



UNIVERSITY of
SAN FRANCISCO

University of San Francisco

Application for Graduate Admission



master of science in
chemistry

College of Arts and Sciences





Application for Graduate Admission Master of Science in Chemistry

Who May Apply

Applicants who hold a Bachelor's degree in Chemistry equivalent to a B.S. in Chemistry at USF will be considered for regular admission. Applicants with degrees in related scientific areas (e.g., Chemical Engineering, Biology, Physics) may also apply only if upper-division or advanced courses in chemistry and/or biochemistry have been completed.

Length of the Program

The normal length of study is 2½ years. This program is a research degree and a student's laboratory work largely determines the rate of progress. Graduate students in Chemistry are involved in year-round lab research, which requires research during summer and winter breaks.

Application Dates

March 1 for fall admission (classes start late August)

October 15 for spring admission (classes start late January)

For priority consideration for admission and scholarships, applicants are encouraged to submit all application items to USF at least several weeks before the application dates of March 1 and October 15. Visit www.usfca.edu/mschemistry and click on "How to Apply" for more information.

Application Items

FIRST STEP: Application Form and Fee

Submit the form and application fee (\$55; payable to the University of San Francisco) online at www.usfca.edu/grad/applyonline or by mail. Submit this form **first** in the application process.

Send all application items to the Office of Graduate Programs. Do not send application items to the Department of Chemistry.

Please ensure that the full name on your application form and each application item are identical. If your names differ in any way, include a note with your application items so that the Office of Graduate Programs can match your items to your application file. Also, include the name of your graduate program on each application item and your birthdate.

Transcripts

Submit one official transcript (academic record) from each university, college (university-level), or community college that you have attended. International students also need to submit a copy of the transcript and diploma (document that indicates that a Bachelor's Degree has been completed) in the original language and in English translation.

Letters of Recommendation

Submit two letters of recommendation (academic or professional preferred; e.g., professor or work supervisor) with the forms provided.

GRE Scores

The GRE General exam is required. The GRE Chemistry subject exam is not required but highly recommended. You can scan and upload your own copy of your GRE general test score report as you apply online. As you upload your score copy, ensure that you have also requested that an official score report be sent to USF. The USF school code for GRE is **6996** or **4850**.

Statement of Purpose

A two-page statement that describes any of your research experience in chemistry or biochemistry, identifies research groups at USF that are of interest to you, and explains your goals in pursuing a graduate program in Chemistry.

International Students

(Not a Citizen or Permanent Resident of the U.S.)

Visit www.usfca.edu/asinternational for important information for international applicants, including test score policies. Non-immigrant students must include a **non-U.S. mailing address**. In addition to the application items listed above, international students need to submit the following:

English Language Exams

Submit official TOEFL, IELTS or PTE exam scores. A minimum TOEFL of 90 (iBT) or 575 (PBT), or minimum IELTS score of 6.5, is required. The USF school code for TOEFL is **6996** or **4850**. For test policies, visit www.usfca.edu/asinternational.

Certification of Finances

(Required in Application—Please Read Carefully)

International applicants who require an F-1 student visa must verify that they (or sponsors) can fund their tuition and living expenses during studies in the U.S. This requires that the Certification of Finances form be completed and submitted along with bank statements to the Office of Graduate Programs. Funds required for each program are indicated on the Certification form.

Note: If you do not submit a completed Certification of Finances form, then your application will not be considered for admission.

Passport Photo Page

You can scan and upload a copy of your passport photo and personal information page as you apply online, or mail a copy with your other application items.

Financial Assistance

The Chemistry graduate program offers full-tuition scholarships and teaching assistantships to admitted students. Both U.S. and international applicants are considered for this assistance when their admission application is reviewed. There is no separate application for this type of financial assistance.

U.S. citizens and permanent residents are eligible to apply for low-interest loans offered by the U.S. federal student loan program. For information visit www.fafsa.ed.gov or contact USF's OneStop Office at (415) 422-2020 or onestop@usfca.edu. The USF school code for FAFSA is **001325**. Submit your FAFSA as early as possible, even before your admission decision is made.

Submit All Application Items to:

University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117

Once your application form is processed by the Office of Graduate Programs, a USF ID number and password will be emailed to you so that you may check your application status online. You can also contact the Office of Graduate Programs at 415.422.5101.

Some application documents (statement of purpose, resume, passport photo page, letters of recommendation, GRE test score report) can be scanned/emailed as a PDF (jpps are not accepted) to asapplication@usfca.edu. In your email subject heading, please include the type of document you are sending, such as "Resumé" or "Statement of Purpose" and include your full application name and graduate program in your email.

Scans of bank statements, Certification of Finance, transcripts or English language test scores are not accepted by email. These original documents must be mailed.



University of San Francisco Application for Graduate Admission

Please submit this form as early as possible in your application process.

FIRST STEP: Your full name should be identical on all of your application items, along with the name of your graduate program and birthdate. International applicants should give their name as listed on their passport. If your name is not identical on all items, please notify the Office of Graduate Programs in the College of Arts and Sciences at asgraduate@usfca.edu or 415.422.5101 to describe any other version of your name and on which application item(s) it appears.

