faculty members in the Department whose interests match your own http://www.memphis.edu/gradschool/faculty_staff/graduate_faculty/cas/biol.php <http://www.memphis.edu/biology/research/index.php> <http://www.memphis.edu/biology/people/> . Prior to applying for admission to the graduate program, contact the appropriate faculty member(s), provide your curriculum vitae (CV) and some information about yourself and your interests, and determine if the faculty member is taking new students in the upcoming year. Without a sponsoring major professor an application will **NOT** be considered.

E. Two Letters of Recommendation – Two letters of recommendation from persons qualified to evaluate your academic and professional qualifications are required. You should solicit recommendations from individuals who are familiar with your academic achievements and who can address your potential for success.

F. Graduate Teaching Assistantship – To be considered for a Graduate Teaching Assistantship, you must complete the application process for fall admission by **February 1**. Departmental teaching assistantships include a stipend (MS-thesis \$11,750/yr; PhD \$15,750/yr) and a waiver of tuition and fees (~\$10,000/yr). Assistantships are awarded on a competitive basis, and there is no guarantee that all admitted students will receive an assistantship. International applicants for Graduate Teaching Assistantships must obtain a score of **26 or higher** on the spoken English component of the TOEFL internet-based Test (TOEFL iBT) or a score of **8 or higher** on the International English Language Testing System (IELTS) speaking section in order to be considered for a teaching assistantship.

4. Your application will not be considered complete until all items have been received by Graduate Admissions and the Department of Biological Sciences.

5. Additional information is available on the following web sites:

A. Department of Biological Sciences - <http://www.memphis.edu/biology/>

B. University of Memphis Graduate School - <http://www.memphis.edu/gradschool/>