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# WESTERN MICHIGAN UNIVERSITY

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College of Arts and Sciences  
Department of Chemistry

## **INSTRUCTIONS FOR APPLYING FOR GRADUATE STUDENT FINANCIAL SUPPORT**

1. Students applying for graduate student financial support in the Department of Chemistry must first apply to the Graduate College online (<http://www.wmich.edu/apply/graduate/>) for admission. For international students a link on this page will direct you to the Office of International Student Services with the necessary application forms and requirements.
2. Fill out the green application form carefully, completely and neatly. Submit the completed form directly to the Department of Chemistry at the address listed below. This form is used for evaluating all applicants for graduate assistantships (Ordinarily students will be appointed to a teaching assistantship during their first year as a graduate student). An incomplete or improperly filled out form will delay consideration of your application.
3. Ask three persons to send letters of recommendation in support of your application to the Department of Chemistry. These should be persons who are in a position to have more than casual knowledge of your academic and other qualifications for graduate work required for the award of graduate appointment. You should provide each recommender with a copy of the Chemistry Graduate Program Reference Form (pink form) and a stamped envelope addressed to the Department of Chemistry at the address below.

Applications received before February 15<sup>th</sup> will be given priority consideration.

Please return all materials to:

Dr. David Huffman

Department of Chemistry

3425 Wood Hall

Western Michigan University

Kalamazoo, MI 49008

Email: [david.huffman@wmich.edu](mailto:david.huffman@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.

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# Western Michigan University

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## 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.*