

Direct Admission to Doctoral Program in a Basic Science Department

Anatomy, Biochemistry, Microbiology, Neuroscience, Pathology, Pharmacology/Toxicology or Physiology

1) Applicant Checklist

Contact Miranda Olenhouse in IGPBS (molenhouse@kumc.edu or 913-588-2719) in IGPBS to inform her which basic science department you are wishing to apply to directly. <http://www.kumc.edu/igpbs/index.html>

After contacting Miranda, complete online application form through IGPBS: <http://www.kumc.edu/igpbs/apply.html>

A background check is required and may impact the student's eligibility to enter the program

<http://www.kumc.edu/student-services/dean-of-students/criminal-background-checks-for-students.html>

Make request to each university attended to send official transcripts to KUMC as directed in the online application instructions.

Request testing agency submit your official GRE score to KUMC - our ETS school code is 6895

Request testing agency submit your official TOEFL or IELTS score to KUMC if international student - our ETS school code is 6895

TOEFL or IELTS score requirements: http://www.kumc.edu/international/esl_req.html

If international student, contact International Programs regarding visa status & required paperwork

<http://www.kumc.edu/international/immigration.html>

After notified of admission the student is required to:

A) Complete Student Health Requirements

<http://www.kumc.edu/student-services/student-health-services/policies-and-procedures/procedures-for-new-kumc-students.html>

B) Complete Health Insurance Requirement

<http://www.kumc.edu/student-services/student-health-insurance-.html>

C) Read enrollment and tuition Information on Registrar's website

<http://www2.ku.edu/~sakut/tutorials/studentguardian.shtml>

Once admitted and advised by your department, enroll in courses through Enroll & Pay

<https://sa.ku.edu/psp/csprd/?cmd=login&languageCd=ENG&>

2) Basic Science Department Checklist

Miranda in IGPBS will forward the Graduate Rep the application info received from online application process.

If needed, Miranda will ask Graduate Rep to request transcript evaluation from GAPC for any international transcripts to determine equivalency to US bachelor's degree and to calculate an equivalent cumulative GPA so appropriate admission category (regular or provisional) can be determined

Link to GAPC form: <http://www2.kumc.edu/aa/gradstudies/pdf/KUMCCredEvalFormJan2010.xls>

Graduate Rep notifies Miranda in IGPBS of their recommended admission status (regular or provisional)

Department contacts Mike Werle, Director IGPBS about course enrollment if student to take IGPBS courses

Department advises student regarding which courses they are to enroll in

Complete I-20 form if required for international student and send with application packet

Determine GTA/GRA funding and notify Graduate Studies

If GRA, department notifies Student Financial Accounting regarding 3rd party payor status for tuition payment

Department checks student in with payroll as a new hire (GTA or GRA) and obtains ID card

Department arranges directly with HR to conduct Criminal Background check on student -

this check is required before student can begin work as GTA/GRA

3) IGPBS Coordinator Checklist

IGPBS Coordinator sends application information to Graduate Rep

IGPBS Coordinator sends Technical Standards form for student to sign

IGPBS Coordinator verifies receipt of signed Technical Standards form and forwards to department

IGPBS Coordinator verifies receipt and review of Background Check results **prior** to admission

IGPBS Coordinator notifies Graduate Studies of completed application and recommended admission status

IGPBS Coordinator forwards copy of auto e-mail account notification sent to student to department

4) Graduate Studies Checklist

Graduate Studies enters admission decision into student system (SAKU)

Graduate Studies sends letter of admission to student with copy to department's Graduate Rep

Graduate Studies adds GTA/GRA designation to official list upon receipt of information from department