

PLEASE NOTE: The graduate application will now allow you to upload the supplementary application materials. Unofficial documents may be uploaded for review purposes only. **Official transcripts and certificates must be mailed directly to the department at the address listed below.**

Director of Graduate Studies  
Department of Mathematics - Mailcode 4408  
Southern Illinois University  
1245 Lincoln Drive  
Carbondale IL 62901

**ADMISSIONS INFORMATION - FOR MATHEMATICS GRADUATE SCHOOL APPLICANTS**  
Southern Illinois University Carbondale  
Carbondale IL 62901

The following is a listing of documents that will be required by the Graduate School Admissions Office, and are in addition to other items required by the department. Before an application can be considered, the following information must be submitted

**For U.S. applicants:**

- To apply online, go to <http://www.gradschool.siuc.edu/applygrad.htm>. A copy of the application you submit electronically will be sent to the general admissions office in Woody Hall, and another copy will be sent to the department to which you are applying. Other application materials may be uploaded with your application. **Official transcripts and certificates must still be mailed to us or the application cannot be processed** - please send them to the Director of Graduate Studies at the address above.
- Official transcripts from all colleges/universities attended. You must request that transcripts be sent directly from the institution attended to the department at the address above. The recording of one school's grades on the transcripts of another college does not meet the requirement.
- If you have been recommended for a graduate fellowship, you must submit transcripts from ALL institutions where ANY coursework was taken.
- If you have attended SIUC, please request that an official transcript be sent to the department. The Transcript Office may be reached at 618 453-2977.
- Other materials required by the department. If a graduate test score is required, please have an official score report sent directly to the department, but also include a photocopy of your score report with your application materials.

For more information on the general admissions process, registration and financial assistance, please see the Graduate School web site at: <http://www.gradschool.siuc.edu/>

### For International applicants:

- To apply online, go to <http://www.gradschool.siu.edu/applygrad.htm>. A copy of the application you submit electronically will be sent to the general admissions office in Woody Hall, and another copy will be sent to the department to which you are applying. **All official documentation (transcripts and certificates) must be submitted to the department** - please send them to the Director of Graduate Studies at the address above.
- **You MUST submit with your application a photocopy of the page in your passport which lists your name and date-of-birth.** No action will be taken on your application until this is received. This may be uploaded with the application.
- If you are unable to obtain a passport until you have proof of admission, please submit a statement to this effect with your application materials. You will then be required to present your passport to the Admissions Office upon your arrival.
- You can upload your TOEFL score report online with your graduate application. SIU's school code is 1726. The report may be mailed to the department address above if it is unavailable at the time you make your application. If you have recently attended another U.S. institution, please send a photocopy of the Examinee Score Report for the TOEFL score you submitted for admission to that institution. For students applying from overseas, TOEFL scores must be no more than 24 months old from the test date to the month of admission to SIUC. For additional questions concerning the TOEFL requirement, you may contact [gradschl@siu.edu](mailto:gradschl@siu.edu).
- **Other materials required by the department. If a graduate test score is required, please have an official score report sent directly to the department or upload it with the application.**
- Official transcripts or certified photocopies of transcripts / marksheets and diplomas from all university level institutions attended:
  - For all work taken at U.S. institutions, you must request that the institution send an official transcript directly to the department you are applying to. **Ask that it be mailed to the specific address as listed above, not just to SIUC.**
  - **Students from China** - you must submit photocopies of all transcripts and diplomas in Chinese for all degrees. They must have an official red school seal or embossed school seal and Registrar's signature. Diplomas must state that you were "awarded" or "granted" a bachelor's (or higher) degree. Graduation certificates are not acceptable. English translations of transcripts and diplomas must also be submitted; they need not be certified. Grades must be listed numerically or in Chinese characters.
  - **Students from Taiwan** - Official transcripts must have the grades listed numerically. Letter grades are not acceptable.
  - **Students from India, Pakistan, Bangladesh and Nepal** - you must submit copies of individual marksheets and diplomas as issued by the university you attended (not the college). Consolidated marksheets are not acceptable. Marksheets and diplomas must have an original certification from the university, if possible, or the college - Registrar's Office or Controller of Exams. Also acceptable are certifications from the U.S. Educational Foundation in India.
  - **For most other countries, the Graduate School requires official documents in both English and the native language** (Europe, South and Central America, Russia and the former Soviet republics, eastern Europe, French-speaking Africa and Canada). The Graduate School considers the document in the native language the official credential. It must have an official school seal and Registrar's signature. English translations are also required, but need not be certified.
  - For countries that issue official documents in English, native language documents are not required. These include Korea, Thailand, Japan, Taiwan, the Philippines, Sri Lanka, English speaking Africa, and Arab countries.
  - Diplomas in the native language are required from Malaysia, Brunei and Indonesia. Educational documents from Ireland and the United Kingdom are issued in letter format and must provide the results of the applicant's final examination (that is, first class, second class, etc.).

