



EMORY  
UNIVERSITY

Department of Chemistry

## Application Checklist

### Before you start, you should know...

- Once you create an account in CollegenET, you can save the application and return to continue it later. The application will not be sent to us until you press "submit."
- Your reference letters and test scores (if applicable) will be automatically paired with your application when they arrive at Emory. You may submit the rest of your application without letters or scores. However, we will not review your application until it is complete. Scores and letters should arrive no later than our final deadline of **December 1<sup>st</sup>**.

### If you need help...

- If you have technical problems with the application, contact [help@applyweb.com](mailto:help@applyweb.com)
- If you have questions about the program, contact [gradchem@emory.edu](mailto:gradchem@emory.edu)

### Be prepared to upload the following PDF files...

#### **Statement of Purpose**

*1-3 pages*

Why? We want to know about your motivation for pursuing graduate studies at Emory as well as the research area(s) and faculty that most interest you. [Learn more in our Applying 411 series.](#)

#### **Diversity Statement (optional but strongly encouraged)**

*500 words or less*

You will be given the opportunity to add an optional diversity statement to your application. We are particularly interested in how you will contribute to building a diverse community at Emory, both through your own experiences and through your awareness of diversity, broadly defined. [Learn more in our Applying 411 series.](#)

### ❑ **Transcripts**

*1 for each post-secondary institution you have attended*

Why? We want to see official grades for all of your post-secondary training. Transcripts must be issued by the registrar's office, but unofficial copies are acceptable. Transcripts must be in English or accompanied by translations. If accepted to Emory, you must submit a sealed, official transcript directly to the Laney Graduate School and any translation must be notarized.

### ❑ **C.V./Resume**

*1-2 pages*

Why? We want to see your experience and accomplishments at-a-glance. Also, we don't want your personal statement to just list things you have done, so this gives you a place to include that information. You may wish to include academic awards and honors, including honor's thesis/projects, independent research experiences, publications and presentations, volunteer and extra-curricular experience, internships and work experience, and membership in professional and academic organizations. We find that 2 pages is enough for most applicants to identify their most important experiences and accomplishments—if you need more space, feel free to submit something longer.

**Be prepared to input the following information into our online application form...**

### ❑ **Demographic Information, Educational History, and Contact Info**

You will be asked to provide basic information, including an email, mailing address, and phone number. Please make sure this information is up to date. This is how we will contact you to let you know your final admission status. We will also ask you to confirm some key details of your academic profile, such as schools attended. Some information is optional and this is indicated on the form.

### ❑ **Contact information for References**

*Minimum of 3, Maximum of 4*

Reference letters should be from people familiar with your academic and/or research performance. We prefer that you waive your right of access to these letters—we assume that this will yield a more honest (and still positive!) letter. Please ask your references to submit their letters as soon as possible, but no later than our final application deadline of **December 1<sup>st</sup>**. We will contact your references directly to request your letter. For each person, please provide:

- Name
- Title
- Home Institution
- Mailing Address
- Email Address

#### **Faculty of Interest**

You will be asked to identify up to five (5) faculty of interest from a list of faculty accepting students. You can view faculty accepting students using the filter on our [People](#) or [Research](#) pages. Please discuss your choices in your personal statement.

#### **Previous Research Experience**

You will be asked to provide the details of up to five (5) previous research experiences. Please be prepared with the following information:

- Name of Project/Experience
- Description of Project/Experience (250 character limit)
- Description of Your Role (250 character limit)
- Start and End Dates
- Supervisor Name (if applicable)
- Institution
- Location

#### **Test Scores**

We require either the TOEFL or IELTS exam for international applicants from countries where English is not a primary language. We require a minimum TOEFL iBT score of 95 and suggest that a score of 100 or higher will be more competitive. For the IELTS, we require a minimum band score of 7.5 and suggest that 8.5 or higher will be more competitive. Unofficial score reports are acceptable for admissions purposes. An official score report must be submitted if you are offered admission. Applicants who have studied for at least one year in an English-speaking country are exempt from this requirement. No formal waiver is required.

We do not require or allow submission of GRE scores. Please do not report your GRE score on your resume or elsewhere in your application. For more information about why we do not require the GRE, see our Applying 411 series.

Note: You can submit your application before submitting test scores...or even before you have taken the test! However, we will not review your application until it is complete and your scores should arrive on or before our final deadline of **December 1st**.

#### **Other Information...**

This checklist covers all of the major components of the application. However, our online application form will ask a bunch of additional questions regarding information we expect you will likely know without referring to external documents. Please answer questions as completely as possible and skip any questions that do not apply to you. Examples of additional questions include:

**Preferred Name**

We ask this question to ensure that all of your materials are addressed to the correct name as your legal name may differ from what you want to be called. We will address materials to your preferred name if it is provided, including any notification of acceptance. The “preferred name” is sometimes confusing to international applicants – in the United States, we generally write our names as [First Name] [Middle Name] [Family Name/Surname]. We are seeking to understand if you have a preferred first name that is different from the first name that appears on your legal I.D. If you do not provide a preferred name, we will defer to what you enter in the “first name” field.

**IMSD Interest**

The [Initiative to Maximize Student Development \(IMSD\)](#) is open to all admitted graduate students at Emory. This NIH-funded program seeks to enhance the professional development of scholars through a cohort model (a program where you encounter learning experiences with a diverse group of other scholars at the same level.) We ask about your interest in this program in the application to help begin to identify students who would like to learn more. Expressing interest is not a formal commitment from you to participate if you are offered admission.

**Funding Applications**

Our application asks you to let us know if you have applied for or are planning to apply for any funding from a federal agency or other entity that would, if you receive it, financially support all or part of your graduate training. You can enter information about three applications, and make additional comments about the application status. You are not required to apply for external funding before applying to Emory, but if you have done so, we wish to begin to coordinate with you to help ensure you can take full advantage of any support received. If you already have a funding commitment from an external source, it is helpful if you contact us at [gradchem@emory.edu](mailto:gradchem@emory.edu) prior to submitting your application.

**“I have participated in the following programs...”**

We ask about your participation in specific programs we have identified as preparing applicants for success in graduate school. If you participated in a program that makes you [eligible for a fee waiver](#), checking a box here to indicate your participation will automatically apply the waiver.

**Where else are you applying?**

We ask this question to help us to understand the range of opportunities you are considering. Yes, we want to know the possible competition! But there is no “right” answer and if you choose to share your plans, we will keep this information confidential.