

**Application Guidelines -- Graduate Program**  
**Department of Biological Sciences**  
**The University of Memphis**  
**Memphis, TN 38152**  
[\(http://www.memphis.edu/biology/\)](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/gradschool/admproc.php>
  - B. Department of Biological Sciences application (must be mailed, emailed, or faxed)  
<http://www.memphis.edu/biology/grad/docs/applicationGRADweb.pdf>
  - C. **Note: the Department of Biological Sciences 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 or summer terms. 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** reach the Department by the dates given below. Incomplete applications or applications received after these deadlines will not be considered for admission. **Acceptance by the Graduate School does not guarantee acceptance into the Department of Biological Sciences' graduate program.**

<b>Department of Biological Sciences Graduate Application Deadlines</b>		
Fall Semester	February 1	Graduate Teaching Assistantship (GTA) applications are reviewed and assistantships are awarded
Fall Semester	June 15	No departmental funding (GTA) for applicants after Feb 1
Spring Semester	October 15	Generally, GTA's will NOT be available to students applying for spring and summer admission, although they may apply for a GTA in subsequent terms

2. **Application to Graduate School** – All applicants must submit the following material directly to Graduate Admissions, The University of Memphis, 101 Wilder Tower, Memphis, TN 38152  
<http://www.memphis.edu/gradschool/gradpr.php>
  - A. Electronic **graduate application** -- <http://www.memphis.edu/admissions/apply.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/gradschool/gradpr.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/gradcatalog/degreeprog/cas/biol.php>) for specific information on admission to the graduate program in the Department of Biological Sciences.
- A. Department of Biological Sciences application (must be mailed, emailed, or faxed) (<http://www.memphis.edu/biology/grad/docs/applicationGRADweb.pdf>)
- B. **Curriculum Vitae (CV)** – Your CV should include any honors, awards, publications, and relevant educational or research/positions.

- C. **Personal Statement** – 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.
- 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/biology/research.htm>). 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 Teaching Assistantship, you must complete the application process for fall admission by February 1. Departmental teaching assistantships include a stipend and a waiver of tuition and fees. 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) 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/>