INTERNATIONAL APPLICANTS, PLEASE NOTE: Since the implementation of the new INS SEVIS tracking system for international students, a substantially longer period of time is required to process admission papers and to issue I-20's after the department has made the decision to recommend your admission to the Graduate School. For this reason, we recommend that you submit all documents required by your department 6 to 9 months in advance of the term for which you wish to obtain admission.

**Other SEVIS / BCIS Requirements (Bureau of Citizenship & Immigrations Services)  
(Formerly the INS – Immigration & Naturalization Service)**

- If you will arrive at SIUC August 1, 2003 or later, you must have an I-20 issued in the SEVIS system.
- You are allowed to arrive 30 days before the arrival date specified on your I-20 form.
- **You must report to the International Students and Scholars Office as soon as possible after your arrival on campus.**
- You are required to register as a “full-time” student each fall and spring semester. As an international graduate student, 9 hours is considered fulltime (fall and spring semesters) if you do not have a graduate assistantship. If you have an assistantship, you must register for 6 hours of graduate credit coursework; this is considered full-time. You are not required to register in the summer semester unless you have traveled on a summer I-20 and it is your first semester, or you have an assistantship contract. You must then register for 3 credit hours.
- You must register for the required number of credits before the end of the second week of classes in the fall and spring semesters, and before the end of their first week of classes in the summer. You may not drop below the required number of hours without prior permission. Contact Dr. Ratna Sinha in the Graduate School, Woody Hall B114 for more information.
- You must report your local address to the Registration Office in Woody Hall B104 as soon as possible after your arrival and your securing of housing. You must also report any future address changes within 10 days of your move to a new location.
- You will be expected to complete all degree requirements by the date listed in #5 on your I-20: “The student is expected to .....complete studies no later than \_\_\_\_\_”. The granting of extensions will be rare, & will be considered only for highly unusual circumstances beyond the student’s control. Should you find yourself in this situation, contact Dr. Ratna Sinha in the Graduate School several months before your I-20 expires. If you remain enrolled after the end date on your I-20 and without an extension approved prior to that time, you will be considered “out of status” (illegal).
- If you have any further questions about these requirements, please contact Ms. Lu Lyons (<mailto:llyons@siu.edu>) in the Graduate School Admissions Office, Woody Hall B103, or Dr. Ratna Sinha, Associate Director of the Graduate School in Woody Hall B114 ([rsinha@siu.edu](mailto:rsinha@siu.edu)).

For more information on the general admissions process, registration and financial assistance, please see the Graduate School web site at: <http://www.gradschool.siu.edu/>.

# M A T H E M A T I C S

## SOUTHERN ILLIOIS UNIVERSITY CARBONDALE

### GENERAL INFORMATION – GRADUATE ADMISSION APPLICATION

Each department on campus prepares its own packet of application materials and all requests for information are forwarded to the appropriate department. The application packet for the Department of Mathematics consists of the following forms: (1) Official Graduate School Application for Admission to Graduate Study; (2) Personal & Professional Data Sheets (2 pgs); (3) Letter of Recommendation forms (3 forms); (4) \$50 Application Fee; (5) Biographical Sketch; (6) Personal Statement; **International Students** must include (7) Supplemental Information Sheet; (8) TOEFL score; (9) Financial Statement and supporting documentation; and (10) Passport Copy (copy of the page with your name and birth date).

