

Southern Illinois University Carbondale
Department of Chemistry & Biochemistry
GRADUATE ADMISSIONS APPLICATION — International

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. **Confidential Financial** form.
3. **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 photocopies of your TOEFL or IELTS and GRE score reports. 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.

If Approved, financial clearance for an I-20 is required from the Office International Students & Scholars before the I-20 is prepared and sent to the Department for mailing. The Department's application deadline for International students is 6 months prior to the semester for which the application is made since this process involves several offices and takes time. This coincides with the Graduate School's recommendation for application deadlines.

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
USA

To contact the Graduate Admissions Secretary: E-mail: chemistry@chem.siu.edu
Phone: 001-618-453-6494
FAX: 001-618-453-6408

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 — International

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/>.
- _____ **Photocopy of Passport Page:** Need the page with your picture, full name, birth date, and country of citizenship and country of birth if different. If you do not have a passport, send or e-mail a statement indicating this and provide the requested information. As soon as you receive a passport, please e-mail a copy.
- _____ **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.
- _____ **CONFIDENTIAL REPORT/FINANCIAL STATEMENT:** This form is required. If requesting an assistantship, complete the top portion, part "C" of the middle section, and the "Dependent Health Coverage" section, then sign and date the form at the bottom.
- _____ **GRE SCORES:** Photocopy of student report of the **general exam required.** Subject test is recommended, but not required.
- _____ **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: 80
IELT: 6
- _____ **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):

- _____ **Transcript(s) or Individual Marksheet(s) in Native Language:** These must be Official Copies, Certified by an official representative of the institution; e.g., Registrar, Controller of Exams, President, U.S. Educational Foundation (India), etc. These CANNOT be certified by a professor or department chair.
- _____ **English translation of Transcript(s) or Individual Marksheet(s):** (Same requirements as above.)

FOR EACH DEGREE RECEIVED (Required by the Graduate School):

- _____ **Degree-Granting Certificate/Diploma:** (Same requirements as listed for Transcript(s) or Individual Marksheet(s) in Native Language.)
- _____ **English Translation of Degree-Granting Certificate/Diploma:** (Same requirements as listed for Transcript(s) or Individual Marksheet(s) in Native Language.)

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

CONTACT INFORMATION:
E-Mail: chemistry@chem.siu.edu
Desk Phone: 001-618-453-6494
Dept. Phone: 001-618-453-5721
FAX: 001-618-453-6408

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

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.

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.

- **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.**

INDIA—and other countries with similar educational systems:

- **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.



Graduate School Southern Illinois University Carbondale

Information Sheet for Application for Admission — International Forms

Please review thoroughly the general information provided below.

The Campus

Southern Illinois University Carbondale is 100-miles southeast of St. Louis, Missouri. The University was chartered in 1869 and is fully accredited by the North Central Association of Colleges and Secondary Schools. There are approximately 22,300 students enrolled. International students total more than 1,300 representing 103 countries.

Educational Records

All applicants must submit official transcripts of all universities attended. U.S. schools must send their transcript directly to the Department. A transcript from a foreign school must be certified by an officer in the Registrar's Office of the school issuing the document. Photocopies without this certification will not be accepted. Applicants are advised to maintain contact with their major department. Failure to do this may make it impossible for the department to take any action on your application. PLEASE USE THE SAME FAMILY NAME ON ALL MATERIALS AND CORRESPONDENCE SUBMITTED.

TOEFL

All graduate students whose primary spoken language is not English must obtain a score of 550 or better on the TOEFL in order to be considered for admission. A 600 TOEFL is required in a few programs. Completion of an intensive English program will not substitute for the TOEFL. The TOEFL must have been taken no more than 24 months prior to the semester for which the applicant is seeking admission. If a foreign-born applicant has recently completed at least 100 semester hours of graded coursework at an accredited institution in the United States of America, the applicant will be given the same consideration for admission to a graduate degree program as a U.S. citizen, in regard to the use of English as a foreign language. For information on the TOEFL write to: Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540, U.S.A.

International Students and Scholars

International Students and Scholars provide a wide range of services and programs for international students. They are located at 860 Lincoln Drive in the Northwest Annex, Wing B, Room 133, Carbondale, Illinois 62901, and may be contacted about housing, financial, and other general questions.