Program Information

OPTIONAL U.S. SOCIAL SECURITY NO. (FOR U.S. CITIZENS AND PERMANENT RESIDENTS): _____

Please refer to the Graduate Programs and Codes sheet located on the back cover to indicate to which program you are applying.

DEGREE: _____ PROGRAM: _____

PROGRAM CODE: _____ EMPHASIS (IF APPLICABLE): _____

TERM AND YEAR: _____ CAMPUS LOCATION: _____

Are you applying for a Joint Degree program? If so, indicate your program here _____

Are you currently enrolled in a USF graduate program? If so, indicate your program here _____

Personal Information

Legal Name _____
LAST/FAMILY NAME FIRST/GIVEN NAME MIDDLE/ADDITIONAL NAME

OTHER NAMES YOU MAY USE WHICH APPEAR ON SUPPORTING DOCUMENTS _____

DATE OF BIRTH: _____ GENDER: MALE FEMALE

Present Mailing Address

Effective Until: _____
STREET ADDRESS

(MONTH, DAY, YEAR) CITY STATE ZIP OR POSTAL CODE

COUNTRY

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ EMAIL: _____

Permanent Mailing Address (if different from above)

STREET ADDRESS

CITY STATE ZIP OR POSTAL CODE

COUNTRY

PHONE: _____ EMAIL: _____

Names of Recommenders

LAST/FAMILY NAME FIRST/GIVEN NAME LAST/FAMILY NAME FIRST/GIVEN NAME

Optional Statistical Information

Religious affiliation (optional):

- BUDDHIST
 HINDU
 JEWISH
 MUSLIM
 PROTESTANT
 ROMAN CATHOLIC
 NO RELIGION
 OTHER (PLEASE SPECIFY) _____

Ethnic background (Optional):

Please indicate whether you consider yourself to be Hispanic/Latino:

- NOT HISPANIC or LATINO
 HISPANIC or LATINO
 CUBAN
 MEXICAN
 PUERTO RICAN
 SOUTH AMERICAN
 CENTRAL AMERICAN
 OTHER SPANISH ORIGIN: _____
 PREFER NOT TO DISCLOSE

Racial background (Optional):

Select one or more of the following categories to describe yourself:

- NATIVE AMERICAN or ALASKA NATIVE
 ASIAN
 CHINESE
 FILIPINO
 JAPANESE
 KOREAN
 SOUTHEAST ASIAN
 INDIAN
 PAKISTANI
 OTHER ASIAN ORIGIN
 BLACK or AFRICAN AMERICAN
 NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 WHITE
 WESTERN EUROPEAN
 EASTERN EUROPEAN
 MIDDLE EASTERN
 NORTH AFRICAN
 PREFER NOT TO DISCLOSE

Citizenship or Residency Status

- U.S. CITIZEN
 U.S. PERMANENT RESIDENT
 REFUGEE IN U.S.
 ASYLEE IN U.S.
 NOT A U.S. CITIZEN OR PERMANENT RESIDENT

International Students — Required Information

STATE/COUNTRY OF BIRTH: _____ COUNTRY OF CITIZENSHIP: _____

DO YOU PLAN ON MAINTAINING A VISA STATUS OTHER THAN F-1 STUDENT VISA? NO YES IF YES, WHAT VISA STATUS WILL YOU HOLD? _____

DO YOU PLAN ON BRINGING A SPOUSE AND/OR CHILD TO THE U.S. WITH YOU DURING YOUR STUDIES? NO YES

ARE YOU CURRENTLY ATTENDING A U.S. INSTITUTION OR COMPLETING OPTIONAL PRACTICAL TRAINING (OPT) ON AN F-1 VISA? NO YES

Academic Background

List chronologically all universities and colleges (university-level institutions) previously attended. List most recent first:

CEEB CODE Admission use only	INSTITUTION NAME	LOCATION	DATES OF ATTENDANCE	DEGREE RECEIVED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature

I certify that the statements in this application are true and complete to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE

Return completed application and all application items to:

University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117

The Taxpayer Relief Act of 1997 was enacted to provide credit against tax liability for amounts spent on qualified tuition expenses by the student and his/her family. Only those tuition expenses not covered by financial aid or by tuition or other benefits are eligible for the credit. We anticipate that the University will be asked to provide confirming information to the Internal Revenue Service on behalf of its students and/or their parents. If you or your parent(s) anticipate claiming Tuition Tax credits, please provide the following information about the person who will claim the credit.

Taxpayer name: _____
 Taxpayer ID#: _____
 Taxpayer address: _____

The taxpayer is (check one): the student student's parents other



University of San Francisco Recommendation for Graduate Admission

To the Applicant

Please fill out the following section and provide it to someone most able to evaluate your academic or professional ability. It is important that your reference include this form with their recommendation letter. If that is not possible, your recommender needs to include your full name (as it appears on your application form), birthdate and graduate program on their recommendation letter.

