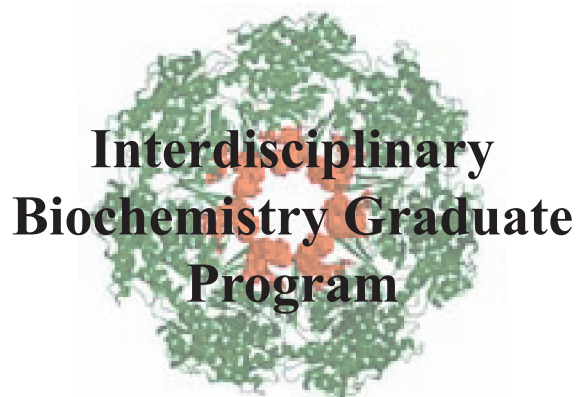


Indiana University

Instructions for Completing the Application

Interdisciplinary Biochemistry Graduate Program
Myers Hall 150
915 E. Third Street
Indiana University
Bloomington, IN 47405-7107

Phone: 812-856-0192
Fax: 812-855-6082
Email: bchem@indiana.edu
Web: www.indiana.edu/~bchem



Complete all parts of the application form. Send the completed form and supporting materials to the Interdisciplinary Biochemistry Graduate Program at the above address. Applicants wishing to be considered for departmental fellowships must submit all application materials by **January 5**. Applications submitted after the deadline will be considered as long as all available spaces for students have not been filled by other applicants.

The Interdisciplinary Biochemistry Graduate Program will process the application only after all forms and documents are received. An application is not complete until the following materials have been received:

1. Application form for Admission and Financial Aid.
2. A 300-500 word Statement of Purpose regarding your current goals, plans for your professional career, and reasons for selecting a field of study.
3. Three letters of recommendation from individuals familiar with your ability to do scholarly work. Select three persons who are familiar with your academic abilities and potential and request each to complete one of the recommendation forms. (We suggest that you follow-up with your letter writers approximately two weeks after you ask them to write. Admission decisions are often delayed solely due to missing reference letters).
4. A list stating your teaching, research and/or industrial experiences; a publications list, if available; and any college or professional honors and awards. You may also include a resume that lists this information. Be sure to include your name on any attachments.
5. The Graduate Record Examination is required for all applicants wishing to be considered for admission. We strongly recommend that all applicants also take the subject (advanced) GRE. Please arrange to have the Educational Testing Service send the official results of your GRE exam directly to the Interdisciplinary Biochemistry Graduate Program at Indiana University, Bloomington. You may submit a photocopy if time is short; however, final action on admission or support cannot be made until we have received the official scores from ETS.
6. One copy of the official transcript(s) of all previous college and university work documenting each course taken and all degrees awarded. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Transcripts should be mailed directly by a registrar to the program to which the application is being sent or given to the applicant by the registrar in a sealed and signed envelope and then submitted by the applicant along with the other application materials.
7. The University Graduate School requires an application fee of \$50.00. Checks should be made payable to Indiana University.

Fellowships and other Financial Aid

The Interdisciplinary Biochemistry Graduate Program offers generous financial aid packages that include full financial support (tuition and stipend) for all admitted Ph.D. students. University Graduate School fellowships are available for qualified applicants and are awarded on a competitive basis. Fellowships are also awarded by the Institute for Molecular and Cellular Biology. Traineeships supported by the National Institutes of Health are available in the areas of genetics and molecular and cellular biology. No additional forms are required for departmental fellowship consideration; all applicants are automatically considered for support when they apply to our program. We also encourage students with outstanding records to apply for fellowships awarded on a national basis, such as those through the National Science Foundation.

Social Security Numbers

In accordance with the Privacy Act of 1974 and Indiana PL 22 of 1977, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security numbers is voluntary. Students who do not provide the University with their Social Security number will be assigned a special nine-digit number. This number or the Social Security number will be used: a) to identify such student records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records; b) to determine eligibility, certify school attendance, and report student status; and c) as an identifier for grants, loans, and other financial aid programs. The student's Social Security number will not be disclosed to individuals or agencies outside Indiana University except in accordance with the Indiana University Policy on Student Records.

Optional Questions

The policy of Indiana University regarding admission and access to programs prohibits discrimination on the basis of race, color, ethnicity, marital status, sexual orientation, religion, national origin, disability, gender, age, or veteran status. Information gathered concerning these factors will be used for administrative and reporting purposes only. The applicant is not required to answer the question about ethnic origin, and refusal to answer will not affect admission. Any information given by the applicant in answer to this question will be kept confidential.

Decisions on Admission, Fellowships and Financial Aid

We begin reviewing applications for admission for the fall term after the January 5th application deadline. As part of our decision-making process, you may be asked to participate in an interview. Interviews are typically held during the first week of March. After the interview, applicants are notified by mail of the decision of the Admissions Committee, generally within two weeks. If you are accepted, we ask that you inform us of your decision no later than April 15th. After this date, the fellowship offer and/or any other offer of support that was made to you may be forfeited and given to another applicant.

To check the status of your application you may call the Interdisciplinary Biochemistry Graduate Office during regular business hours (EST) 812-856-0192.

Services for the Disabled

Information on services for the disabled can be obtained by contacting the Office of Disabled Student Services and Veterans Affairs, Franklin Hall 096, Bloomington, IN 47405 (telephone: 812-855-7578).

Equal Opportunity/Affirmative Action Policy

On December 4, 1992, the Indiana University Board of Trustees adopted the following equal opportunity/ affirmative action policy:

"Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans."

Students who believe they are victims of discrimination may obtain information concerning the university's affirmative action policy and complain procedures at the Office of Affirmative Action, Poplars Building 827, Bloomington, Indiana 47405 (telephone: 812-855-7559)