Completed forms and other required documentation as specified in your Checklist below (for either domestic or international students) should be uploaded with your application or submitted to the department using the address below. You may contact the Graduate Admissions Secretary for information and/or assistance. Normally applications are considered for both admission and for financial support. Once selected by the department, an applicant's file is forwarded to the Graduate School for final approval for admission. The Graduate School will send the official notice of acceptance. For full consideration for fall semester you should have your application materials submitted by January 30th, but it is strongly recommended that applicants submit their completed forms and documentation as early as possible. (Review of applications for fall semester begins around February 20th.)

It is to your advantage to read carefully the appropriate Checklist mentioned above and to submit documents as required. Missing information or incorrect documents will only cause delays in preparing files for departmental review. If you are unable to provide any required document, it is your responsibility to submit some form of official explanation as to why it is not available. Please be sure to enclose photocopies of your TOEFL report and general GRE report even if you have requested official copies to be sent to SIUC.

Teaching assistantships for the academic year and for one month in the summer are normally offered to most selected applicants. A teaching assistantship includes a waiver of tuition but not a waiver of student fees. (Currently student fees are approximately \$1293 per semester). Assuming satisfactory performance, the assistantship is renewable annually, and the waiver plus the current stipend per month is sufficient for an international student to qualify for a U.S. visa without a personal source of funds. Incoming graduate students with no prior teaching experience usually do not teach a class the first semester. They are assigned approximately 20 hours of work per week consisting of some combination of paper grading, monitoring the computer lab, or conducting help sessions.

For information regarding degrees and Graduate School requirements, students can investigate the graduate catalog on the web at <<http://www.gradschool.siu.edu/>>. Please feel free to submit any questions to the Graduate Admissions Secretary as directed below.

**Director of Graduate Studies**  
**c/o Graduate Admissions Secretary**  
**Mathematics – MC 4408**  
**Southern Illinois University**  
**1245 Lincoln Drive**  
**Carbondale, Illinois 62901 USA**

Graduate Admissions Secretary  
Email: [gradinfo@math.siu.edu](mailto:gradinfo@math.siu.edu)  
Phone: (618) 453-6597 or (618) 453-5302  
FAX: (618) 453-5300

WWW: <http://www.math.siu.edu/>

Graduate Admissions Secretary  
Department of Mathematics-MC4408  
Southern Illinois University  
1245 Lincoln Drive  
Carbondale, IL 62901 USA  
(618) 453-6597 FAX: (618) 453-5300

## DOMESTIC STUDENT CHECKLIST

The following checklist identifies required documentation for students who have completed 100 hours of classes in an American university.

1. **Instruction pages do not have to be returned.**
2. **Fill out online application at <http://www.gradschool.siu.edu/applygrad.htm>.**
3. **Complete all forms in ink or by typing. Sign and date where required.**

- \_\_\_\_\_ **Application Fee (\$50)**
- \_\_\_\_\_ **Personal and Professional Data Sheet** (for assistantship information, Human Resources)
- \_\_\_\_\_ **GRE (General) - Photocopy of student report**
- \_\_\_\_\_ **Three (3) recommendation letters** (required by Mathematics Department)
- \_\_\_\_\_ **Biographical Sketch (1 page)**
- \_\_\_\_\_ **Personal Statement (2 pages)**

**For each COLLEGE and/or UNIVERSITY attended:\*\***

- \_\_\_\_\_ **Official Transcript(s) and Diploma(s) (if available)**

NOTES: Please have transcripts mailed to:

Director of Graduate Studies  
c/o Graduate Admissions Secretary  
Mathematics - MC 4408  
Southern Illinois University  
1245 Lincoln Drive  
Carbondale, IL 62901 USA

\*\*Official copies of the final transcripts and diplomas will be required by the SIUC Graduate School before first registration for successful candidates.

