Application for Graduate Study: Instructions and Information
(Please print out to assist with the preparation of your application)

Department of Chemistry
Iowa State University

Please send ALL application materials to:

Chemistry Graduate Admissions Office
Department of Chemistry
1605B Gilman Hall
Iowa State University
Ames, IA 50011-3111

Telephone (toll-free in US): 800 521-2436 chemgrad@iastate.edu
FAX: 515 294-0105 www.chem.iastate.edu

APPLICATION

Submit ALL application materials directly to the Department of Chemistry. A complete package is an on-line application (at www.chem.iastate.edu), OFFICIAL transcript(s) from all universities attended, three (3) letters of recommendation and copies of GRE and TOEFL scores (for international applicants). Applicants will be evaluated for admission and graduate assistantships concurrently. There is no application fee when you apply in this manner!

Applicants who accept an offer will later apply for admission to the Graduate College, but that may be regarded as a formality owing to Chemistry’s high admissions standards. The department will forward your materials AND pay your application fee.

CHEMISTRY APPLICATION PROCEDURES

1) **DEPARTMENTAL APPLICATION ON-LINE PROCESS**: Applications from non-citizens must be completed by **February 1, 2012**. We **STRONGLY** encourage you to complete your application as soon as possible—November or December being the ideal time. It is beneficial to apply early!!!

2) **LETTERS OF RECOMMENDATION**: Three letters of reference on official letterhead stationery are required from research supervisors, faculty instructors and/or advisors. These letters may be mailed with your other application materials as long as they are in **SEPARATE** signed and sealed envelopes. Or, if it is more convenient for your recommenders, they may send your letter directly from their email address to ours at chemlett@iastate.edu. **Please note: WE DO NOT contact your recommendation writers directly. YOU must ask them to submit their letters.** Also: **ALL LETTERS MUST BE SIGNED by the letter writer or your application will NOT be reviewed.**
3) **Transcripts**: The list of courses taken and grades received must be presented. International transcripts also need a copy in English. Indian students must furnish detailed marks sheets for each degree.

4) **Graduate Record Examinations (GRE)**: The Department of Chemistry requires the **General Test** scores from all international applicants. Students **MUST** send a photocopy of the results directly to the Department of Chemistry. Official scores are now transmitted electronically directly to Admissions and are not accessible by the department.

You may be able to access your scores on line. Please follow this link: [https://mygre.ets.org/greweb/action/ViewScores](https://mygre.ets.org/greweb/action/ViewScores)

Once there, you can paste your scores into a Word document or send us a screen print of your scores.

Although the GRE Chemistry subject scores are not required, we do recommend that you take this test because the results are helpful in assessing your knowledge of chemistry.

5) **English Language Test**: Non-citizens must take either the TOEFL or IELTS examinations; information about IELTS is available at [www.ielts.org](http://www.ielts.org) The department **HIGHLY RECOMMENDS** taking the iBT. Students **MUST** send a photocopy of the results directly to the Department of Chemistry. Official scores are now transmitted electronically directly to Admissions and are not accessible by the department.

If you took the iBT, you can get a copy of your scores by logging into the ETS web page at [www.ets.org](http://www.ets.org) and following the links to the TOEFL page. Once There, you can copy and paste your scores into a Word document.

6) **General Information**

   A. **Assistantships**: All of the graduate students in Chemistry are supported on 12-month appointments as teaching assistants or research assistants. Entering students are appointed as teaching assistants.

   B. **Health Insurance**: TAs and RAs receive free coverage. You have the option of paying additional premiums for family members.

   C. **Starting Dates; TA-Training**: Students are admitted for fall semester and arrive shortly before classes start according to an announced schedule, usually two weeks before classes begin. This is to allow for training sessions for their duties as teaching assistants.
APPLICATION CHECKLIST FOR INTERNATIONAL STUDENTS

To assist you in preparing a complete application package, please print out this checklist and use it as a reference for collecting your supplemental application materials.

1. Official transcripts from all universities attended (required)

2. 3 SIGNED letters of recommendation (required) Included in package -OR-
   Sent by email to chemlett@iastate.edu

3. Photocopy of:
   - GRE general test scores (required)
   - TOEFL scores (required)

4. Abstracts of publications (if applicable)

5. CV or resume