

**AMERICAN MUSEUM OF NATURAL HISTORY
THE RICHARD GILDER GRADUATE SCHOOL
APPLICATION PACKET**

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

This packet contains instructions and the forms necessary to apply for admission to the Comparative Biology Program at the Richard Gilder Graduate School of the American Museum of Natural History. Applications will not be considered complete and eligible for consideration until all required materials have been received. Enrollment is for the fall semester only. The application deadline for enrollment is December 28. For more information visit our website at <http://rggs.amnh.org/>

Instructions for Applying for Admission

**Admissions
and Applications**

Office of Admissions
The Richard Gilder Graduate School
American Museum of Natural History
Central Park West @ 79th Street
New York, NY 10024
admissions-rggs@amnh.org

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 the Museum's program. Applications will be accepted from students who have completed some graduate work or an advanced degree at another institution. These applicants, however, may be required to complete the core courses of the program regardless of their prior background.

Submission of Application

The application for admission, together with supporting materials in sealed envelopes, is to be sent to: The Office of Admissions at the address above. 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 in sealed envelopes, 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 listed below.

Application Package: You are asked to submit all application documents (except for GRE and TOEFL scores, and transcripts [submitted directly by university registrars to the AMNH, see below]) in one large envelope, which must include the following:

- Application for Admission
- \$50 Application Fee
- Statement of Academic Purpose (maximum of 3 pages)
- Three letters of evaluation (in sealed envelopes)

Applicants are strongly encouraged to contact a member of the research faculty prior to application. Although not required, a personal or telephone interview with a prospective Museum faculty member is strongly recommended before application.

Application Deadline

For Fall Semester Enrollment: **December 28.**

Application Fee

The non-refundable application fee is \$50. We accept traveler's checks; personal cashiers or bank checks; and international or domestic money orders only, payable to the AMNH Richard Gilder Graduate School. All payments must be in U.S. funds, and all checks should be drawn on a U.S. bank located in the United States, with the U.S. address and 9-digit ABA or routing number pre-printed on the bottom of the check.

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, or use our downloadable PDF form at http://rggs.amnh.org/pages/amnh_phd_program/apply. All transcripts should be submitted directly to the Richard Gilder Graduate School, at the address given on page 1.

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

Letters of Recommendation

Three recommendation forms are included in this packet. 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 and letter of recommendation, seal them in an envelope (best if provided by the applicant), and sign the sealed envelope across the flap. The sealed envelope should be returned to the applicant who, in turn, will submit the unopened recommendation along with the application and all other materials to the Richard Gilder Graduate School in a single large envelope.

Graduate Record Examination

All applicants to the Richard Gilder Graduate School must take the Graduate Record Examination (GRE) General Test. The GRE Subject Test (in Biology or other pertinent field) is recommended. 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.

International Students

International students must present authoritative evidence of sufficient competence in the English language to pursue a regular course of study at the Richard Gilder Graduate School. 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 ETS to report examination results directly to the Office of Admissions, Richard Gilder Graduate School, American Museum of Natural History – Institution Code 2471, Central Park West @ 79th Street, New York, NY 10024. Inquiries concerning this examination may be made to Test of English as a Foreign Language, Box 6151, Princeton, NJ 08540, USA, or to most American embassies and consulates in cities outside the United States. For additional information, call 1-800-GO-TOEFL or visit the ETS website at <http://www.toefl.org> or www.ets.org.

Immigration Status: Admitted international students must meet the English language proficiency requirement and submit official records of all academic work completed and degrees received before visa documents can be requested or issued. Contact the Administrative Director, Richard Gilder Graduate School (admin-director-rggs@amnh.org) if further information is required.

Immunization Requirements

Medical Record Requirements – New York State law requires all students to complete a Meningococcal Meningitis Response Form prior to registration. In addition, New York State law requires all students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella. Registration will not be permitted if a student does not comply with State medical record regulations.

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.

Completing the Application Electronically

It is highly recommended that you complete the form in Word (2003) to assure legibility. However, please be careful not to accidentally delete portions of the application when completing it.