Financial Resources

If you are a student new to SIUC, you should have assured financial resources of not less than \$29,500.00 (United States dollars) for each year you are to be a student at the University. Estimated minimum expenses (exclusive of travel cost) are:

Room and Board (12 months) (varies)	\$10,000.00
Tuition and Fees	<u>\$19,500.00</u>
Total	\$29,500.00

Graduate Students from abroad will be considered for fellowship or assistantship awards in open competition with American students on the basis of scholarship. These awards provide financial support in varying amounts for the academic year plus remission of tuition but not other fees. Assistantships are subject to income taxation. Applications forms for either award may be requested from the major department and must be returned to the major department by February 1 to be considered for the fall semester.

Admission Procedure

Your application for admission to SIUC should include the following information:

1. An application form.
2. Financial Statement (reverse side of this page).
3. Your official academic credentials.
4. Official TOEFL report, if required, sent from Educational Testing Service.
5. Three letters of recommendation from your major professors if requested by the department.
6. Other information as deemed necessary by the Graduate School and your major department.

APPLICANTS ARE ADVISED TO SUBMIT THEIR APPLICATIONS AT LEAST SIX MONTHS PRIOR TO THE TERM IN WHICH THEY ARE SEEKING ADMISSION. FAILURE TO DO SO MAY RESULT IN YOUR NOT BEING ADMITTED FOR THE TERM IN WHICH YOU ARE SEEKING ADMISSION.

CONFIDENTIAL REPORT

Southern Illinois University Carbondale

Financial Statement for International Graduate Students

NOTICE: This form must be submitted with the application form. Until you show that you have satisfactory arrangements to meet your financial obligations at SIUC, you will not be admitted.

Student Name: Mr. Ms. _____ Nationality: _____
 Mrs. (Family Name) (First) (Middle)

Current Address: _____
Proposed Department: _____ Enrollment Date: January June

August Year _____

Have you previously attended SIUC? Yes No Degree(s) sought: Master's Ph.D.

Are you a resident Alien? Yes No

If you are now in the United States, what type of visa do you hold?

Student "F" Visa, Exchange "J" Visa, Visitor Visa, Other _____

NOTE:

- Before you can be fully admitted, it is necessary for you to indicate that a minimum of \$29,500 (U.S. currency) will be available to you for each year of your proposed course of study at SIUC.
- Due to currency exchange difficulties, we require certain students to advance at least one year's expenses to the university. We will notify students who fall into this category.

Source of Funds: Please complete section A, B, or C below.

The persons responsible for financing your education (A or B below) must sign this form on the appropriate line below and furnish us with official documentation of funds and amounts via a recent bank statement or letter from the sponsoring organization.

A. Personal Sources: (Parents, Friends, or Relatives)

This is to certify that I, _____, will provide funds in the amount of U.S. \$_____ per year for _____ during his/her studies at SIUC.
(Name of Student)

Signature of sponsor: _____; Relationship: _____

Address: _____

B. Organization furnishing financial assistance: (Government grants or other sources)

A scholarship or fellowship Effective Dates: _____
Amount of award: U.S. \$_____ rom _____ To _____
Source of funding _____

C. SIUC Assistantship or Fellowship: _____

(Department to which you have applied)

Are your studies totally dependent upon award? Yes No

Dependents/Health Insurance

Are you Married, Unmarried? If married, do you plan to bring your spouse and/or children to the U.S.? Yes No

IMPORTANT: If you bring your family to the U.S., we require that you show proof to the U.S. Consulate of financial resources for their support in the amount of U.S. \$3,000 per year for a spouse and U.S. \$1,500 per year for each child. SIUC also requires that you purchase health insurance for any dependents that join you in the U.S. for the duration of their stay. (For more information, contact International Students and Scholars.)

*To be signed by student: I certify that the statements given by me in this form are complete and accurate. Furthermore, I take all financial responsibilities should my source of funding (as specified above) stop.

(Signature of Student)

(Date)

Please note: If you have any questions pertaining to the requirements for obtaining a financial clearance for admission, please contact Ms. Michelle Neill in the International Students and Scholars Office (ISS) at (618) 453-7663 or mneill@siu.edu. Her fax # is (618) 453-7660.



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
USA

E-mail: chemistry@chem.siu.edu
Fax: 001—618-453-6408

Signature of Respondent: _____

Title: _____

Department: _____

Institution: _____

Date: _____



Chemistry & Biochemistry RECOMMENDATION FORM

THIS SECTION TO BE FILLED OUT BY APPLICANT

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Family/Last Name First Name Middle Name

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

E-mail: chemistry@chem.siu.edu
Fax: 001—618-453-6408

Signature of Respondent: _____

Title: _____

Department: _____

Institution: _____

Date: _____