



Department of Chemistry: Frequently Asked Questions

Regarding the Application Process:

Q: How can I communicate with the department and the graduate program?

A: For any questions, concerns, or to receive general information we strongly encourage that you to email chemgrad@miami.edu.

Q: What is the physical address of the department?

A: The address of the department is:

University of Miami Department of
Chemistry
Cox Science Building
1301 Memorial Dr. Room 315 Coral
Gables, FL 33146

Q: When does the department begin accepting applications?

A: PHD Program: Applications are accepted between **October 1st** and **January 15th**. All materials must be submitted by January 15th to be considered for fall admittance.

MS Program: For Fall admission applications will be accepted **October 1st** to **January 15th**, for Spring admission **February 1st** to **May 15th**, and Summer admission **June 1st** to **September 15th**. All materials must be submitted by the last day to be considered for admittance

Q: What do I need to submit in order to complete my application?

A: Evaluation of the application will be done only after the file is complete with the following:

- **The Duly Filled Application:** The application form can be found by selecting

Chemistry, on the following webpage:

http://www.miami.edu/gs/index.php/graduate_school/apply/apply_online/

- **Academic Credentials:** An official transcript is required from each college or university attended. No photocopies of transcripts will be accepted. An additional final transcript showing degree conferred and date of graduation should be sent after completion of any course-work still in progress at the time of admission. International applicants should also, please send copies of all diplomas obtained and provide statements by the officials of the foreign institutions attended, indicating the courses taken, grades earned, and classification of degree. If foreign credentials are not in English, they must be accompanied by certified translations. If you have a degree from a university in the Republic of China, CDGDC documents are required in order to receive approval from the University of Miami's International Admissions department and obtain your I-20.
- **Three Recommendation Letters:** These three recommendation letters may be submitted electronically via CollegeNet, or by having the letters sent to the department address directly from the source.
- **Official GRE Score Reports (Optional):** Official GRE score reports need to be sent directly from ETS, to the department address. No copies or unofficial reports will be accepted.
- **Official Test of English as a Foreign Language (TOEFL) score reports:** TOEFL scores need to be sent from ETS, to the department address. No copies or unofficial reports will be accepted.
- **Deadline:** The course program at the University of Miami is such that entry into the graduate program is best done in the fall semester, which begins in late August of each year. The deadline for submission of all application materials is **January 15th** of each year. It is recommended that you submit your application materials early, in case further documentation is requested. Applications for the Spring semester are only accepted depending on Departmental need, so applications for Fall are recommended.
- **Speak Exam:** Upon arrival to the University of Miami we will require that International students pass an English Proficiency Exam entitled a SPEAK exam in order to qualify for Teaching Assistantship responsibilities. In the absence of passing the test your stipend would be reduced by \$1,000/year.

Q: What is the minimum GRE score?

A: The GRE (general and subject) are optional. There is no minimum GRE score required to apply.

Q: Is there a minimum GPA requirement?

A: A minimum 3.00 U.S. equivalent GPA is required for all prior degrees earned.

Q: What is the minimum TOEFL/IELTS score?

A: The minimum TOEFL score needed to apply is an 80. If you have taken the IELTS instead, the minimum IELTS score is a 6.5

Q: What are the Institution and Department codes to send the GRE and TOEFL/IELTS scores?

A: The University of Miami Institution Code is 5815. Our department code is 0301. However, if you are ordering scores sent from China, the department ETS code is 62.

Q: Are there any fees for applying? Can they be waived?

A: The application fee is \$85. The first 100 applicants will have the fee waived automatically.

Q: Will the unofficial transcripts suffice the application review process?

A: Only official transcripts will be accepted and must be submitted directly from the degree granting university. No unofficial transcripts will be accepted or reviewed.

Q: Can I submit the official transcripts after I get an admission offer?

A: Admission offers will not be considered or made without an official transcript.

Q: Is WES Evaluation necessary if I submit Official transcripts?

A: WES Evaluation is not required for graduate program applications to the Department of Chemistry. However, if foreign credentials are not in English, they must be accompanied by certified translations.

Q: How can I check the status of my application?

A: If you would like to inquire as to whether or not all of your applications materials have been received by the department, you can email chemgrad@miami.edu. Once your application has been completed, kindly refrain from inquiring daily and be assured that our graduate acceptance committee is working diligently to review your file. You will be contacted as soon as a decision has been reached.

Once you have been admitted:

Q: What is the International Admissions Office?

A: The International Admissions Office takes care of evaluating the files of all incoming international students. They also issue the I-20 for students who have passed their evaluation.

Q: Why do you need a photocopy of my passport and when should I send it?

A: A photocopy of the biographical page of your passport is needed for your file to go to International Admissions and request an I-20. You should send this as soon as you receive the offer if you have not already done so.

Q: What does the I-20 process entail and how long does it take?

A: The I-20 process is done by the International Admissions Office after all of your documents have been evaluated. If your file is complete and we have received all of the necessary documentation we can submit an I-20 request. After the request is sent, it can take 2-4 weeks to receive approval if no corrections are to be made. After the department has received the approved file, we will notify the student via email and send the I-20 to the student immediately.

