

Fall 2010 Admissions Process

We are now accepting applications for Fall 2010.

Fall 2010 Admissions Timeline & Important Dates

December 3, 2009 – Deadline for applicants to submit UC Berkeley online admissions application.

December 4, 2009 – Deadline for applicants to upload supplemental materials.

December 7, 2009 through mid-January, 2010 – 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. Students who are not selected for an interview will also be notified at this time.

January 28, 2010 – January 31, 2010 – 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 who live too far away to fly in for the weekend or 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 2010 – 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, 2010 – 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/CGSResolutionJune2008.pdf>

Application Instructions

The department of Plant and Microbial Biology uses an almost entirely electronic application process. Please read through these directions carefully and email Dana Jantz at jantz@berkeley.edu if you have any questions. We encourage you to submit everything electronically and strongly prefer that you do not send 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://www.grad.berkeley.edu/admissions/application_tips.shtml

Step 1 – Submit UC Berkeley's Online Graduate Application. Visit this website to access the instructions and online application: <https://gradadm.berkeley.edu/grdappl/welcome>.

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

- **“Academic Interests” Section** – Please put all of the information regarding the faculty you are interested in working with in the “Faculty Research” section. You do not need to fill out the “Faculty Contact” section.
- **“Fellowship Application” 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 fellowships that UCB has.

In addition to filling out the general application, you will be asked to submit some of the 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 self-report your scores on the application if you have already taken the test. We will provide you with another way to self-report your GRE scores later, so if you don't have your scores yet, please do go ahead and 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 R4833 (UC Berkeley) and the department code 0112 (plant sciences). 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. http://www.grad.berkeley.edu/admissions/admis_require.shtml#4_3 . You can self-report your scores on the application if you have already taken one of these tests and arrange to send your official scores to Berkeley directly. We will provide you with another way to self-report your scores later, so if you don't have your scores yet, please do go ahead and submit your application anyway.
- **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 will still be able to log in to 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.** We will not be able to give you access to upload your other supplemental materials into our departmental admissions system until you have submitted your online application. You do not have to wait until you have your GRE scores or your letters of recommendation are submitted in order to submit your online application.

Step 2 – Notify the PMB department that you have submitted your application. Once you have submitted your online application, please send an email to Dana Jantz at jantz@berkeley.edu and let her know.

When she hears from you, she will give you access to our department's internal admissions system and send you instructions on how to upload the remaining supplemental materials.

Step 3 – Upload Supplemental Materials. After you receive instructions from us, please convert any other admissions materials that you have into PDF documents and upload them into our system.

Required Documents:

- **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 are **not** requiring applicants to mail us official transcripts for the purposes of our preliminary application review. Instead, for every college that you attended, please make a PDF version of your transcript (an unofficial copy that you can access online is fine) and follow the directions for uploading them into our system. **Please make sure to cross out 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 the English translation of their transcript as well as the one in their native language.

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

- **Faculty Interest List** – Please review the faculty page for the program that you are applying to and make a ranked list of the top 10 faculty members that you would like to meet with if you are selected to come to our interview weekend. Upload a PDF copy of this list to your file. It is okay if this list is different than the faculty interests that you indicated on the online application.

Every year, we ask the faculty to update us as to whether they will be taking rotation students during the first year and/or anticipate that there will be openings for graduate students in their labs. This information is provided for your reference, but please keep in mind that this information is always subject to change

Plant Biology

Faculty Profiles: http://pmb.berkeley.edu/newpmb/faculty/faculty_index.shtml

Rotation/Permanent Opening Availability:
<http://epmb.berkeley.edu/gradStudent/dispRotationStatus.php?IdP=1&year=2009>

Graduate Group in Microbiology

Faculty Profiles: <http://pmb.berkeley.edu/~ggm/microbe/faculty.shtml>

Rotation/Permanent Opening Availability:
<http://epmb.berkeley.edu/gradStudent/dispRotationStatus.php?IdP=2&year=2009>

- **Fellowship Information** – If you have already 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 your fellowship.

Optional Documents:

You may upload anything else that you think 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:

- A CV or resume
- Publications, papers, or posters
- Certificates

Step 4 – Confirm that your file is complete. Once you have completed the online application and have uploaded all of your supplemental materials, please notify Dana Jantz at jantz@berkeley.edu so that she can review your materials and confirm for you that your file is complete.

Good luck!