### Application Checklist

**Application Deadline: January 15**

Students applying for admission to our PhD program are asked to submit the following:

1. **A completed application form**
   Apply at Rice University's on-line graduate application (https://www.applyweb.com/apply/ricegrad/).

2. **Application fee**
   The application fee is $85.00. The fee can be paid either by credit card or electronic check. The application can be processed only when the application fee has been received or a waiver has been approved through the department. There is no application fee for United States citizens and permanent residents. If you are in this category, please request a fee waiver before submitting your application by sending an email to gradchem@rice.edu.

   **FEE WAIVERS FOR INTERNATIONAL STUDENTS:**
   Application fees for international students can be waived if approved in advance. To request approval of an application fee waiver for an international applicant, please email gradchem@rice.edu and include an unofficial copy of your undergraduate transcript, your TOEFL and GRE scores, and documentation of scholarship information in the email.

3. **Official transcript**
   Transcripts of grades from all undergraduate and graduate schools attended. For reviewing purposes, electronic copies of transcripts from each college or university you have attended can be uploaded through the online application system to meet the application requirements. If you are offered admission to Rice, official copies of the transcripts will be required and can either be sent directly to the Rice Chemistry Department from the institution sealed by the institution in a signed envelope.

4. **GRE/TOEFL**
   Rice University requires all applicants to provide GRE (Graduate Record Examination) General Test scores. The scores must not be more than five years old, and an official copy must be sent to Rice University directly from the Educational Testing Service. Personal copies are not acceptable. The Test of English as a Foreign Language (TOEFL) is required of any student whose native language is not English. Your score must not be more than two years old and an official copy must be sent to the Graduate School directly from ETS. Students must score at least 90 on the iBT (internet-based) TOEFL, at least 600 on the paper-based TOEFL or score at least 250 on the computer-based TOEFL. For students who choose to take the IELTS in lieu of TOEFL, the minimum score is 7. The TOEFL and the IELTS may be waived for an international student who received a degree from a university in which English is the official language of communication. The codes for the GRE test are: 6609; Department code: 0301

5. **Letters of recommendation**
   At least three letters of recommendation. These letters should normally be written by faculty who are familiar with your work and can address your potential for success in graduate school.

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**Submit all inquiries & application materials to:**

Rice University  
Graduate Admissions Committee  
Department of Chemistry-MS 60  
P.O. Box 1892  
Houston, TX 77251-1892  
USA

Phone: 713-348-4082  
Toll-free phone: 877-348-8639  
Fax: 713-348-5155  
Email: gradchem@rice.edu

Courier deliveries should be sent to:  
Rice University  
Graduate Admissions Committee  
Chemistry Department-MS 60  
6100 Main Street, Houston, TX 77005