

Help for Applicants

If you are interested in applying for admission to our Graduate Program, please review the list of frequently asked questions (FAQ) and answers below.

To obtain more information regarding our graduate program, visit www.utdallas.edu/chemistry/graduates

Frequently Asked Questions and Answers:

1. What is the address to send letters of recommendations, transcripts and test scores to?

Official copies of your transcripts and test scores (GRE and possibly TOEFL) should be sent to:

The University of Texas at Dallas	phone:	972-883-2270
Office of Enrollment Services HH10	Toll free:	1-800-889-2443
800 West Campbell Road	Fax:	972-883-2599
Richardson, TX 75083-0688	email:	interest@utdallas.edu
USA		

You should arrange to have your 3 letters of recommendations (each with an associated "Request for Recommendation Form" obtained at <http://www.utdallas.edu/enroll/PDF/request.pdf>) sent directly to the Department of Chemistry at the following address:

Betty Maldonado	phone:	972-883-2909
Department of Chemistry	email:	bmaldonado@utdallas.edu
The University of Texas at Dallas		
Mail Stop: BE 26		
Richardson, TX 75083-0688		
USA		

2. Is there an application fee to formally apply with the Graduate School?

Yes. For U.S. citizens and permanent residents, the fee is \$50.00 USD. For international applications, the total fee is \$100.00 USD (\$50.00 application fee plus an additional \$50.00 foreign credential evaluation fee).

3. What are the admission deadlines?

The chemistry department accepts inquiries year-round but only admits students in the fall semester. Admission during the spring and summer sessions are less common and usually done for exceptional cases only. The UT Dallas Graduate School has specific deadlines for the fall

classes. Please go to the following link for the most recent deadlines:

www.utdallas.edu/enroll/apply/fees.php

UT Dallas Grade School:

US:	Fall: July 1 application	August 1 documentation
International	Fall: May 1 application	June 1 documentation

You should consider submitting your application and other required materials as early as possible for the best chance at securing a position in the fall incoming graduate class. Offers can be made as early as late December for scholarships.

4. Why are the admission deadlines for international students so far in advance of US domestic applicants?

It is due to the fact that not only does UT Dallas have to process the admission, but it takes 6 to 8 weeks after formal admittance is granted for most countries to process the I-20 Visa form, and to award an applicant a Student Visa. Plus international students must attend a special orientation nearly a week before classes begin, so they have to be here.

5. What am I required to have submitted to the Graduate School by the deadline?

Application Deadline:

1. Application
2. Application fee
\$50 (U.S. and permanent resident or \$100 if an International student)

Documentation Deadline:

1. Official transcripts
2. Official GRE scores submitted from ETS
3. Official TOEFL scores submitted from ETS (if applicable)
4. 3 Letters of recommendation (with accompanying Request for Recommendation Form for each letter)

Info can be found at www.utdallas.edu/enroll/apply/mappprocess.php

6. What are the admission requirements for UT Dallas?

Please see the link to the Graduate School Website below that lists them all:

www.utdallas.edu/enroll/graduate/

7. What are the Department of Chemistry's admission requirements?

As a requirement the GRE exam, and if you are an international student the TOEFL exam, must be taken. The scores on these exams weigh heavily in the decision to admit a candidate, as does the GPA (grade point average), schools attended, transcripts, and the 3 letters of recommendation. The Recruiting Committee looks at an applicant's entire package. The Chemistry Department prefers a score of at least 1100 for the combined verbal and quantitative GRE with at least 600 in the quantitative portion. The minimum scores for the TOEFL are as follows: if paper-based, required minimum score is 550; if computer-based, required minimum score is 213; if the IBT, the

required minimum score is 80, and the IELTS, the required minimum score of 7.0 must be attained. If your scores are significantly lower, you will benefit from retaking the relevant tests. The GPA needs to be at least a 3.0 on a 4.0 scale. If your GPA is given in a percentage, our Recruiting Committee knows what percentages are comparatively acceptable and which ones are not. Remember, the higher the GPA and exam scores are, the more competitive you are when compared to the other candidates.

8. Can I waive the TOEFL exam?

If you are an international applicant then the answer is no unless you have earned a college degree at a U.S. institution. U.S. citizens and permanent residents do not need the TOEFL.

9. What are the English speaking requirements for graduate school admission to UT Dallas and the Department of Chemistry?

An international applicant must take and pass the TOEFL exam. The minimum scores for the TOEFL are as follows: if paper-based, required minimum score is 550; if computer-based, required score is 213; if the iBT, the required minimum score is 80, and if the IELTS the required minimum score of 7.0 must be attained.

10. What is The University of Texas at Dallas' ETS school code where I have my official test scores sent?

It is 6897.

11. Are scanned images of the test scores emailed to the Department of Chemistry or copies of the originals that are mailed considered official?

No they are not. ETS must formally submit them to the Graduate School for the official application. The Department of Chemistry, however, does encourage you to email scanned versions (or mail copies) of these documents directly to the Department of Chemistry (see Item 1 above) so that we can proceed with reviewing your file.

12. What kind of financial support does the Department of Chemistry offer?

Students entering the Ph.D. program typically receive financial support in the form of a Graduate Teaching Assistantship (GTA) which currently starts at \$18,000 USD/yr. These students will also qualify for a Graduate Studies Scholarship (GSS) which covers your costs for UT Dallas tuition and some fees. Health Coverage is available to all supported students. The total award for the 2008/2009 academic year (Fall 08, Spring 09, and Summer 09) is approximately \$28,000. Students enrolling for an M.S. degree do not qualify for financial support.

13. What are the various statistics on the number of offers of assistantships you make each semester?

Currently the department has ~42 graduate students. We typically admit 12-15 Ph.D.-track students with support each fall semester.

14. Can I as an international student come to the US for only a couple of classes?

No, international applicants cannot apply for non-degree seeking status.

15. Does a 3 year B.S. degree from a university in another country qualify an applicant to apply for the M.S. or Ph.D. programs in Chemistry here at UT Dallas?

No, a 3 year B.S. degree is not equivalent to a 4 year B.S. degree in the United States, unless the applicant's 3 year degree is from a university in Germany. Therefore, to apply for our graduate program an applicant with a 3 year B.S. degree must either attain a 2 year M.S. degree or apply here as an undergraduate.