



Graduate Application Information: Chemistry Department

Thank-you for considering our graduate program. Please read the information below and explore the linked websites. We cannot pre-screen applicants, but every **complete** application receives full scrutiny by the admissions committee. Also the Graduate School is a separate entity from the various departments and graduate programs, such as Chemistry. Departments cannot review application materials (or even see them) until the Graduate School processes and makes them available to us.

Chemistry Dept Website <https://www.umass.edu/chemistry> ☞ Note the “Faculty and Research” section.

Also see Institute for Applied Life Sciences: <https://www.umass.edu/ials/>

Fall Admission; PhD Applications Only Assistantship funding, program continuity, and success in finding a research adviser all depend on fall admission. (Other factors matter as well, but fall admission is key.) Therefore, we do not have spring admission. While it may be possible for a doctoral student to earn an MS degree "en route" to the PhD, we are a PhD program and do not accept applications for the MS degree.

☞ *All application materials and fees go to the Graduate School as per instructions for the online application.* ☛

Graduate Admissions, 534 Goodell Bldg, University of Massachusetts, 140 Hicks Way, Amherst MA 01003-9333
<http://www.umass.edu/gradschool/admissions> email gradadm@grad.umass.edu phone 413-545-0722 fax 413-577-0010

Application Fee \$80 Pay directly to the Graduate School. The Graduate School does not allow fee-waivers for international applicants. We departments **cannot see an application unless the fee is paid**. Also note the additional information for *internationals*: <http://www.umass.edu/gradschool/admissions/international-students>

Uploading Documents in “Add Materials” “Add Materials” is where you upload any/all documents in the online application. *This is the only way to upload.* Carefully read the instructions on the Add Materials page. ☞ **Save v. Submit: You can save the application and work on it later. Hitting “Submit” locks you out of the application!**

Submitting Documents after Filing the Application To submit documents after you file the online application, simply email whatever documents to the Graduate School: gradadm@grad.umass.edu

Format of Attachments Attachments must be in **PDF format**. No images – no jpegs, scans, etc.

December 15 The application form and fee must be filed by the December 15th deadline, but supporting materials may arrive later (within reason, e.g., by mid-January). We review applications on a rolling basis as opposed to all at once, and generally wait for a file to be complete.

Late Applications Applications filed after the deadline are automatically bumped to the next admit-term (Fall 2018) by the Graduate School. **Work-Around:** Enter the current application period (Fall 2018) on the application form. We then know you are a current applicant and will correct the admit-term later when we enter an admission decision into the system. Best to consult with the Chemistry Department before submitting a late application: J.M. Stowe (jms): jms@chem.umass.edu

Objectives Page of the Online Application & Accessing Research Interests Form Select “**Doctoral Degree**” as your Objective and “**Chemistry (PhD)**” as your Degree(s).

☞ A button then appears: “**Program Web Site**” links to our *Research Interests Form*.



This supplemental form gives us in-depth information about your research interests and background, and gives you an idea of which faculty have active research groups or might be taking new students. **Research Interests Form** (a google form): <https://goo.gl/forms/dJcJZWd5ZW621xa2> **Caveat!** You must **use the link to access and complete the form**. Don't try to use the copy/sample of the form that is usually sent with this infosheet. That sample/copy lops off some critical parts of the form, e.g., Faculty of Interest section: no names after “S” (!).

☞ Two ways to submit the Research Interests form (save the form before submitting it):

① **With the online application – before you hit the submit button.**

Once you fill the **Research Interests Form**, it will automatically generate a PDF and email it to your email address. You can then submit this PDF along with other application materials.

OR

② **After you submit the application** (no more uploading, remember):

- Use googleforms to access and complete the form (and save as a PDF): <https://goo.gl/forms/dJcJZW621xa2>
- email a PDF of the form directly to the Graduate School: gradattach@grad.umass.edu

Statement of Purpose ("SOP") What the graduate application lists as the personal statement we consider to be a statement of purpose (SOP). You should describe your research interests, background, goals, and how/why our graduate program is a good fit. The SOP might seem somewhat redundant with our Research-Interests supplemental form, but the information in the SOP is nonetheless useful.

Recommendations/References Minimum two required, but we would like to see **three** relevant letters.

Resume Submit your resume to the Graduate School/Graduate Admissions, same as other application materials.

3917 = Code for Sending Test Scores to UMass Amherst Graduate School

- ☞ **Test scores should be sent to the Graduate School** -- not to the Department.
- ☞ **No department code** for Chemistry Department. There is **only the Graduate School code (3917)**.
 - ☞ ☞ If you must enter something for a departmental code use **0000**.

GRE: General Test The general test of the GRE is required. There is no minimum-score requirement as the GRE is only one aspect of the applicant's overall qualifications.

TOEFL (or IELTS) Minimum score for the TOEFL is 550 paper/213 computer/80 internet. For the IELTS, 6.5 is the minimum combined score. Our more successful international applicants have TOEFL scores of 600/250/100 minimum. The TSE is of particular interest to us. The TOEFL/IELTS should be taken within two years of the entrance date. (If you scored high enough on the previous test you may not need a retake.) Exemptions from the TOEFL/IELT are discussed in the FAQ section of the Graduate School's Admissions page, see "Can the TOEFL requirement be waived?"

Copies of Test Scores & Transcripts: Official v. Unofficial Unofficial copies of test scores and transcripts are acceptable for us to review an application. If we offer admission, official documents will be necessary before the Graduate School will process a formal admission. No admission offer is official until the Graduate School approves and implements it.

Transcripts & GPA Conversion (Internationals) If the grading system at your university is not the standard for the USA, you can use one of the Graduate-School approved organizations <http://www.naces.org/members.htm> to provide an official conversion of your transcript/GPA. Or (and/or) you can list your actual GPA on the Graduate-School application and very briefly explain what the grading system is. Usually this information is on the transcript, but your notation on the application form would be helpful. *Example:* Your GPA is 92/100 on 100-point scale, or 18/20 on a 20 point-scale, etc. Again, the transcript typically has an explanation of what score range is and what range corresponds to what category ("excellent," "superior," whatever . . .)

Check Your Application File and Status Roughly a week after you pay the application fee, the Graduate School (via campus IT) will email you a **Net ID and access code**. **This will allow you to check your application status and see which application materials have been received (logged)**. *You cannot see the actual documents, only a list of what has been logged in thus far by the Graduate School. Departments cannot see anything in your file any sooner than you can see if a given item is there.* (We have to use the same system.) In fact, it is your responsibility to keep checking your application file and ensure that it is complete. (We review complete applications.) After we make a final decision on your application, the Graduate School will send you an email prompt to check your application status. Accepted applicants also hear immediately from us, the Chemistry Department. Link to check your application status and file (*after you have the admissions ID and access code*): http://webapp.spire.umass.edu/admissions/htdocs/applicant/gradapp_logon.html.

Assistantships/Financial Support We support PhD students in good standing with TA/RAships year-round for up to five years. Stipends are currently \$30,346 total for the first-year (12 months). Waivers of tuition and most fees, plus a substantial discount on health insurance, go with the assistantship funding. Because of the waivers, being in-state or out- (including international) has no bearing on the net fees a student (TA/RA) will actually pay. Moreover, credits are way fewer and fees are significantly less after the first year.