

Southern Illinois University Carbondale
Department of Chemistry & Biochemistry
GRADUATE ADMISSIONS APPLICATION — Domestic
GENERAL INFORMATION

APPLICATION FORMS

The application process for graduate programs begins in the departments on SIUC's campus. The following forms found in the application packet must be completed for application to the Chemistry Department:

1. **Department's Supplemental Application** for Graduate Study in Chemistry.
2. **Recommendation form** (3) — give a copy to each of three recommenders.

You must also complete the Graduate School's on-line application. This is located at: <https://www.gradapp.siu.edu/>.

An application is prepared for the Graduate Admission Committee to review when the fee, required forms, references, and documentation are on file in the Department. Refer to the **Checklist** page.

APPLICATION FEE

REQUIRED

In order to process your application, the program requires a non-refundable **\$50.00** application fee that must be submitted with the application for admission to graduate study in Chemistry & Biochemistry. You may pay this by **credit card** at the end of the on-line graduate application process. You may also pay by a **bank (cashier's) check or money order drawn on a U.S. bank and made payable to "SIUC-Chemistry."**

DEGREE PROGRAMS

Ph.D. and M.S. programs are offered in Chemistry. Applicants with a BS or BA may select either the M.S. program or direct entry into the Ph.D. program but must meet the GPA requirement for the program selected. Clearly indicate your intention on the Graduate School Application. For information regarding degrees and/or requirements, investigate the Graduate School's catalog on the web at: <http://www.siu.edu/gradschl>. Information about department requirements is also listed in the catalog.

CHECKLIST

READ the **CHECKLIST** carefully and **SUBMIT** required documents with appropriate seals and/or signatures. Missing information and/or incorrect documents (any change from the requirements) will delay processing applications. In certain circumstances, additional information and/or documentation may be required. The list includes requirements for routine admissions.

We suggest you provide a copy of the Checklist page to your school when requesting official documents. It clarifies the requirements you are expected to meet. It will also help avoid any added expense involved in acquiring and providing additional documents at a later date.

BE SURE to enclose a photocopy of your GRE score report. (If the TOEFL / IELTS requirement applies to you, we will also need copies of these scores.) See the Checklist for more information. The Graduate School must receive your official TOEFL or IELTS test scores before an offer for admission will be made.

If you have questions about any of the requirements, please contact the Admissions Secretary (see bottom left side of page) for more information and/or suggestions specific to your situation.

OFFERS—ASSISTANTSHIPS

Successful candidates are offered an opening in Chemistry's Graduate Program and an assistantship at the current stipend rate for an academic year (fall/spring). Assuming Graduate School approval, the assistantship includes a waiver of tuition. Student fees are not considered a part of tuition and are paid by the student. Incoming Graduate Students are usually teaching assistants for the first year with approximately 6 to 9 contact hours per week as laboratory instructors. Some grading, proctoring, and laboratory preparation may also be assigned. By the end of the first year, graduate students are expected to join a research group and become research assistants. Assuming satisfactory performance, assistantships are renewable.

APPLICATION PROCESS

Completed forms and documentation should be submitted to the Department using the address below. You may contact the Graduate Admissions Secretary for information and/or assistance. The Department makes every effort to be sure an application meets the requirements of all campus offices involved in admitting international students before considering it complete and ready for departmental review.

The Admission Committee members review files individually and then meet to make selections for our program. If selected by the Department, documents are forwarded to the Graduate School for final approval for admission to the University.

The suggested deadline for application is the 1st week in February for Fall admissions and the 2nd week of August for Spring admissions. The Department does not usually accept new applicants for the Summer semester unless the individual has their own funds for the Summer session.

Mail all materials to this address: Graduate Admissions Chair
Southern Illinois University Carbondale
Department of Chemistry & Biochemistry
Neckers 224, M.C. 4409
1245 Lincoln Drive
Carbondale, IL 62901-4409

To contact the Graduate Admissions Secretary: E-mail: chemistry@chem.siu.edu
Phone: 1-618-453-6494
FAX: 1-618-453-6408

Investigate our Department on the web. Access begins at:
<http://www.chem.siu.edu/>

Southern Illinois University Carbondale
Department of Chemistry & Biochemistry
APPLICATION PACKET CHECKLIST — Domestic

Applications will be reviewed by the Graduate Admissions Committee when ALL of the following items are on file in the Chemistry Department.

