

The BioTechnology Institute

Application for Graduate Studies in Microbial Engineering

OFFICE USE ONLY

Application I.D. _____

Date of Review: _____

Application Complete:

Yes

No

Items missing: _____

Date of Confirmation: _____

ALL APPLICANTS

Thank you for your interest in the Microbial Engineering Graduate Program. We look forward to receiving your application for admission.

This application for admission and all required materials, as specified below, should be mailed to:

**Microbial Engineering
Biotechnology Institute
1479 Gortner Lab, Suite 140
St. Paul, MN 55108 USA**

The application for admission and all corresponding documents should be mailed together in the same envelope: Do not mail the documents separately as this will delay the processing of your application.

Due January 14

Many graduate programs, such as Microbial Engineering, have deadline dates that are earlier than those of The Graduate School. It takes the Graduate School up to 4 weeks to process your application. With this in mind, it is optional, but highly recommended that you submit the completed Graduate School Application in early February.

INTERNATIONAL APPLICANTS

NAME: Do not use initials; give your full name. Your application will be filed under the name you give as a family name. All credentials and correspondence, etc. must bear your full name.

TRANSCRIPTS: All international applicants who have attended universities that issue official transcripts on request must submit such credentials; the transcripts must be received in the Graduate School directly from the schools. An official English translation should be attached if the transcript is not in English. OFFICIAL transcripts bear the original signature of the Registrar or other appropriate university official, and the seal of the issuing university.

FORGED CREDENTIALS: Due to a perceived increase in forged transcripts, we will write to the schools of selected students and verify their credentials. If a student's transcripts are forgeries we will drop the student from the Graduate School and may refer the matter to law enforcement authorities for prosecution.

ENGLISH LANGUAGE PROFICIENCY EXAMINATIONS: If your native language is not English, you are required to take the Test of English as a Foreign Language (TOEFL)

The minimum standard for admission to the Graduate School is a TOEFL score of 550 (or 213 on computer-based TOEFL). Scores must be under two years old. For information about the TOEFL, refer to TOEFL Online or write to:

TOEFL Services
Educational Testing Service
P.O. Box 899
Princeton, NJ 08541-6151 USA

Biographical Data

Complete Name: _____
Last (sir name)
First
Middle

Present Mailing Address: _____ Permanent Mailing Address: _____

E-mail address: _____ Phone: _____

Date of Birth: _____ Gender: Male Female

Are you a United States Citizen? Yes No Social Security #: _____

If not, are you a Permanent Resident (Green Card Holder)? Yes No

Country of Citizenship: _____ Country of Birth: _____

INTERNATIONAL STUDENT INFORMATION

Do you need an I-20 Form for an F-1 Visa? Yes No

Other Visa Holder (Indicate type): _____

Visa Start Date: _____ Visa End Date: _____ Visa Admission Number: _____

Degree Objectives

Proposed major field and area of interest: _____

Degree Sought: _____

Plan A (Research Track) Plan B (Industrial Track)

Proposed entrance date: _____

Academics

| Name of College and/or Graduate Program | Dates Attended | Graduation Date | Degree(s) Granted | Major | Cumulative GPA** |
|---|----------------|-----------------|-------------------|-------|------------------|
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| | | | | | |
| | | | | | |

List any honors, awards, or scholastic distinctions you received in college: _____

Scores

| | | | |
|---|--|---|---|
| GRE Scores* | GRE Verbal Raw Score: _____ Percent _____% | GRE Quantitative Raw Score: _____ Percent _____% | GRE Analytical Raw Score: _____ Percent _____% |
| TOEFL (International Students Only)* | TOEFL Paper Raw Score: _____ Percent _____% | TOEFL Computer Raw Score: _____ Percent _____% | iBT TOEFL (internet based) Raw Score: _____ Percent _____% |

**Official Test scores should be sent to Institutional code 6874 (Minneapolis/St. Paul) and to Departmental code 1699 (Engineering-other).*

Work and Research Experience

| Employer/Supervisor (Name and Title) | Address | Position/Title | Dates | |
|---|---------|----------------|-------|----|
| | | | From | To |
| | | | | |
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Recommendations

List the names of three persons well acquainted with your academic work and professional experiences that you are asking to write letters in your behalf. Be certain to provide your recommenders with the full name and address of the department to which you are applying, and request that they send their letters directly to the department. Letters may also be submitted online. Misdirected letters may not arrive at their intended destination.

| Name | Position | Institution/ Address |
|------|----------|----------------------|
| | | |
| | | |
| | | |

Financial Aid Information

Would you accept an offer of admission if no financial aid were available?

Would Accept

Could Accept

Source of Funds: _____

Additional Required Documents

Please include the following information on separate sheets of paper:

1. Personal statement, including your immediate and long-term career objectives in relation to your major field;
2. Autobiographical Sketch (CV/Resume);
3. If you have had teaching or research experience, a list of courses you have taught and at what level, and a description of your research projects and
4. A list of original works, if any, that you intend to submit in support of this application: reprints of published papers, posters, or unpublished materials pertinent to your experience.

Application Checklist

To receive consideration, complete applications must be received by **Feb 1st**. Applications received after that deadline may not be considered. **Admission is for Fall semester only.**

1. Completed Online:
 - Graduate School Application (http://www.grad.umn.edu/prospective_students/apply_online.html)
 - Application fee
2. Sent via mail by officiate to the Graduate School:
 - Official GRE scores
 - Official TOEFL score (if applicable)
 - Official Transcripts (sent according to Graduate School online application instructions)
3. Sent via mail to BioTechnology Institute, Microbial Engineering, 1479 Gortner Ave, Suite 140, St. Paul, MN 55108 USA
 - This application
 - Autobiographical Sketch (CV/Resume)**
 - Personal Statement of Intent **
 - Three letters of recommendation**

*** May be sent in the mail or completed in the Graduate School online application*

I certify that this information is true and accurate. I give permission for the reviewing committee to contact any references listed above to verify my statements. I understand that any misrepresentation, omission, or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal.

Signature of Applicant

Date

EQUAL OPPORTUNITY STATEMENT:

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455, (612) 624-9547, eoaa@umn.edu, www.eoaffact.umn.edu.

PRIVACY STATEMENT:

All information on this form is private. The University of Minnesota complies with federal and state privacy laws and regulations. Those who may gain access to information in your file are staff and faculty at the University who have a need to gain access, and outside organizations and government bodies in limited circumstances as authorized by state or federal law. In addition, you may review your own file. No one else may review your file without your written consent or a subpoena or court order.

Information on this form may also be used for decisions on awarding assistantships.

The information regarding citizenship and country of birth is needed for reporting and research purposes. All individual student information will be treated as confidential; it will not be used in a discriminatory manner. The information collected will be used for summary reports required by federal and state laws and regulations and by the University of Minnesota. Refusal to provide any of the requested information will not adversely affect the processing of your application.

You are required to provide an email address. Providing a birth date or former name, or Social Security number is voluntary. The BioTechnology Institute uses this information for positive identification to insure that your records are not confused with those of other students. In The Graduate School's computerized system, the Social Security number is the primary means of identification. So, although your application will be considered without a Social Security number or birth date, providing this information will reduce the likelihood of error when matching credentials or correspondence with your application.