Direct Admission to Doctoral Program in a Basic Science Department
Anatomy, Biochemistry, Microbiology, Neuroscience, Pathology, Pharmacology/Toxicology or Physiology

1) Applicant Checklist
Contact Martin J. Graham in IGPBS (mgraham4@kumc.edu or 913-588-2719) in IGPBS to inform him which basic science department you are wishing to apply to directly.  [http://www.kumc.edu/igpbs/index.html](http://www.kumc.edu/igpbs/index.html)
After contacting Martin, complete the online application form through IGPBS: [http://www.kumc.edu/igpbs/apply.html](http://www.kumc.edu/igpbs/apply.html)
A background check is required and may impact the student’s eligibility to enter the program [http://www.kumc.edu/student-services/dean-of-students/criminal-background-checks-for-students.html](http://www.kumc.edu/student-services/dean-of-students/criminal-background-checks-for-students.html)
Make request to each university attended to send official transcripts to KUMC as directed in the online application instructions.
Request testing agency submit your official GRE score to KUMC - our ETS school code is 6895
Request testing agency submit your official TOEFL or IELTS score to KUMC if international student - our ETS school code is 6895
TOEFL or IELTS score requirements: [http://www.kumc.edu/international/esl_req.html](http://www.kumc.edu/international/esl_req.html)
If international student, contact International Programs regarding visa status & required paperwork [http://www.kumc.edu/international/immigration.html](http://www.kumc.edu/international/immigration.html)

After notified of admission the student is required to:
C) Read enrollment and tuition Information on Registrar's website [http://www2.ku.edu/~sakut/tutorials/studentguardian.shtml](http://www2.ku.edu/~sakut/tutorials/studentguardian.shtml)

2) Basic Science Department Checklist
Martin in IGPBS will forward the Graduate Rep the application info received from online application process.
If needed, Martin will ask Graduate Rep to request transcript evaluation from GAPC for any international transcripts to determine equivalency to US bachelor’s degree and to calculate an equivalent cumulative GPA so appropriate admission category (regular or provisional) can be determined
Link to GAPC form: [http://www2.kumc.edu/aa/gradstudies/pdf/KUMCCredEvalFormJan2010.xls](http://www2.kumc.edu/aa/gradstudies/pdf/KUMCCredEvalFormJan2010.xls)
Graduate Rep notifies Martin in IGPBS of their recommended admission status (regular or provisional)
Department contacts Mike Werle, Director IGPBS about course enrollment if student to take IGPBS courses
Department advises student regarding which courses they are to enroll in
Complete I-20 form if required for international student and send with application packet
Determine GTA/GRA funding and notify Graduate Studies
If GRA, department notifies Student Financial Accounting regarding 3rd party payor status for tuition payment
Department checks student in with payroll as a new hire (GTA or GRA) and obtains ID card
Department arranges directly with HR to conduct Criminal Background check on student - this check is required before student can begin work as GTA/GRA

3) IGPBS Coordinator Checklist
IGPBS Coordinator sends application information to Graduate Rep
IGPBS Coordinator sends Technical Standards form for student to sign
IGPBS Coordinator verifies receipt of signed Technical Standards form and forwards to department
IGPBS Coordinator verifies receipt and review of Background Check results prior to admission
IGPBS Coordinator notifies Graduate Studies of completed application and recommended admission status
IGPBS Coordinator forwards copy of auto e-mail account notification sent to student to department

4) Graduate Studies Checklist
Graduate Studies enters admission decision into student system (SAKU)
Graduate Studies sends letter of admission to student with copy to department’s Graduate Rep
Graduate Studies adds GTA/GRA designation to official list upon receipt of information from department