SUMMARY OF APPLICATION REQUIREMENTS	
Bachelor of Arts or Bachelor of Science	Or equivalent degree, from an accredited institution
Official transcripts	From all undergraduate/graduate institutions attended
GRE (general) results	Required, taken within the past five years; applicants holding another graduate degree may petition for a waiver
GRE (specialty) examination	Recommended (in pertinent field)
Three letters of support	Required
Essay	Description of research interests/experience
Interview	Final candidates will be interviewed
Faculty sponsor	Through student contact or assigned by the AMNH
Application fee of \$50	Required with application
Proficiency in English	TOEFL scores required for non-native English speakers, taken within the past 2 years. TOEFL scores generally must total 600 or higher with 60 or greater on each subsection (paper, PBT), or total 100 or higher with 25 or greater on each subsection (TOEFL iBT computer-based), or total 250 or higher with 25 or greater on each subsection (TOEFL CBT computer-based, less than 2 years old). The TWE essay score will be assessed separately.

Application for Admission to the Comparative Biology Doctoral Program at the AMNH Richard Gilder Graduate School

The application and all supporting documentation must be postmarked on or before the deadline date of December 28.

 Last Name (Family or Surname) First Name Middle Name Other/Former/Maiden Name
 Sex: M F

 Mailing Address City State/ Zip Code Country

 Permanent Address (if different from above)

 (_____) Telephone Email (print clearly) Fax

 Date of Birth (mm/dd/yyyy) City, State, and Country of Birth

 US Citizen? Y N US Permanent Resident? Y N Green Card No. _____

 Citizenship (if not US) Visa Type Held Desired

Education History: List chronologically all institutions attended beyond secondary school, include programs at AMNH, name and location of colleges, graduate and professional schools.

Institution and Address	Major/Degree	Dates of Attendance	Date Degree Received-Expected

Undergraduate Major _____ Graduate Major _____

Grade Point Averages (convert to 4 point scale, with A=4.0, B=3.0, etc., if necessary)
 Undergraduate GPA _____ Undergraduate Major GPA _____ Graduate GPA _____

Graduate Admissions Examinations and TOEFL Examination (official scores must be submitted by Educational Testing Service to the American Museum of Natural History—Institution Code 2471)

(1) _____
 General (Aptitude) Test (GRE) Taken on (Date) Will Take on (Date)
 Scores: Verbal _____ Quantitative _____ Analytical Writing _____
 Percentiles: Verbal _____ Quantitative _____ Analytical Writing _____

(2) _____
 Subject Test (GRE) Taken on (Date) Will Take on (Date)
 Score: _____ Percentile: _____ Subject of specialty GRE: _____
 Subscores: _____ Subscore Percentiles: _____ Subscore areas: _____

(3) _____
 Test of English as a Foreign Language (TOEFL) Taken on (Date) Will Take on (Date)

Letters of Recommendation for Graduate Admission

Note: You are responsible for obtaining three recommendation letters in sealed envelopes and enclosing them with this form.

Please provide the following information for those individuals from whom you have requested letters of evaluation.

Full Name	Title/Position and Department	Institution and Address

Other Information for Graduate Admission

Have you previously applied to the Graduate Fellowship Program at the American Museum of Natural History? Yes No

From what language(s) can you translate scholarly material into English? _____

What academic honors have you received (e.g., prizes, scholarships, fellowships, honor societies)?

Academic and/or relevant work experience:

Employer	Position	Dates	Type of Work

Have you been an author or any publications or websites, or produced any other scientific products? If so, please list them below (continue on an attached sheet in necessary).

Reference, URL, or other description

How did you find out about the Richard Gilder Graduate School at AMNH?

\$50 Application Fee Enclosed? Yes No

I certify that the information on this application is complete and correct. I understand that omission or falsification of information may constitute grounds for denial of admission or dismissal.

