

**Department of Biological Sciences, Marshall University  
Graduate College and GA Application Overview and Checklist**

**Application Procedure:** Detailed admission procedures and forms can be found on the web at: <http://www.marshall.edu/biology/gradapply>

<b>Applying For:</b>	<b>Deadlines</b>	<b>Materials Required</b>
Fall Admission and Graduate Assistantship	15 April 1 August late admission	Complete application for graduate admission Complete application for graduate assistantship
Spring Admission and Graduate Assistantship	15 November	Complete application for graduate admission Complete application for graduate assistantship

**The due dates for regular admissions are April 15 and November 15 of each calendar year;** these dates must be met in order to receive full consideration. Late applications for graduate admission for the fall are accepted up until August 1, but may not receive full consideration for graduate assistantships.

**Step 1: Faculty advisor:**

- Faculty advisor identified (Strongly recommended for MS, optional for MA).

**Step 2: Checklist for Graduate College admission:**

- Completed Graduate College application form (online or printed).
- Official transcripts of all college courses attempted sent directly to address below.
- GRE scores sent directly to address below.
- Letters of recommendation from three professional references sent directly to address below.
- A 250-500 word statement of your goals, purpose, and reasons for pursuing a Masters degree in Biological Sciences at Marshall University. Include at the end of this document:
- Names and contact information of three professional references.
  - Name of Faculty Advisor (if known, if not known put "not known")

**Graduate College application sent:**

Marshall University  
Graduate Admissions Office  
100 Angus E. Peyton Drive  
South Charleston, WV 25303-1600

**Step 3: Checklist for Graduate Assistantship application:**

- Completed Graduate Assistantship form.
- Graduate Assistantship application sent:**
- Graduate Admissions Committee  
Department of Biological Sciences  
ATTN: Ms. Vickie Crager, GA Application  
1 John Marshall Dr  
Huntington, WV 25755

- Step 4: Confirm arrival of all documents.**