

INSTRUCTIONS FOR PROSPECTIVE GRADUATE STUDENTS

There are two separate parts to your application for graduate study in the Department of Sociology at The University of Iowa: (1) Application to the Department of Sociology, and (2) Application to the Graduate College.

1. Application to the Department of Sociology requires the following steps. The required forms described in (a), (b), (c), (d), and (f) may be downloaded from our Web site (<http://www.uiowa.edu/~soc/graduate/applications.html>). We will not send forms via postal mail.

- a. Distribute the "**Recommendation Forms**" to three college professors who are familiar with the scope and quality of your past academic work. Ask them to complete and mail the forms to:

Graduate Studies Secretary Department of Sociology The University of Iowa W140 Seashore Hall Iowa City, IA 52242-1401

- b. Complete the "**Application Statement to the Department of Sociology**" and mail it to the address above. (Typed application statements are preferred, rather than handwritten application statements.)
- c. Request that the registrar(s) of your present and previous college(s) forward official **transcript(s)** of your completed college work to the Director of Graduate Studies at the address above **and** to the Office of the Director of Admissions at the address below. Unofficial transcripts will not be considered. You must submit official transcripts from each college you have attended, irrespective of whether you received a degree from the college.
- d. The Department of Sociology requires your scores on the Graduate Record Examination Aptitude Test (i.e., **GRE**). Your file will not be considered complete and therefore will not be evaluated by the Admissions Committee until the official GRE scores have been received. Unofficial scores will not be considered. When you register for the GRE, request that your scores be sent to the address above.
- e. If English is not your native language, you must also provide your official scores on the Test of English as a Foreign Language (i.e., **TOEFL**). Unofficial scores will not be considered. When you register for the TOEFL, request that your scores be sent to the address above.
- f. If you wish to be considered for a graduate assistantship, you must complete the "**Application for Graduate Award**" form. This form should also be sent to the address above.

2. Application to the Graduate College requires the following steps:
- a. Complete the "**Application for Admission to the Graduate College.**" There is a link on our Web site (see above) that will take you to the Admissions Web site where you can either complete the application on-line or download a form that you can complete and mail to:

Office of the Director of Admissions University of Iowa Iowa City, IA 52242.
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- b. There is **NO** possibility for the application fee to be waived. If you do not include the fee with your application, your application will not be processed.
 - c. Remember to forward your official transcript(s). Refer to 1.c. above.
3. **Deadlines:** The Department of Sociology admits students to begin the graduate program in the Fall semester. Only in rare circumstances are students admitted to begin in the Spring or Summer semesters. The deadline for receipt of all admission materials by the Department of Sociology for the Fall semester is January 1. In order to meet this deadline, materials submitted to the Office of Admissions should arrive in their office by **December 1** (to allow them time to process the materials and forward them to the Department of Sociology). We strongly encourage applicants to submit all materials by December 1 to avoid delays (e.g., postal, processing) that might result in missing the January 1 deadline.