Q: How can I check the status of my International Admission's evaluation and I-20?

A: To check the status of your I-20 you can email chemgrad@miami.edu. Since the evaluation and I-20 processes take several weeks, kindly refrain from inquiring daily and be assured that we are working diligently to process your file.

Q: How can I find housing around the university?

A: Unfortunately, the university does not provide housing for graduate students. Therefore graduate students are encouraged to independently search for housing. For your convenience, here are some resources available to help you find housing. You can:

- Search through the online housing database:
<https://public.cgcent.miami.edu/off-campus-housing/frmSearch.aspx>
- Use the roommate finder:
http://um.och101.com/rm_index.php
- Look at the housing handbook:
http://www.miami.edu/sa/index.php/residential_life/off-campus/off-campus_housing_handbook/

- See a list of website listings on the Housing Resources page:
http://www.miami.edu/sa/index.php/residential_life/off_campus/other_websites_to_find_off-campus_housing/

Q: Will I have any fees to pay during the semester?

A: There are a few fees that graduate students must pay during the semester. Students are responsible for:

- The Activity Fee of \$46.00
- The Wellness Center Fee of \$156.00 (can be waived upon arrival)
- Student Health Center and Counseling Center Fee of \$186.00
- Student Center Fee of \$166.00

Students are also responsible to pay for their own health insurance. The cost of a full year of health insurance is \$3,556.00. Graduate Students are eligible for an 80% discount if they chose to have the insurance charge deducted from their check every month. For questions about fees and their descriptions please see:

- https://umshare.miami.edu/web/wda/accountservices/Tuition_Rates/2014-2015%20Tuition%20Fees%20Graduate.pdf
- http://www.miami.edu/finance/index.php/student_account_services/tuition_and_fees/fee_descriptions/

Q: When does orientation start?

A: Orientation begins one week before classes start. We recommend that the student arrive at least two or three weeks before classes start so that they have the appropriate amount of time to settle in and be ready for orientation. For more information about when classes start and important dates in the semester please see:
<http://www.miami.edu/index.php/registrar/calendar/>.

You will receive more information about your orientation itinerary when the date approaches via email. Please note: The Graduate School and International Student and Scholar Services have independent orientations from the department all of which are mandatory.

Q: What should I bring with me to orientation?

A: International Students need:

- Passport
- I-20
- Two valid forms of Identification
- Social Security Number (If the student already received one)

Domestic Students only need:

- Social Security Number
- Two valid forms of Identification

Orientation includes a brief tour of the campus. Students are encouraged to bring comfortable clothes and walking shoes.

Q: Do new student have to take any type of placement exams?

A: Upon arrival, all new students will take placement exams on basic topics of chemistry. There are no study materials available to prepare for these exams and they do not affect the student's grades in any way. The exams simply serve to test the student's previous knowledge of chemistry and to help place them in the appropriate courses.

Q: Is the campus and the areas surrounding the campus safe?

A: Below, please find our police prevention website that entails how the University protects our students under any circumstance as well as the Annual Safety Report the University publishes annually regarding the crime rates and methods of prevention. You may also refer to page 23 on the Annual Safety Report to help you determine the exact crime rate of criminal offenses etc. (if any) in our local area.

<http://www.miami.edu/ref/index.php/umpd/>

<https://umshare.miami.edu/web/wda/umpolice/ASR/2014-2015%20Annual%20Safety%20Report%20proof%201.pdf>

If you would like to contact a Police Officer in charge of crime prevention, please email jgulla@miami.edu or call 305-284-1105.

Q: Do I need my immunization records? If so, where can I send them?

A: All students must provide valid immunization records. Immunization records must be originals or certified copies and can be sent via fax to (305) 284-4098 or via email to

studenthealth@miami.edu . If you cannot locate or do not have records that are up to date, please independently visit the Student Health Center can administer shots so that your records can be updated. Please see the estimated prices for vaccinations and testing below:

- MMR \$90.00
- TDAP \$70.00
- Blood Testing \$190.00

For more information about immunizations please see:
[http://www.miami.edu/sa/index.php/student_health_center/immunization information/](http://www.miami.edu/sa/index.php/student_health_center/immunization_information/).

Q: Where may I find information regarding local bus and/or metro train transit schedules and fees?

A: Methods of which to find local transportation may be researched using this link:
<http://www.miamidade.gov/transit/metrorail.asp>

The university also provides a free on-campus shuttle service that also visits a local shopping center and mall. For more information about the shuttle service go to:
http://www.miami.edu/ref/index.php/parking_and_transportation/transportation_options/hurry_canes_shuttle/.

For more information about the Chemistry Department and the University of Miami, or the graduate program in chemistry, please see the links below.

University Website: <http://welcome.miami.edu/>

Department Website: <http://www.as.miami.edu/chemistry/>

Chemistry Graduate Program: <http://www.as.miami.edu/chemistry/graduate/>