

WESTERN MICHIGAN UNIVERSITY

College of Arts and Sciences

Department of Chemistry

INSTRUCTIONS FOR APPLYING FOR GRADUATE STUDENT FINANCIAL SUPPORT.

1. Fill out the green application form carefully, completely and neatly, and submit it to the Chemistry Department of Western Michigan University. This form is used in evaluating applications for all graduate fellowships and assistantships. No consideration will be given to a form that is incompletely or improperly filled out.
2. Ask three persons to send to the Chemistry Department letters of recommendation in support of your application. These should be persons who are in a position to have more than casual knowledge of your academic and other qualifications for graduate work and for the award of a graduate fellowship. You should provide them with a copy of the Chemistry Graduate Program Reference Form and a stamped envelope addressed to the Chemistry Department. Inform persons that applications received before February 15 will be given priority.

Ordinarily students will be appointed to teaching assistantships during their first year as graduate students.

No information or comments relative to applications will be considered unless presented in writing.

Applications received before February 15 will be given priority consideration.

3. It is necessary for a graduate student to apply to the Graduate College or the Office of International Student Services (foreign students) for admission, in addition to submitting the enclosed "Application for Financial Support".

Please return all materials to:

Dr. Steve Bertman
Department of Chemistry
3440 Wood Hall
Western Michigan University
Kalamazoo, MI 49008-3842

Email: steven.bertman@wmich.edu if you have any questions.

Scholarships held to date _____

Other honors received _____

Publications _____

Foreign Languages you can read _____

TOEFL score (Foreign students only) _____ GRE score (Ph.D. Applicants) _____

Where did you hear about the Western Michigan University Chemistry Department?

Area(s) of interest (please circle all that apply)

Analytical Biochemistry Environmental Inorganic Organic Physical

Name, E-mail address or telephone number of three persons whom you have asked to write letters in support of this application for a graduate fellowship. They should have knowledge of your ability in science.

(a) _____

(b) _____

(c) _____

Write a personal statement of about 200 words briefly outlining your plans for future advanced training and the type of work in which you expect to specialize. Please include any additional information relevant to this application for a graduate fellowship. You should also indicate at least 2 WMU faculty whose research program interests you and briefly describe why you might like to perform research in their laboratory. Be as definite as you can. Feel free to produce your statement on other paper and attach it to this application form.

Western Michigan University

Chemistry Graduate Program Reference Form

To the Applicant :

Complete items A and B below, then deliver this form directly to a person who is acquainted with your qualifications for graduate study. You **must** supply this person with a stamped envelope addressed to the Chemistry Department in which he/she will return this form to the Chemistry Department. Refer to departmental materials for application deadline dates. **Be sure to allow plenty of time to gather letters and still meet the deadlines.**

A. Name: _____ Degree Sought: _____
Last First Middle Ph.D.
Masters Degree

B. The Family Educational Rights and Privacy Act of 1974 provides the student with a right of access to this reference form. This right may be waived, but no school or person can require the student to waive this right. Please check and sign one of the following statements.

I waive my right to review the following evaluation.

I do **not** waive my right to review the following evaluation.

Date _____ Applicant's signature _____

To the Person (Referee) Completing This Form:

The student named above has applied for admission to a graduate program at Western Michigan University. Please complete this reference form and mail it as soon as possible in the addressed, stamped envelope which the applicant has provided.

- (1) (a) How long have you known the applicant? less than 1 year more than 1 year
- (b) How well do you know the applicant? casually fairly well very well
- (c) Has the applicant been an advisee in your class(es) teaching assistant research assistant
- (d) In what capacity have you known the applicant? student professional other _____

(2) Please include a letter on letter head telling us your opinion of the applicant's potential as a graduate student. Give views on such matters as his/her accomplishments, intellectual independence, research interests, capacity for analytical thinking, ability to work with others, ability to organize and express ideas clearly (orally and in writing), teaching ability and experience. If English is not the applicant's first language, please include an assessment of spoken English.

(3) Rate the applicant in comparison to other students or employees whom you have known in a similar capacity. Reference group (e.g. 100 M.A. students I've known in past 5 years, 20 undergraduates in intermediate courses, etc)

	Top 2%	Top 10%	Top 25%	Next 25%	Lower 50%	Unable to judge
Intellectual ability						
Knowledge of chosen field						
Motivation						
Research potential						
Teaching potential						
Social skills						
Work habits						
Originality						
Problem solving ability						
Oral communication skills						
Written communication skills						
Leadership potential						

(4) Please indicate the strength of your overall endorsement by placing an X along the scale.

Highly recommended Recommended Recommended with reservations Not recommended

Signature of referee _____

Date

Print or type:

Name _____ Title _____

Institution _____

Address _____

Telephone _____ E-mail _____

Return this form to the WMU Chemistry Department in the addressed, stamped envelope the applicant has provided. Make sure to sign across the seal of the envelope.