_____ **GPA Minimum Required:** Master's Program—2.70 GPA; Ph.D. — 3.25 GPA

_____ **APPLICATION FEE: \$50.** May be Credit Card at time of submission of on-line Graduate School Application OR Bank (Cashier's) Check or Money Order drawn on a US Bank and made payable to "SIUC-Chemistry." (Note: Checks must have a routing number and account number on the lower left side of the check.)

_____ **GRADUATE SCHOOL APPLICATION:** Must be submitted on-line at <https://www.gradapp.siu.edu/>.

_____ **DEPARTMENT'S SUPPLEMENTAL APPLICATION — 2 pages:** *Both* the on-line **Graduate School Application** *and* the **Department's Supplemental Application** **MUST** be completed and submitted — NO EXCEPTIONS.

_____ **PERSONAL STATEMENT:** Provide a short essay summarizing your past educational background in chemistry, your reason for wishing to become a graduate student at our University, and your future goals for utilizing your advanced degree in chemistry.

_____ **GRE SCORES:** Photocopy of student report of the **general exam required**. Subject test is recommended, but not required.

_____ **THREE (3) RECOMMENDATION FORMS:** (These forms can be found in the Application Packet.) The Recommender forms and the letters may be sent directly to the Graduate Admissions Secretary via e-mail, fax or placed in a sealed envelope by the author. The paper letters and forms (once they are in sealed envelopes) can also be given to the student for submission with the remainder of the application packet.

FOR EACH COLLEGE and/or UNIVERSITY ATTENDED (Required by the Graduate School):

_____ **Official Transcript(s)**

If much of your education, regardless of citizenship, has been in a foreign country, you may be required to meet the TOEFL / IELTS requirement:

_____ **TOEFL / IELTS SCORES: (School Code is 1726.)** A photocopy of the "Student Enrollee Report" to the Department for use in the application review process. The Graduate School requires that the **official scores from ETS or IELTS must be sent to the Graduate Admissions Office prior to admission.**

TOEFL/IELT tests must be taken within a 2-year period prior to term of admission.

The following **minimum scores** must be obtained for admission to SIUC:

- TOEFL Paper: 550
- TOEFL Computer-based: 213
- TOEFL Internet-based: 80
- IELTS: 6

MAIL PACKAGES TO: Graduate Admissions Committee, Chair
SIUC—Chemistry & Biochemistry
Neckers Room 224; M.C. 4409
1245 Lincoln Drive
Carbondale, IL 62901-4409

CONTACT INFORMATION:
E-Mail: chemistry@chem.siu.edu
Desk Phone: 1-618-453-6494
Dept. Phone: 1-618-453-5721
FAX: 1-618-453-6408

Southern Illinois University Carbondale
Department of Chemistry & Biochemistry
HINTS, ADVICE, SUGGESTIONS — Domestic

FOR ALL APPLICANTS:

- Only complete applications will be reviewed by the Graduate Admissions Committee members. All documents, forms, and application fee **MUST** be on file before an application will be considered complete and ready for review.
- If a third party (a friend or relative) will be sending the application fee for you, be sure he/she is aware of the directions for the type of checks accepted. They should include their own name and contact information (phone #, E-mail, Address) as well as your name so we can credit the fee to your application.
- Create a file for your SIUC Chemistry application. If you don't already have one, start it with the Information page, the Checklist page, and the Confidential Financial Statement page, along with a copy of the on-line Graduate School application you completed and our Department's Supplemental Application. (**NOTE:** Do NOT return the pages in the packet that are for your information or help in completing the application process when submitting the application.)
- All Educational documents must be official copies in sealed envelopes from the issuing university/college. They must also be properly certified as true copies with specifically required seals, stamps, and/or signatures. The signatures must be from a representative of the institution; e.g., Registrar, Controller of Exams, President, etc. (Professors and/or department chairs do NOT qualify as a representative of the institution.) These sealed envelopes may be sent directly to the Graduate Admissions Committee or may be included with completed forms and other documentation when submitting your application. **Mail all materials to:**

Graduate Admissions Committee, Chair
SIUC—Chemistry & Biochemistry
Neckers Room 224; M.C. 4409
1245 Lincoln Drive
Carbondale, IL 62901-4409
USA

NOTE: Depending on individual circumstances, there may be additional requirements to meet. If you are already in the United States, contact the Admissions Secretary at: chemistry@chem.siu.edu for more information.

