



NON-DEGREE & DEGREE SEEKING APPLICATION INSTRUCTIONS

Once a K30 Fellow has been accepted into the K30 Research Curriculum Program (CRCP), we encourage fellows to look into opportunities to gain research skills by enrolling in courses that will help with their research or by earning a graduate degree. **Acceptance into the K30 program DOES NOT automatically admit a student to the degree programs or the university as a graduate student.** This handout is an informational guide to help you distinguish the two processes (admission to the graduate school as a non-degree seeking student vs. admission as a graduate student pursuing an MPH or MS-CR degree).

The University of Kansas offers degree program for the Masters in Public Health (MPH), Masters of Science – Clinical Research (MS-CR), and a Certificate in Translational Research (CTR). Specific information can be found at www.kumc.edu/mph.

NON-DEGREE APPLICATION DEADLINES

Spring – December 1st

Summer – May 1st

Fall – July 15th

K30 Fellows can apply as a non-degree seeking student which allows them to take up to *6 credit course hours* at the beginning of the following semester. Only 6 credit hours can be transferred toward the full degree.

If your application is received by one of the deadlines above, it will be processed and you will be sent instructions via the e-mail address indicated on your application. Enrollment needs to be completed prior to the first day of class. If you enroll after the first day of the semester, a late enrollment fee will apply and you will be responsible for payment since the K30 program will not cover any late fees.

The University Timetable of Class can be found at www.timetable.ku.edu.

Please be aware that admission as a non-degree seeking student does not guarantee admission into a degree seeking program (MPH or MS-CR). Degree seeking programs require you to complete and submit the MPH or MS-CR application (with all supporting materials) by the March 31st deadline.

MPH and MS-CR APPLICATION DEADLINE: MARCH 31st

If you choose not to pursue a degree (MPH or MS-CR) you can always take courses toward the CTR (certificate). You would be enrolled as a non-degree seeking student, but only 6 credit hours (no matter how many courses you take) will transfer should you decide later to pursue a degree.

Non-Degree Admission Requirements:

1. Application form for Graduate School (Domestic or International). These can be found at http://ww2.kumc.edu/aa/gradstudies/grad_forms.htm
2. GPA above 3.00.
3. **TWO copies of official transcripts for all** undergraduate coursework. Transcripts from outside the U.S. require must be evaluated for equivalency. (Documentation of a course in Calculus may be required for some course).
4. International students must submit TOEFL scores sent directly from the testing agency or a copy of ECFMG scores.
5. A **\$35 non-refundable application fee** (check or money order payable to *University of Kansas Medical Center*).

Mail or bring your complete applications materials to:

**University of Kansas Medical Center
MPH Office
Attn: Coreen Gunja
3901 Rainbow Blvd., MS 1008
Kansas City, KS 66160**

Questions? Please contact Tanya Honderick at thonderick@kumc.edu or call (913) 588-2720.