

Directed Research Track Application Instructions

Page 1

Applicants are responsible for ensuring the application is completed by the deadline. The instructions below will ensure applicants submit a complete application for the Directed Research Track. Applicants are responsible for reviewing this document thoroughly. The BS/MS Program Advising Office will **not** contact applicants if information is missing or an applicant has not completed a step required for an admissions decision to be processed. Applications with missing documents or unfinished required sections will be considered incomplete and the applicant will forfeit eligibility for the Directed Research Track.

Application Instructions:

1. Create a new account in the [Application Management System](#)
 - a. Select "Start New Application", "Create Application", and "Open Application"
 - b. Read through the Application Instructions
 - c. In the Program Selector Page:
 - i. Answer Yes, you are a current UCSD student
 - ii. Confirm your undergraduate college
 - iii. Answer No, you have not previously registered as a graduate student
 - iv. Enter your PID
 - v. Select "B.S./M.S." for Degree Type
 - vi. Select "Biology (BS/MS)" as the Program Interest
 - vii. Select the appropriate entry term
2. Complete all required application questions with accurate information. When completing the "Academic History" section:
 - a. Add an institution for ALL colleges or universities attended after high school
 - b. Upload unofficial transcripts for ALL colleges or universities attended after high school (including the UC San Diego unofficial transcript)
 - c. When entering information for UC San Diego:
 - i. Select "Bachelor's Degree or Equivalent"
 - ii. Do NOT calculate or enter your last 2-year GPA
3. International applicants: when completing the "English Language Proficiency" section, select "I believe I am exempt from the English Language proficiency requirement"

Directed Research Track Application Instructions Page 2

4. Complete the Biological Sciences Application Questions with the following information:
 - a. Is your Prospective MS Thesis Advisor the same as your BISP 199/196/193 research advisor? **No**
 - b. Thesis advisor (First Name): **Joseph**
 - c. Thesis advisor (Last Name): **Pogliano**
 - d. Co-Chair or second committee member (First Name): **Joseph**
 - e. Co-Chair or second committee member (Last Name): **Pogliano**
 - f. Research Plan: Upload a copy of your UC San Diego degree audit.
 - g. Quarter by quarter research plan
 - i. For quarters 1-3, list Fall, Winter, and Spring of the current academic year as undergraduate level of study
 - ii. For quarters 4-6, list Fall, Winter, and Spring of the next academic year as graduate level of study
 - h. Enter your current upper division Biology major GPA
5. Letters of recommendation are **not required**; however, applicants must request a letter of recommendation to submit their application. Directed Research Track applicants may choose one of the following options when completing their application:
 - a. Request a letter of recommendation from a [School of Biological Sciences faculty member](#) by entering the faculty member's contact information within the "Recommendation" section of the application portal. Applicants should consult with any potential recommender prior to submitting their information in the application portal.
 - b. Enter the general contact information for BS/MS advising in the application portal.
 - i. Name: Ms. Jeannette Fox
 - ii. Organization: Biological Sciences
 - iii. Title: BS/MS Coordinator
 - iv. Relationship: Staff Coordinator
 - v. Email: bioms@ucsd.edu

*Using the BS/MS advising contact information for a letter of recommendation will **NOT** impact the decision made during the Directed Research Track Admission review. This option should only be used by applicants not requesting a letter of recommendation from a BioSci faculty member.*

Directed Research Track Application Instructions

Page 3

6. Upload a **Statement of Purpose** that answers the following questions:
 - a. What are your future career plans?
 - b. Do you have previous experience with research? If so, please provide details.
 - c. Why are you interested in biology research?
 - d. What kind of biology research are you interested in?
 - e. What about nature excites you?

General Notes:

- Applicants are not required to report test scores (GRE, TOEFL, etc.)
- Applicants are not required to upload a CV/Resume
- Applicants must submit **AND** pay the application fee by the stated deadline to be considered for admission
- Applicants requesting a fee waiver should review the [fee waiver information](#) published by the Division of Graduate Education and Postdoctoral Affairs. Applicants requesting a fee waiver should complete and submit their application at least 1 week prior to the application deadline.