Legal Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

Date of Birth

MONTH

DATE

YEAR

Present Mailing Address

STREET ADDRESS

CITY

STATE

ZIP OR FOREIGN MAILING CODE

COUNTRY

Graduate Program

(FOR EXAMPLE: ASIA PACIFIC STUDIES)

Right of Access

I have requested that this form be used in the admission and counseling process of the University of San Francisco. I understand that the Family Education Rights and Privacy Act of 1974 allows me the option to choose whether I will, or will not, have the right to read this letter of recommendation. Accordingly, I choose the following option by checking the appropriate box:

- I waive access to this letter of recommendation

I understand that it will remain confidential and that I will not have access to read it.

- I do not waive access to this letter of recommendation

I retain my right to have access to read it during the admission process at the University of San Francisco

SIGNATURE OF APPLICANT

DATE

To the Recommender

The student whose name appears above is a candidate for admission to the University of San Francisco. We would value your candid appraisal of this applicant. Please complete the remainder of this form as soon as possible and return to the following address:

**University of San Francisco
College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117**

Letter of Recommendation

Please write a statement concerning the applicant's level of motivation, intellectual ability, creativity, communication skills and readiness for graduate studies. You may include a separate sheet for your evaluation, but please complete this form and include it with your evaluation.

How long have you known the applicant? _____

What is your relationship to the applicant? _____

SIGNATURE OF RECOMMENDER

DATE

Recommender Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

POSITION

TELEPHONE NUMBER

EMAIL ADDRESS

Institution/Organization

INSTITUTION/ORGANIZATION NAME

STREET ADDRESS

CITY

STATE

ZIP OR POSTAL CODE



University of San Francisco Recommendation for Graduate Admission

To the Applicant

Please fill out the following section and provide it to someone most able to evaluate your academic or professional ability. It is important that your reference include this form with their recommendation letter. If that is not possible, your recommender needs to include your full name (as it appears on your application form), birthdate and graduate program on their recommendation letter.

Legal Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

Date of Birth

____ / ____ / ____
MONTH

DATE

YEAR

Present Mailing Address

STREET ADDRESS

CITY

STATE

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SIGNATURE OF RECOMMENDER

DATE

Recommender Name

LAST/FAMILY NAME

FIRST/GIVEN NAME

MIDDLE/ADDITIONAL NAME

POSITION

TELEPHONE NUMBER

EMAIL ADDRESS

Institution/Organization

INSTITUTION/ORGANIZATION NAME

STREET ADDRESS

CITY

STATE

ZIP OR POSTAL CODE



Supplemental Application for Graduate Admission
Master of Science in Chemistry

You must indicate your first 3 research area choices (1, 2, 3) in order of preference.

_____ Analytical

_____ Biochemistry

_____ Inorganic

_____ Organic

_____ Physical

Table of Programs and Codes

College of Arts & Sciences

DEGREE	PROGRAM	CODE	EMPHASES OFFERED	TERMS	LOCATION	JOINT DEGREE OFFERINGS
MA	Asia Pacific Studies	APS		fall or spring	SF	MAPS/MBA
MS	Biology	BIOL	Behavioral Biology Cancer Biology Conservation Genetics Electron Microscopy Immunology Marine Biology (non-Mammals) Microbiology Molecular Biology Parasitology Photobiology Physiology (Ecological) Virology	fall or spring	SF	
PSM	Biotechnology	BTEC		fall or spring	SF	
MS	Chemistry	CHEM	Analytical Biochemistry Inorganic Organic Physical	fall or spring	SF	
MS	Computer Science	CS CS CSBR	Entrepreneurship (CSE) Bridge Program	fall or spring fall or spring fall or spring	SF SF SF	
MA	Economics	ECON		fall	SF	
MS	Environmental Management	MSEM		fall	SF	MSEM/MBA
MA	International and Development Economics	IDEC		fall	SF	
MA	International Studies	MAIS		fall	SF	
MOPA	Public Affairs	PA		fall	SF	
MA	Sport Management	SM		spring or summer summer	SF LA	
<i>Note: If you select both campuses, the Admissions Committee will choose, on a space-available basis, which campus you will attend.</i>						
MS	Web Science	MSWS		fall or spring	SF	
MFA	Writing	WRIT		summer	SF	

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College of Arts and Sciences
Office of Graduate Programs
2130 Fulton Street, HR 240
San Francisco, CA 94117

For questions regarding the status of your application,
 please contact the Office of Graduate Programs
 in the College of Arts and Sciences at:

(415) 422-5101 (phone)
(415) 422-5134 (fax)



Educating minds and hearts to change the world

www.usfca.edu/asgrad

Equal Opportunity and Non-Discrimination Policy: The University is an equal opportunity institution of higher education. As a matter of policy, the University does not discriminate in employment, educational services and academic programs on the basis of an individual's race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition (cancer-related and genetic related) and disability, and on other bases prohibited by law. The University reasonably accommodates qualified individuals with disabilities under the law.