***PROGRAM APPLICATION***

**MASTER OF SCIENCE (M.S.) IN BIOLOGY**

**DEPARTMENT OF BIOLOGICAL SCIENCE**

**CALIFORNIA STATE UNIVERSITY FULLERTON**

This document must be typed and sent as a pdf file to [MSBApplication@fullerton.edu](mailto:MSBApplication@fullerton.edu). You must also apply to the University via **Cal State APPLY** (https://www2.calstate.edu/apply/graduate).

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International Applicant?:  YES  NO

California Resident? :  YES  NO

Semester applying for:  FALL  SPRING Year:

Please list, *in reverse chronological order*, the name, location, major and minor, and dates attended for all educational institutions attended after high school.

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| --- | --- | --- | --- |
| Institution (Location) | Major and Minor | Dates Attended | Degree and Date  (if conferred) |
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**A. ACADEMIC RECORD**

Calculate your Grade Point Average (GPA) in 1) all your undergraduate coursework, 2) all Biology or Biology-related courses and 3) all Supporting Science courses (e.g., Chemistry, Physics, Math/Statistics). Use the U.S. 4.0 (A-F) grading scale, with A/A+ = 4.0 grade points, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1, D- = 0.7, F = 0). **In the two tables below, list each Biology/ Biology-related course, and each Supporting Science course taken, along with your grade and the semester units earned.** If you took courses in a quarter-based system, you must first convert your quarter units to semester units by multiplying your quarter units by 0.667. ***If you had to repeat a course, list each instance and grade separately.*** Units and grade points must match those on your transcripts. **Add additional page/s for table/s, if necessary, and submit with application, in pdf format**.

Check her if you attended institutions that did not use the 4-point letter grade system (e.g., international students). If that is the case, do not list letter grades, units, and grade points below. We will refer to your transcripts instead.

**1) OVERALL UNDERGRADUATE GPA (all coursework):**

**2) BIOLOGY/ BIOLOGY-RELATED GPA:** **- list courses in table below**

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| **Biology/Related Courses** - Descriptive Course Title | Course Number | Institution (*abbreviate*) | Term (*F, W, S, Su + Yr*) | Letter Grade | Sem Units | Semester Grade Points |
| Introd to Biology (*example*) | BIOL101 | CSUF | F09 | B | 3 | 9.0 |
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| **TOTAL (sum)** |  |  |  |  |  |  |

**3) SUPPORTING SCIENCE COURSE GPA:** **- list courses in table below**

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| --- | --- | --- | --- | --- | --- | --- |
| **Supporting Science Courses** - Descriptive Course Title | Course Number | Institution (*abbreviate*) | Term (*F, W, S, Su + Yr*) | Letter Grade | Sem Units | Semester Grade Points |
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| **TOTAL (sum)** |  |  |  |  |  |  |

**B. TEST SCORES AND TRANSCRIPTS**

List the tests taken, dates, and scores. These must match the official reports submitted.

1) Test taken (check):  GRE  MCAT  DAT Date taken:

Score(s): GRE: V      Q      A      MCAT       DAT

(*for GRE, report percentile scores in Verbal, Quantitative and Analytical Writing parts*)

2) INTERNATIONAL APPLICANTS: Note that your bachelor’s degree must be from a 4-year program. If your degree is from an institution where the primary language of instruction was not English, you must pass an English proficiency exam.

Name of test taken:       Date taken:       Score:

You must arrange to have all official transcripts and test scores sent to the Department of Biological Science, CSU Fullerton. The department code is **0203**. (University code is 4589).

**C. NARRATIVE QUESTIONS**

1) Briefly summarize your research experience and skills. Feel free to include any formal or informal biology-related activities, as well as any project work completed in undergraduate classes. Also list any specific research skills, such as laboratory or field research techniques.

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2) List any academic honors, presentations, publications, and professional society memberships. Include dates achieved or obtained.

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3) In some instances, an applicant’s formal academic record or training does not fully reflect his/her qualifications, experience or abilities. Please briefly supplement or clarify any information in your application that you would like us to consider.

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4) Describe your academic and career goals 1) as they relate specifically to your interest in graduate study in Biology at CSU Fullerton, and 2) as they relate to your plans after earning your MS degree. Explain your reasons and motivations for pursuing a MS in Biology and how it will help you attain your long-term professional and personal goals. Your response should be approximately 500 words long and will be used to evaluate your writing ability.

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5) Admission to the MS in Biology Program requires acceptance by a faculty adviser who will supervise your thesis research; you will not be admitted unless an adviser agrees to supervise you. **You therefore should contact prospective thesis advisers BEFORE you apply** to discuss possible opportunities in their labs. A list of full-time faculty members and their research interests is available on the department website ([www.fullerton.edu/biology/people](http://www.fullerton.edu/biology/people)).