Resident Alien with an undergraduate degree from a university in CHINA: For every Chinese document, we need the English translation. The reverse is also true. If only the translation is enclosed, you will be asked to send a certified copy of the original document in Chinese. **NOTE: Depending on individual circumstances, there may be additional requirements to meet.**

- **ALL** Chinese transcripts and degree-granting certificates/diplomas **MUST** have the colored or steel seals on each page.
- Chinese transcript grades **MUST be in Chinese characters or numbers**. The Graduate School WILL NOT ACCEPT letter grades that are not in Chinese characters.
- Wording on Chinese certificates/diplomas must state that *"the degree was conferred, granted, awarded, or received."* The *"Graduation Certificate"* (eligible, or approved, or qualified for graduation) **does not meet the requirement**.
- **English translations are required for each transcript and/or certificate/diploma.**
- **Send a copy of your immigration status identification.**

Resident Alien with an undergraduate degree from a university in INDIA or other countries with similar educational systems the following guidelines apply. **NOTE: Depending on individual circumstances, there may be additional requirements to meet.**

- **ALL DOCUMENTS must be certified/attested by the UNIVERSITY** (not a faculty member or affiliated college). Documents **MUST HAVE** an original school seal and an original signature of: (a) the Registrar, OR (b) the Controller of Exams, OR (c) the U.S. Educational Foundation in India (USEFI). Use of other forms of certifying authenticity will cause an unnecessary delay as well as the cost of acquiring and mailing additional acceptable documents.
- **INDIVIDUAL MARKSHEETS** are required. **Final Marksheets and degree certificates/diplomas must be issued BY THE university**, not the college affiliated with the University. (**NOTE:** Sending consolidated Marksheets or transcripts will delay processing of your application and most likely will result in the additional mailing costs to send the appropriate documents.)
- If you attend an IIT, you may wish to contact the Admission Secretary for information.
- Provisional certificates/diplomas with required certification will be accepted from recent graduates.
- Only documents for MS or BS degrees are required and used in the review process. Documents pertaining to high school or junior college education are NOT utilized in the review process.
- Send a copy of your immigration status identification.



Chemistry & Biochemistry RECOMMENDATION FORM

THIS SECTION TO BE FILLED OUT BY APPLICANT

Name of Applicant: _____
Family/Last Name First Name Middle Name

Name of Recommender: _____
Title First Name Middle Last Name

Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to access these recommendations or to decline to do so. Please mark the appropriate phrase below, indicating your choice of options, and sign your name.

I waive my right to review this recommendation. I do not waive my right to review this recommendation.

Signature: _____ Date: _____

THIS SECTION TO BE FILLED OUT BY PERSON MAKING RECOMMENDATION

The Graduate Admissions Committee would appreciate our evaluation of the person named above relative to his/her request for admission to our graduate program and a teaching assistantship. On a scale of **0—100, 100 being the highest**, please rate the candidate relative to all other students you have known. Place an "X" if you have no basis for an evaluation in a particular area.

General Educational Background

Research Ability

Intellectual Ability

Perseverance in Pursuing Goals

Imagination and Creativity

Proficiency in Laboratory Work

Please add any comments or attach a letter of recommendation which might be helpful in evaluating the applicant's potential as a graduate student and/or teaching assistant.

Mail to:

Graduate Admissions Committee Chair
Southern Illinois University Carbondale
Chemistry & Biochemistry
Neckers 224, Mail Code 4409
1245 Lincoln Drive
Carbondale, IL 62901-4409

Signature of Respondent: _____

Title: _____

Department: _____

Institution: _____

E-mail: chemistry@chem.siu.edu
Fax: 1-618-453-6408

Date: _____