

Direct Admission to Doctoral Program in a Basic Science Department

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

1) Applicant Checklist

Contact Martin J. Graham in IGPBS (mgraham4@kumc.edu or 913-588-2719) in IGPBS to inform him which basic science department you are wishing to apply to directly. <https://www.kumc.edu/igpbs.html>

After contacting Martin, complete the online application form through IGPBS: <https://www.kumc.edu/igpbs/program-information/how-to-apply.html>

A background check is required and may impact the student's eligibility to enter the program. This is completed through Workday.

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 TOEFL or IELTS score to KUMC if international student - our ETS school code is 6895. IELTS scores cannot be sent electronically, only hard copies can be sent.

TOEFL or IELTS score requirements: <https://www.kumc.edu/academic-and-student-affairs/departments/office-of-international-programs/inbound-programs/information-for-students/academic-english-requirements.html>

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

<https://www.kumc.edu/academic-and-student-affairs/departments/office-of-international-programs/inbound-programs/information-for-students/f-1/j-1-international-students.html>

After notified of admission the student is required to:

A) Complete Student Health Requirements

<https://www.kumc.edu/academic-and-student-affairs/departments/student-health-services/policies-and-procedures/health-requirements-for-enrollment.html>

B) Complete Health Insurance Requirement

<https://www.kumc.edu/academic-and-student-affairs/departments/student-health-services/policies-and-procedures/health-requirements-for-enrollment.html>

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

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

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

<https://sa.ku.edu/index.html>

2) Basic Science Department Checklist

Martin in IGPBS will forward the Graduate Director the application info received from online application process.

If needed, Martin will ask Graduate Director to request transcript evaluation from WES Evaluation Services for any international transcripts to determine equivalency to US bachelor's degree and to calculate an equivalent cumulative GPA so appropriate admission category (regular) can be determined

Graduate Director notifies Martin in IGPBS of their recommended admission status (regular)

Department contacts Martin J. Graham 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 student ID badge

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 Director

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 notifies Graduate Studies of completed application and recommended admission status

4) Graduate Studies Checklist

Graduate Studies enters admission decision in the student's application in Slate

Graduate Studies emails letter of admission through Slate and copies the department administrator

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