

FREQUENTLY ASKED QUESTIONS:

- 1. What is the application deadline?** Students wishing to receive highest priority for fall admission must complete their application file with the department by **February 15th**. Admission decisions will be made between March 15th and April 15th. While our graduate curriculum is designed for students to initiate their graduate studies in the fall, we will consider outstanding candidates for admission in the winter and spring terms.
- 2. Do I have to take the GRE?** The Department of Biology requires all applicants complete the general Graduate Record Exam (GRE) for consideration to the program. The GRE Biology subject test is not required, however, applicants are free to submit subject test scores as part of their application if they wish.
- 3. How many references do I need to submit?** Please have two persons familiar with your academic performance and abilities complete the recommendation form and write a separate letter on official letterhead. The department requires two letters of reference. They may be included in the complete application packet as sealed/signed letters, or mailed directly to the department.
- 4. What are the department guidelines for admission?** All applicants are evaluated using the same criteria regardless of gender, sexual orientation, race, handicap, national origin, marital status, or religion. Applicants meeting the minimum requirements established by the graduate school will be assessed based on a set of competitive criteria that includes undergraduate GPA, general GRE scores, and number of openings available in the applicant's area of research interest.
- 5. What if my undergraduate degree is not in biology?** If you do not have the equivalent of a bachelor's degree in biology, you may still apply for admittance into the graduate program. However, additional courses in biology or other science or math related courses may be recommended to you by your thesis advisor and committee in order to fill in gaps in your background.
- 6. Do I have to submit all of my application materials at once?** No. Application materials may be mailed to the department as one package or individually as you complete the materials. We will evaluate your application when it is complete.
- 7. Who do I contact with questions about my application status?** The department's administrative assistant maintains all application files. As a file is completed, the assistant makes the file available to the Graduate Affairs Committee. Contact Leah Tuor at (503) 725-8758 or email her at leah@pdx.edu with questions or concerns.
- 8. Where do I submit the application fee?** All application fees are to be submitted to the Office of Admissions and Records at PSU along with the appropriate application materials. The Department of Biology will not forward application materials to the Office of Admissions. For the smoothest application process, please follow the directions enclosed with the applications. Pay close attention to which materials go to which department.
- 9. Do I need to submit official transcripts and GRE scores to the department?** No. Only the Office of Admissions and Records requires official transcripts. The department will accept scans, faxes, or photocopies of transcripts and score reports. If your transcripts or certificates are not in English, you must submit official translations as well as copies in the original language. Submitting official transcripts to the Office of Admissions and Records only *does not* satisfy departmental requirements. Please follow exact directions on application instructions.