List 3 potential advisers, numbered in order of preference, with whom you wish to work   
(**YOU MUST LIST 3**). For each prospective adviser, briefly explain why you chose this person and indicate whether you have discussed graduate study with him/her.

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| **PROSPECTIVE ADVISER 1:** |  | |
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| Discussed graduate study with her/him?: | |  |
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| Reasons for selecting adviser: | |  | |
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| **PROSPECTIVE ADVISER 2:** |  | |
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| Discussed graduate study with her/him?: | |  |
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| Reasons for selecting adviser: | |  | |
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| **PROSPECTIVE ADVISER 3:** |  | |
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| Discussed graduate study with her/him?: | |  |
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| Reasons for selecting adviser: | |  | |
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6) Many of our MS students work as Teaching Associates (TAs; typically lab instructors) or Graduate Assistants (GAs; mostly graders or preparators). A separate TA/GA Interest Form must be completed upon admission into the program.

Briefly summarize your teaching experience, if any, including teaching assistantships, listing the most recent one first. If you have no teaching experience, write “None”.

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If you are interested in working as a TA or GA, in what areas of biology?

Check as many as you feel qualified to teach.

Cell/Molecular Biology  Microbiology

Anatomy/Physiology  Ecology

Organismal Biology  I am not interested in work as a TA or GA.

**D. LETTERS OF RECOMMENDATION**

The MS in Biology Program requires two letters of recommendation. You should contact two individuals who can address your qualifications for graduate work and who would be willing to write a letter of recommendation for you. Ordinarily, these letters would be written by professors at your undergraduate institution, or by professionals who can speak to your promise as a researcher and scientist. For example, if you did independent research as an undergraduate, your research supervisor should provide a letter. The letters must be specific to the MS in Biology Program (addressed to the Graduate Admissions Committee), **written on official department or institutional letterhead**, and submitted directly by the recommender (not the student) via email to [MSBApplication@fullerton.edu](mailto:MSBApplication@fullerton.edu). Letters must be in pdf format.

Letters of recommendation should address the following two questions:

*1. Based on your interactions with the applicant, what are your personal impressions of his/her intellectual capacity, character, professional skills, and ability to do research and productive scholarship at the graduate level?*

*2. Based on your interactions with the applicant as an employer or supervisor, how effective do you believe he/she would be as a teaching associate? What particular traits, skills, or experiences make him/her qualified for these positions? (If your interactions with the applicant have been solely in the classroom, please indicate this in your comments).*

List the two individuals from whom you have requested confidential letters of recommendation:

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| **RECOMMENDER 1** |  | | | | |  | |  | | | | |  | | |
| Recommender’s Name: | | |  | | | | |  | Position/Title: | | |  | | | |
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| Email Address of Recommender: | | | | |  | | | | |  |  | | | |  |
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| Name of Institution: | |  | | | | | | | | | | | | | |
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| Address of Institution: | |  | | | | | | | | | | | | | |
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| City, State, Zip Code, Country | | | |  | | | | | | | | | | | |

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| **RECOMMENDER 2** |  | | | | |  | |  | | | | |  | | |
| Recommender’s Name: | | |  | | | | |  | Position/Title: | | |  | | | |
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| Email Address of Recommender: | | | | |  | | | | |  |  | | | |  |
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| City, State, Zip Code, Country | | | |  | | | | | | | | | | | |

**APPLICANT’S WAIVER OF ACCESS**

(*The following waiver of access to your files is optional. If signed below, you certify to the evaluator and the University that this evaluation will be confidential.*)

I hereby waive rights to see or inspect any statement sent to California State University, Fullerton, as a result of my request for a letter of recommendation (*valid only if signed*).

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail application materials as pdf files to** [**MSBApplication@fullerton.edu**](mailto:MSBApplication@fullerton.edu)**.**

Alternatively, materials may be sent by regular mail to: MSB Program Coordinator, Department of Biological Science (MH-282), California State University Fullerton, 800 N. State College Avenue, Fullerton, CA 92831, USA.

Official copies of transcripts of all institutions attended must sent by the granting institution directly to the Department of Biological Science. Official test scores must also be sent directly to the Department of Biological Science (unofficial copies can be submitted with your application for initial review). The department code is **0203**. The telephone number of the Biology Department office is (00 1) 657 278-3614.

IMPORTANT: Your file will not be considered complete and thus not circulated for evaluation unless all the required components are received by the application deadline. You should submit your application in advance of the deadline and check with the department staff on the status of your materials to be sure your application is complete.

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*Completion of this application does not guarantee admission into the program. All materials submitted to CSU Fullerton and the Department of Biological Science in application to the MS in Biology Program become property of the University and Department and thus cannot be returned to the applicant. By submitting an application to the MS Biology Program, applicants automatically waive their rights to see or inspect any documents sent to CSU Fullerton and/or the Department of Biological Science.*

*For information about the program, visit our website* [*http://www.fullerton.edu/biology/grads*](http://www.fullerton.edu/biology/grads/apply.php)*.*

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