Date Submitted

Signature of Applicant

Please mail separately without identifying information to assure confidentiality:

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

Optional Question: Information on ethnicity is being collected to meet federal reporting requirements. It is confidential and will not be released except in the form of statistical summaries in which the individuals will not be identified. Response is strictly voluntary and does not affect the admissions or academic decisions. Which category best describes you (circle all that apply)?

(1) White, non-Hispanic (2) African American, non-Hispanic

(3) Puerto Rican (4) Hispanic, other

(5) Asian or Pacific Islander (6) American Indian or Native Alaskan

(7) Other _____

**Ph.D. Program in Comparative Biology
The Richard Gilder Graduate School
American Museum of Natural History
Central Park West @ 79th Street
New York, NY 10024**

Statement of Academic Purpose

In a statement of two to three single-sided pages (no smaller than 10 point font), describe your research interests and experience. If you are currently in a graduate program at another university, but have not yet obtained an advanced degree, please explain why you wish to leave. If you are not currently enrolled in an academic program, please describe your activities since you were registered last. Return this form with your application.

Last name (Family or Surname)

First name

Middle name

PLEASE RETURN TO THE *APPLICANT*, SEALED IN THE ENCLOSED ENVELOPE PROVIDED, BY THIS DATE:

Return Date to Applicant

Ph.D. Program in Comparative Biology, Office of Admissions, The Richard Gilder Graduate School
American Museum of Natural History, Central Park West @ 79th Street, New York, NY 10024 USA

Letter of Evaluation

To the Applicant: Ask an instructor, research advisor, or other mentor familiar with your academic record, abilities, and plans for graduate study to complete this form. Provide the instructor with a self-addressed stamped envelope marked "Evaluation Letter", so that you can include the sealed recommendation letter with your application package. Please complete the following information:

Name of Applicant (Last) (First) Middle/Maiden

Name of Reviewer (please print)

I, the applicant, waive my right of access to this letter of recommendation _____
 do not waive Applicant's Signature

Instructions to the Academic Reference:

The Committee on Admissions will appreciate a strictly confidential statement from you concerning the above applicant. (Please note: Applicants have the right to see this statement if they have not waived the right of access above.) Please indicate how long you have known the applicant, whether or not you consider the academic records a true index of ability, and what your opinion is of the applicant's capacity to do research, motivation, and promise as a scientific researcher, college teacher, etc.

Please attach your recommendation (which should be written on official stationery) to this form and place it in the envelope provided by the applicant. Please seal and sign the back flap of the envelope, the letter will be submitted sealed by the applicant with his/her application.

Check one box for your overall evaluation:

I recommend the applicant without reservation I recommend the applicant with reservation I do not recommend the applicant

Please compare the applicant's overall academic ability to others of comparable training or major at your institution, or that you have interacted with previously:

Exceptional (top 5%) Outstanding (next 15%) Above average Average Below average Unable to judge

On a scale of 1 (highest, exceptional) to 10 (lowest, poor), please rate the applicant relative to others with comparable training at your institution or that you have interacted with previously. Ratings should complement your letter of recommendation, not supplant it:

	1	2	3	4	5	6	7	8	9	10	NA
Intellectual ability											
Knowledge in field of proposed graduate study											
Maturity											
Motivation and perseverance toward goals											
Ability to work independently and effectively											
Ability in oral expression											
Ability in written expression											
Potential as a teacher											
Creativity											
Ability to plan and conduct research											

Signature Date

Name Position

Institution or Company

Address

Telephone E-mail

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American Museum of Natural History, Central Park West @ 79th Street, New York, NY 10024 USA

Letter of Evaluation

To the Applicant: Ask an instructor, research advisor, or other mentor familiar with your academic record, abilities, and plans for graduate study to complete this form. Provide the instructor with a self-addressed stamped envelope marked "Evaluation Letter", so that you can include the sealed recommendation letter with your application package. Please complete the following information:

Name of Applicant (Last) (First) Middle/Maiden

Name of Reviewer (please print)

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Signature Date

Name Position

Institution or Company

Address

Telephone E-mail

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Signature Date

Name Position

Institution or Company

Address

Telephone E-mail