

Application for Admission to the PhD in Comparative Biology and for Graduate Fellowships

Instructions

Deadline

December 15, 11:59pm, Eastern Standard Time

Purpose

PhD in Comparative Biology at the Richard Gilder Graduate School

The curriculum of the PhD Program in Comparative Biology provides students with the environment, tools, and experiences to prepare them for a career in research and teaching. It is novel, highly flexible, collections-centered, and, where appropriate, field based. The program gives students a broad knowledge of the conceptual bases, language, tools, and methods for studying life, as well as the ability to undertake and complete intensive individual investigations. Finally, by providing instruction in grantsmanship, publication, presentation, and ethics, the program prepares students to be working scientists, educators, or civic leaders who can contribute at the highest levels.

Graduate Fellowships

The Graduate Student Fellowship Program of the Richard Gilder Graduate School at the American Museum of Natural History is an educational partnership with selected universities and is dedicated to the training of Ph. D. candidates in those scientific disciplines practiced at the Museum. The university exercises educational jurisdiction over the Program and awards the degree. **Applicants must apply directly to each university for admission. This form is for the fellowship only.** The Museum curator serves as a graduate advisor, co-major professor or major professor. The student benefits by having the staff and facilities of both the university and the Richard Gilder Graduate School at the American Museum of Natural History in order to carry on his/her training and research. Joint programs include:

- Columbia University: Department of Earth and Environmental Sciences; Ecology, Evolutionary and Environmental Biology; Anthropology; and Astronomy
- Cornell University: Entomology,
- City University of New York: Ecology, Evolutionary Biology, and Behavior, Earth and Environmental Sciences; and Anthropology
- New York University, Molecular biology

Application Guidelines

This packet contains instructions and the forms necessary to apply for admission to the Comparative Biology PhD Program at the Richard Gilder Graduate School of the

Richard Gilder Graduate School

AT THE AMERICAN MUSEUM OF NATURAL HISTORY

American Museum of Natural History and for the Graduate Fellowship Program in partnership with Columbia University, CUNY, NYU and Cornell. Applications will not be considered complete and eligible for consideration until all required materials have been received. Enrollment in the Richard Gilder Graduate School is for the fall semester only. The Graduate Fellowship Program may allow deferments, but the applicant should discuss this with the pertinent school before accepting the award. For more information on both programs visit our website at <http://rggs.amnh.org/>

This application must be completed electronically, except for your official transcripts, GRE scores and TOEFL exam (if applicable) which must be sent to us from ETS. Please note that all materials become the property of the Richard Gilder Graduate School. Since the applicant is responsible for securing official transcripts and letters of recommendation, it is important that the applicant requests supporting documents as early as possible to ensure that all supporting materials are secured well in advance of the application deadline of December 15.

Application Fee

- **For the PhD in Comparative Biology only**, there is a non-refundable application fee of \$50. You must pay this online following this link: TBD
- Applying to the Graduate Fellowship Program is FREE. (Note: there may be separate application fees to the collaborative universities.

Educational Background

Applicants must have received a Bachelor of Arts or Bachelor of Science or equivalent degree from an accredited college or university prior to matriculation in these programs.

Faculty Advisor/Sponsor

Applicants should contact up to 3 members of the Richard Gilder Graduate School research faculty by email or phone prior to application. They should discuss their research with the faculty member and find out if the faculty member would agree to be an advisor.

Transcripts

The applicant must request an official transcript from the registrar at each undergraduate and graduate institution attended. Transcript request forms can be obtained from your registrar. All transcripts should be submitted directly to the Richard Gilder Graduate School, at the address provided below.

International applicants must request that registrars send original documents for all postsecondary studies. All international documents must be accompanied by certified English translations.

Send transcripts to:

Richard Gilder Graduate School

AT THE AMERICAN MUSEUM OF NATURAL HISTORY

Office of Admissions
Transcripts
The Richard Gilder Graduate School
American Museum of Natural History
Central Park West @ 79th Street
New York, NY 10024

Letters of Recommendation

Three letters of recommendation are required. Please download the form on the website and send it to your references

(https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx). You should request letters of recommendation from three professors or other qualified evaluators, who can appraise your academic achievement and promise. The reviewer is requested to complete the form **as well as write a narrative recommendation** and email them to us. Specific instructions to you and the reviewer are on the form.

Graduate Record Examination (GRE)

All applicants must take the Graduate Record Examination (GRE) General Test. The GRE Subject Test (in Biology or other pertinent field) is **highly** recommended for the Comparative Biology PhD Program. The scores are evaluated in the context of other measures of academic performance. For information call 1-800-GRE-CALL. Official scores must be reported to the Richard Gilder Graduate School, American Museum of Natural History – Institution Code 2471. If this code is not used test scores will not reach us. While we must receive the official scoring report directly from ETS, applicants are encouraged to also upload a scan of their unofficial report with their application.

International Students

It is required that applicants whose native language is not English, or who have not studied and earned a degree in an English-speaking country, take the Test of English as a Foreign Language (TOEFL) administered internationally by Educational Testing Service, and request them to report the scores to the Richard Gilder Graduate School, American Museum of Natural History – Institution Code 2471. If this code is not used test scores will not reach us. For additional information, call 1-800-GO-TOEFL or visit the ETS website at <http://www.toefl.org> or www.ets.org. While we must receive the official scoring report directly from ETS, applicants are encouraged to upload a scan of their unofficial report with their application.

CV/Résumé

You may also submit a CV/resume with your application. This can be done in the My Career section of the application website:

https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx

Statement of Nondiscrimination

The American Museum of Natural History is an Affirmative Action/Equal Opportunity educator and employer. AMNH bases its judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its staff and student body qualified persons of diverse backgrounds. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as sex, race, color, creed, religion, age, disability, sexual orientation, gender identity veteran status, or national or ethnic origin. AMNH takes affirmative action to recruit openly.

Summary of Application Requirements and Applicant Check List		
	Bachelor of Arts or Bachelor of Science	Required , Or equivalent degree, from an accredited institution.
	Official transcripts	Required . Sent to us from all undergraduate/graduate institutions attended.
	GRE (general) results	Required , taken within the past five years, sent to us through ETS.
	GRE (subject) examination	Recommended for PhD in Comparative Biology applicants, sent to us through ETS.
	Three letters of support	Required , sent to us by email.
	Research Experience and Research Interest Essays	Required . Description of research interests/experience, on this form.
	Faculty sponsor	Required . Through student contact or assigned by the AMNH, on this form.
	Application fee of \$50	Required for PhD in Comparative Biology only .
	Proficiency in English	Required for non-native English speakers , taken within the past 2 years, sent to us by ETS.
	CV/Résumé	Optional , submit electronically