

Fall 2017 Admissions Process

Fall 2017 applications are accepted starting in early September 2016.

Fall 2017 Admissions Timeline & Important Dates

December 1, 2016 – Deadline for applicants to submit the UC Berkeley online admissions application and all required supplemental materials.

December 2, 2016 through late December, 2016 – Admissions committees review applicant files. At the end of this process, applicants who have been selected for the next stage will be invited to attend the prospective student interview weekend. Applicants who are not selected for an interview will also be notified at this time.

January 19, 2017 – January 22, 2017 – Plant & Microbial Biology Interview Weekend.

Applicants who have been selected for an interview and are interested in coming to UC Berkeley are required to attend this interview weekend if at all possible. Although we cannot guarantee an alternate interview date, PMB will look into making alternate arrangements for students have significant prior commitments that cannot be moved. For most students, the entire cost of this weekend (including transportation, lodging, meals, and activities) is covered by the PMB department.

Mid February 2017 – Shortly after the interview weekend, the admissions committee will reconvene and make final admissions decisions. All interviewees will be notified of their admissions status as soon as possible.

April 15, 2017 – Deadline for admitted students to accept or decline their offers of admission. This deadline is a national deadline for all schools that are a part of the Council of Graduate Schools. http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf

Application Instructions

The department of Plant and Microbial Biology uses an entirely electronic application process. Please read through these directions carefully and email Rocío Sanchez at rocio_s@berkeley.edu if you have any questions. We encourage you to submit everything electronically and strongly prefer that you do not send any admissions materials via mail to our department.

It may also be useful to take the time to review the Graduate Division's tips for strengthening your application: <http://diversity.berkeley.edu/preparing-your-application-graduate-school> .

Complete and Submit UC Berkeley's Online Graduate Application. Visit this website to access the instructions and online application: <http://www.grad.berkeley.edu/admissions/index.shtml> .

- Students may only apply to one program at Berkeley at a time.
- The department of Plant and Microbial Biology offers two Ph.D. degree programs:
 1. Microbiology*
 2. Plant Biology

*If your research interests are in microbial ecology and evolution, fungal diversity or mycology, please apply to the Microbiology Ph.D. program.

Complete all parts of the graduate application, noting the following exceptions:

- **Domestic or International Fellowship Section** - We do not need you to fill out any information regarding your own finances. However, please do complete the check boxes under the "Restricted

Fellowship Endowment Criteria” section. We use this information to nominate you for various UCB fellowships, if eligible.

In addition to filling out the general application, you will be asked to submit required supplemental materials at this time.

- **GRE Scores** – http://www.grad.berkeley.edu/admissions/admis_require.shtml#2 - All applicants are required to take the general GRE test (no exceptions). Your official scores will be sent to UC Berkeley directly, but please do self-report your scores on the application if you have already taken the test. If you don't have your scores yet, please submit your application anyway. The department recommends but does not require the GRE subject test in biology (B24) or biochemistry, cell and molecular biology (B22). To have the scores sent to the Department, note on the GRE order form the institution code 4833 (UC Berkeley) and the department code 0112 (plant sciences) or 0205 (Botany/Plant Biology). There is no minimum GRE score required to apply to our department.
- **TOEFL or IELTS Scores** – If you are not originally from the US, please review the Graduate Division's requirements for demonstrating proficiency in English. To have the scores sent to the Department, note the institution code 4833.
http://www.grad.berkeley.edu/admissions/admis_require.shtml#4_3.
- **Statement of Purpose** – http://www.grad.berkeley.edu/admissions/state_purpose.shtml
- **Personal Statement** - http://www.grad.berkeley.edu/admissions/personal_statement.shtml
- **Three Letters of Recommendation** - You will be asked to submit the names of your three recommenders as part of the online application. At least two of your letters should be written by science faculty and all reviewers should be familiar with your scholarly abilities. If you have had research experience in a lab setting, we also recommend that you submit letters from your research supervisor. You may submit as many letters of recommendation as you want.

We strongly recommend that you use UC Berkeley's online letter of recommendation system instead of having your recommenders send their letters through the mail. You are able to log into the application and manage your letters of recommendation after you submit your online application.

***We also recommend that you try to submit your application early.** You do not have to wait until GRE scores or letters of recommendation are submitted in order to submit your online application.

- **Transcripts** – Please review this site for information on what academic records you will need to upload: http://www.grad.berkeley.edu/admissions/admis_require.shtml

We do **not** require applicants to mail us official transcripts for the purposes of our preliminary application review. **Instead, for every college attended**, please make a PDF version of your transcript and follow the directions for uploading them onto the graduate application.

Please make sure to redact your social security number, student ID number, address and any other sensitive personal information that may appear on your transcript before you upload it.

Applicants who attended a university in a non-English speaking country should upload a copy of both the English translation of their transcript and the one in their native language as one PDF.

Only applicants that are admitted to the University will be required to order official university transcripts and submit them to us in a sealed envelope.

• **Fellowship Information** – If you have received a fellowship or scholarship (such as the Fulbright) that you wish to use at UC Berkeley, please upload your award letter and any other pertinent information that we should know about the fellowship.

• **CV or Resume** – Please upload a current CV or Resume. In addition to your work history, you may like to list any awards, fellowships, summer research opportunities, traineeships, prizes, participation in student organizations etc,.

Optional Materials:

You may upload anything else that you believe will help strengthen your application and give the committee a better idea of your abilities. Although not required, some applicants choose to submit additional documents such as:

- Publications, abstracts, or posters
- Certificates

Application Submission

After submitting your application, applicants will continue to have access to the application to manage the following items, 1. Update GRE exam registration number, 2. Pay the application fee, 3. Resend an invitation to a recommender who has yet to submit a letter of recommendation, and 4. View their status page.

Should you have any questions or concerns about the graduate admissions application or graduate admissions process, please contact Rocío at rocio_s@berkeley.edu .

--Good luck!