

INSTRUCTIONS FOR THE APPLICATION PROCESS

GDPE does not have any additional supplementary forms for the application process.

DEADLINE RECOMMENDATIONS: Applications for Fall term should be complete by March 1. Applications for Spring term should be complete by mid-August. These dates are recommendations, NOT requirements. Your application will be considered whenever received, although financial assistance opportunities may be limited for late applications.

A PERSONAL STATEMENT is required. Please include the personal statement in the application packet, **as well as sending the statement via e-mail** to wendyann@lamar.colostate.edu. This may include any or all of the following and any other information you believe is relevant to consideration of your application: Research interests and background, work/field experience, academic interests and background, career plans. You may wish to mention publications.

APPLICANT SUMMARY SHEET: Fill out this form and return it via e-mail to wendyann@lamar.colostate.edu. This form can also be printed out and mailed directly to: Wendy Standring, Graduate Degree Program in Ecology, Colorado State University, Fort Collins, CO 80523-1499.

LETTERS OF RECOMMENDATION may be on letterhead and may be sent directly to GDPE or may be forwarded by the applicant. There are no special forms to accompany letters of recommendation.

GRE scores should be reported directly to Colorado State University by Educational Testing Service. Use only the Institutional Code (R4075). No departmental code should be used. No subject test is required, however, some TA positions require the Biology subject exam. If you plan to study with a professor whose primary appointment is in the Biology Department, plan to take the Biology Subject Section! When you receive a copy of your GRE scores, please fax a copy to the GDPE office, (970) 491-2796.

On the GS1 form (application to Colorado State University Graduate School) Department Name should be "Ecology" and Department Code should be "EY80" for MS and "EY90" for PhD applicants respectively.

INSTRUCTIONS FOR ONLINE GRADUATE APPLICATION: The following are the instructions for on-line application.

Existing Account Log In - Access your [current online application](#).

New Users Log In- You must [create a new user account](#) to access the online application.

Welcome to Colorado State University's on-line application. Before starting your application, please read this section thoroughly. Incomplete information may delay the processing of your application.

- The full legal name you provide on your application for admission will be the name used on your official Colorado State University records. If past Colorado State University history (academic, financial, medical, etc.) exists all prior records will be adjusted to reflect your name change. If you **do not** want the name change to be processed, please contact the Office of Admissions at neda.amidon@colostate.edu or (970) 491-6397.
- If you complete the on-line application, a paper copy of the application is NOT necessary. Sending duplicate applications for the same major will considerably slow down the processing of your application.
- When you create your initial account, please remember your login - you will need it to access your application at a later time or make credit card payment.

Deadlines

General deadlines for the receipt of complete applications and supporting documents are listed below. **Note that individual departments may have earlier deadlines for certain programs.** Check the [Graduate Degree Programs](#) section for department deadlines.

Term	Apply for Graduate Admission Only	Apply for Graduate Admission and Financial Support
Fall	April 1	February 15
Spring	September 1	July 15
Summer	January 1	November 15

Academic Terms: Fall semester begins late August; Spring semester begins late January; Summer session begins mid May

Supporting Documents

U.S. Citizens or Permanent Residents

1. **Transcripts/Credentials** - Request that two official transcripts from all undergraduate and graduate institutions attended (Colorado State University transcripts are not required) be sent to the Academic Department address.
2. **Letters of Recommendation** - Request that three letters of recommendation be sent to the academic department to which you are applying. For department address, check the Graduate Degree Programs section. There is no standardized format unless specified by department.

International Applicants

1. **Financial Support** - Proof of adequate financial support is required before an immigration document can be issued by Colorado State University. ***Financial support is limited or unavailable in some departments and you are encouraged to contact the department prior to applying to determine the availability of financial support.***
 - o The financial support must cover all required expenses as specified in the Estimate of Expenses for International Students (PDF, requires Adobe Reader).
 - o Print the GS3F - Financial Support Statement (PDF, requires Adobe Reader). This form must be completed and mailed along with the required supporting documents to: Office of Admissions, Spruce Hall, Colorado State University, Ft. Collins, CO 80523-8020.
 - o International Student and Scholar Services will issue an I-20 or IAP-66 (new version: DS-2019) only after this Financial Support Statement has been received and accepted by Colorado State University
2. **TOEFL Scores** - Request that TOEFL examination scores be reported from ETS to Colorado State University. Photocopies will not be accepted. The TOEFL is administered on campus, for more information please call (970) 491-6498 or stop by C-81 Clark Building.
3. **Transcripts/Credentials** - Request that an official transcript and certified translation from all undergraduate and graduate institutions attended (Colorado State University transcripts are not required) be sent to Office of Admissions, Spruce Hall, Colorado State University, Fort Collins, CO 80523-0015.
4. **Letters of Recommendation** - Request that three letters of recommendation be sent to the Office of Admissions.

Departments Requiring Additional Information - The following departments require additional supplemental information. Department links directly to the supplemental information will be provided once you pay the application fee. Review of your application may be delayed until application materials are received.

- Animal Sciences
- Atmospheric Science
- Biochemistry & Molecular Biology
- Biology
- Chemistry
- Design and Merchandising
- Ecology
- Health and Exercise Science
- Human Development & Family Studies
- Molecular, Cellular & Integrative Neurosciences

Other Departmental Requirements - For departmental requirements or specific deadline dates, check the departmental home pages (available from the Graduate Degree Programs of Study).

Additional Information on Admission Requirements: For policy information, please see the Admission Requirements and Procedures section of the Graduate and Professional Bulletin.

Information for the Online Application

Fee - The non-refundable application fee is \$50 and must be received by the Office of Admissions. Your application will not be processed until the the fee is received.

You may pay online; you will need to know the exact address to which the Visa or MasterCard bill is sent and a valid email address is required. Electronic payment may be done only after you have submitted your application. If payment is not done at that time, you may pay by a check or money order; make funds payable to Colorado State University and note the applicant's full name.

Social Security Number - Disclosure of SS# is voluntary and is used for identification and record keeping purposes.

[CEEB Codes](#) - College code number for each institution you have attended. If you find a match, write down the code for each institution you have attended and return to this site to complete your application. If you are unable to find a match, return to this site and supply the full name of the school, city and state on the on-line application.

Statement of Purpose - You may import your Statement of Purpose from another word processing media.

Residency Information - If you plan to claim Colorado Residency, you will need documentation available on taxes, drivers license, voter registration, etc.

Online Application Instructions

- The online application will take approximately 20-30 minutes to complete.
- You will be required to create a unique user account and login.
- As you move from screen to screen, your information automatically will be saved.
- You may leave your application using EXIT button and return to make updates/revisions for up to 14 days.
- The SUBMIT button is located on the last page of the application. Your application should be complete before submitting it. Once your application is submitted, you will not longer have access to it.

Please remember your login - you will need it to access your application at a later time or make credit card payment.