

Checklist for Application to the Master of Science Cell and Molecular Biology (MSCMB) at Missouri State University.

Admission to the MSCMB graduate program at Missouri State University requires two sequential admission steps: Application and admission to the Graduate College followed by admission to the MSCMB program as a degree-seeking student. **Both the application process to the Graduate College and to the Master of Science in Cell and Molecular Biology Program should be carried out concurrently.**

Non-degree seeking students who do not plan to pursue a master's degree, but wish to complete course work for graduate credit, may be admitted to the Graduate College without being admitted to the MSCMB program.

The post Master's student status allows students with graduate degrees to continue taking graduate course work for graduate credit without pursuing another degree.

Step One: Admission to the Graduate College of Missouri State University.

1. Obtain and complete Application for Graduate Admission form available from the Graduate College office or the Department of Biomedical Sciences. Graduate College Admission Forms may be downloaded from the MSCMB web page (<http://www.missouristate.edu/bms/mscmb.html>). The completed application form must be received by the Graduate College office at least three weeks before the beginning of the term. Late applicants may have to pay a late fee and may be admitted as a non-degree seeking student pending full review of the application materials by the Graduate College and Program for which the student may be applying.

Checklist for application materials:

- a. Include the non-refundable application fee of \$30 along with your application.
- b. Include a one page statement explaining your purpose and goal in pursuing a degree program (see question 24 on the Graduate College Application form).
- c. Be sure to request two official college transcripts from all schools attended including any graduate course work. Have these sent to: Graduate College, Missouri State University, 901 South National Avenue, Springfield, MO 65897.
- d. Have your GRE scores sent to the Graduate College. (see question 22 on application form and address above)

Step Two: Admission to the Master of Science in Cell and Molecular Biology program.

Acceptance to the MSCMB program is made on a rolling basis. Students must meet any conditions given in the acceptance form in order to be admitted into the degree program. If applying for graduate assistantships you must submit your application materials early (see last heading).

Information and Admission Forms for the Master of Science in Cell and Molecular Biology may be downloaded from the MSCMB web page (<http://www.missouristate.edu/bms/mscmb.html>) and the Graduate College web page (<http://graduate.missouristate.edu/>) (look under graduate forms).

1. Check over the admission requirements for the program. Students deficient in one or more of the admission requirements may be provisionally admitted to the program with an initial plan of how the course deficiencies will be made up. All course deficiencies should be completed before candidacy petitions are filed. Applicants with deficiencies are encouraged to meet or communicate with the MSCMB Program Director prior to consideration of admission into the program.

Application Checklist for the MSCMB Program at Missouri State University

2. Obtain or download 3-4 copies of Letter of Recommendation forms from the MSCMB web site and deliver these to three or four referees who can assess your potential as an applicant to the graduate program in cell and molecular biology. Referees should send letters directly to the Graduate Coordinator in the Department of Biomedical Sciences. The BMS Department will not consider students for admission into the MSCMB unless three letters of recommendation have been received.
3. Look over the summaries of research interests of the Cell and Molecular Biology faculty at Missouri State University listed with the Applicant's Research Interest form. Submit a completed Applicant's Research Interests form outlining your research interests along with the names of preferred faculty research mentors. Acceptance into the MSCMB program requires acceptance by one or more of these research faculty. Whenever possible, the applicant is encouraged to discuss research possibilities with faculty prior to submitting this form. Email addresses and phone numbers are included next to the faculty names on the faculty research interests listing. Research must be carried out in areas that can be supported by the faculty research mentor and BMS Department using available facilities and resources.

The Letter of Recommendation forms and the Applicants Research Interests form may be requested from the MSCMB Graduate Coordinator in the Department of Biomedical Sciences or are downloadable in the section at the bottom of the Master of Science in Cell and Molecular Biology site at:

<http://www.missouristate.edu/bms/mscmb.html>

Graduate Assistantships:

A limited number of graduate assistantships are available for those admitted to the MSCMB program. The award of a Graduate Assistantship is independent of the admission to the MSCMB program.

Complete the application for a Graduate Assistantship that is downloadable from the Graduate College website. Sent the completed application to the Program Director of the MSCMB program. Graduate Assistant Notification of all awards of graduate assistantships is made on a rolling basis for the mid-August start date. Decisions for the January start date are made in late-November. Assistantship awards after these deadlines are made on an availability-basis only. Late applications will be processed if openings are available. Three Letter of Recommendation Forms (or letters) must be received if you are applying for a graduate assistantship. Also, be sure to check the Graduate Assistantship box on the top portion of the Letter of Recommendation forms if you wish to be considered for this support.