Depending on individual circumstances, there may be additional requirements that must be met.

<http://www.math.siu.edu/>

Department of Mathematics  
Southern Illinois University MC 4008  
1245 Lincoln Drive  
Carbondale, Illinois 62901 USA

Graduate Admissions Secretary  
Department of Mathematics-MC4408  
Southern Illinois University  
1245 Lincoln Drive  
Carbondale, IL 62901  
(618) 453-6597 FAX: (618) 453-5300

## INTERNATIONAL STUDENT CHECKLIST

The following checklist identifies required documentation for students educated outside of the United States or who have not completed 100 hours of classes in an American university.

1. Instruction pages do not have to be returned.
2. Fill out online application at <http://www.gradschool.siu.edu/applygrad.htm>.
3. Complete all forms in ink or by typing. Sign and date where required.

\_\_\_\_\_ Application Fee (\$50 – Credit card, bank check or money order)  
\_\_\_\_\_ Passport Copy (copy of passport page with name and date of birth, **required** for processing application)  
\_\_\_\_\_ Personal and Professional Data Sheets (for assistantship information, Human Resources)  
\_\_\_\_\_ Supplemental Information Form (for Mathematics Department)  
\_\_\_\_\_ GRE (General) - Photocopy of student report  
\_\_\_\_\_ TOEFL - Photocopy of student report required for departmental application process  
1. Official ETS report is required by Grad School if applicant selected and referred by department.  
2. Exam must have been taken within 2 years of first registration (i.e., 8-2006 earliest date for F2008).  
3. Grad School requires minimum TOEFL score of 550 (written) 220 (computer-based) 80 (internet-based).  
\_\_\_\_\_ Three (3) recommendation letters (required by Mathematics Department)  
\_\_\_\_\_ Biographical Sketch (1 page)  
\_\_\_\_\_ Personal Statement (2 pages)  
**For each COLLEGE and/or UNIVERSITY attended:\*\***  
\_\_\_\_\_ Transcript - **Official** native-language  
\_\_\_\_\_ Transcript/marksheet - English translation  
**If you are currently enrolled but will not be receiving a degree, make sure current and final transcripts will be available.**  
**For each DEGREE received:\*\***  
\_\_\_\_\_ Diploma - **Official** native-language  
\_\_\_\_\_ Diploma - English translation  
**\*\*NOTE: Final transcripts and/or diplomas will be required by Graduate School before first registration for successful candidates. This requirement will be noted on an I-20.**

All: Diplomas and/or transcripts are required from every college or university attended. They must have required official seals/signatures and be in envelopes sealed by the issuing institution.

Be sure to check the Graduate School's Admissions Information sheets at the beginning of this packet to find country specific instructions about transcripts or see <http://www.gradschool.siu.edu/>.

NOTE: Depending on individual circumstances, there may be additional requirements that must be met.

<<http://www.math.siu.edu/>>

October 1, 2002

## **INTERNATIONAL APPLICANTS**

### **PLEASE NOTE !**

The name you list on your Graduate School application form must be the same as the way it is listed on your passport.

Because we must now list your name on the I-20 we issue you as it is listed on your passport, we need all 3 documents to match – passport, application form, I-20. This will soon be required by the INS, so to avoid future problems, we wish to comply in advance beginning with all I-20's issued for the Spring semester of 2003 or later.

Therefore, in addition to the materials required by the department you are applying to, the Graduate School Admissions Office requires that you submit a copy of the page in your passport which lists your name and date of birth.

Please send this to the department you are applying to, along with your other application materials. If you are recommended for admission and your papers sent to the Graduate School for final processing, no I-20 will be issued until your passport copy is received. To avoid delay in receiving your I-20, if you are admitted, please send this with your application form.

Thank you for your cooperation in this matter !