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# SCHOOL OF PUBLIC HEALTH

## APPLICATION INSTRUCTIONS - 2004

University of Illinois at Chicago • 1603 West Taylor Street (MC 923) • Chicago, Illinois 60612-4394 • (312) 355-4272

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Thank you for your interest in the UIC School of Public Health. We are pleased that you are applying and want to make the process as efficient and responsive as possible. If you should have any questions or concerns, please do not hesitate to get in touch with us at 312/355-4272.

### GENERAL INFORMATION

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Enclosed are application materials for admission to the Master of Public Health and Doctor of Public Health degree programs of the University of Illinois at Chicago (UIC) School of Public Health. It is important that you read all of the qualifications and instructions carefully before completing the application materials.

In order for your application to be complete, please remember to submit:

This application

- Your personal statement
- An official copy (from ETS) of the GRE test scores for applicants who are required to submit them
- Official baccalaureate transcripts as well as any post-baccalaureate transcripts
- The supplemental information form (for MPH students)
- Three Letters of Evaluation
- A current resume or C.V.
- TOEFL scores for international applicants taken within the last two years
- The application fee

Please refer to the instructions that follow for complete information on each item required.

If you are currently enrolled at UIC as a graduate student, you do not need to complete this application. Please contact your current department for instructions regarding changing to a new program, becoming a dual degree student, or changing your degree sought. Also, contact the division of the School of Public Health to receive information about their requirements.

This application is valid only for the term indicated by the applicant. Formal requests for deferral of applications will be considered on a case-by-case basis.

Note: All documents submitted to the University become the property of UIC. Documents will not be released to students nor will they be forwarded to other institutions or agencies.

### APPLICATION DEADLINE

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MPH and DrPH applicants are admitted in the Fall semester only. Applications and ALL supporting documents must be postmarked on or before *January 1, 2004, for international applicants or February 1, 2004, for all other applicants.*

Complete applications received by the deadline will receive full consideration. Applications received after the deadline will be **reviewed on a "space available basis"**.

**International Students:** To insure adequate time for the additional processing required for the evaluation of international credentials, it is strongly recommended that *any* applicant with international credentials apply at least one month prior to the application deadline. The School cannot guarantee consideration of applications received after the published deadline.

Most applicants will need to take the GRE test. When the test is required, an application will not be considered complete until the School receives an official GRE test score. It takes approximately six weeks from the date of a GRE exam for the School to receive an official test score report. For information about the computer exam, call (800) 473-2255. You can also check the internet at [www.gre.org](http://www.gre.org).

## ADMISSION CRITERIA

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Admission to the School of Public Health is competitive and not guaranteed. Candidates are selected who best demonstrate the academic achievement, experience, emotional maturity, integrity and motivation necessary to succeed in the School and in the field of public health. At a minimum, an applicant must demonstrate:

- Completion of a bachelor's or professional degree (or an acceptable equivalent) from an approved institution
- English competency (for international and other applicants whose native language is not English)
- Suitability for a career in public health through appropriate references and a personal statement
- For doctoral students an interview may be required.

DrPH candidates must have obtained at least a baccalaureate and usually a master's degree in an area relevant to public health. Generally, a DrPH applicant must have a grade point average of at least 4.0 (on a 5.0 scale) on all postsecondary academic work attempted and a combined score of 1,000 or greater on the verbal and quantitative sections of the GRE.

## INSTRUCTIONS

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Please be sure that the following materials are submitted to the *Admissions Office, School of Public Health (MC 923), University of Illinois at Chicago, 1603 West Taylor Street, Chicago, Illinois 60612-4310*. You may want to check each item as you complete it and where appropriate place it in the envelope provided.

### This application

Make sure you fill the application out completely. Please do not refer to attached documents, as not everyone reviewing the application will have all of the attachments. Be sure to sign the application.

### Personal Statement

Prepare a concise typed statement about why you are interested in graduate education in public health and a statement of your professional goals, including which field of public health interests you most. *Include your name and Social Security Number (if available) at the top of the page(s).*

### Test Scores

• An **official report** of GRE scores must be sent directly to UIC (school code 1851-0616) from the Educational Testing Service, Princeton, New Jersey 08540. Other standardized graduate tests, such as the MCAT, GMAT, or LSAT, may be substituted for the GRE. If you have any questions regarding the GRE, or a substitute test, please call the Division to which you are applying.

- All MPH applicants must submit GRE scores, *EXCEPT*:
  - MPH applicants with a graduate or professional degree at the doctoral level, e.g., PhD, ScD, MD, DDS, DO, DVM, JD, from an accredited U.S. or Canadian school.
  - MPH applicants with the above-stated degrees from foreign schools whose applications are sponsored by an accepted referral service, such as AFGRAD, AMIDEAST.
  - Physicians who are licensed to practice in the United States.

**NOTE:** The USMLE and ECFMG will not be considered in lieu of the GRE.

In exceptional cases, the division director may waive the GRE requirement. If you wish to be considered for such a waiver, you must submit your application in sufficient time to take the GRE and have the scores sent to the School by the application deadline, in the event that your request is denied. State in a cover letter the basis for your request for a waiver.

### Transcripts

- Official transcripts are required from all institutions where you earned credit toward your baccalaureate degree and from all institutions where post-baccalaureate work has been done.
- Transcripts must be submitted with the application in the signed, sealed envelopes provided with this packet. Request that the registrar of each institution you have attended provide an official transcript in the transcript envelope. You should address the transcript envelope to yourself, affix the correct postage, have the registrar sign the envelope as indicated and return the transcript(s) to you. Your *sealed* transcripts should then be returned to the School with your application.

**IMPORTANT:** If an institution you attended will not use the mailing envelopes provided to send you an official transcript or if you have downloaded this application from the School website, have that institution send your official transcript(s) in a sealed envelope with the registrar's signature over the seal. Submit the sealed envelope with the rest of your materials.

Also, please submit an official transcript for any course work completed after your application is submitted. This is required even if the courses do not satisfy program prerequisites. It is *your* responsibility to request that the transcript(s) be sent to UIC.

### Supplemental Information Form

This form is required only for MPH applicants. Fill it out completely. Be sure to include your name and Social Security Number (if available) on the form.

### Application Fee

Include a nonrefundable check or money order in U.S. currency made payable to the University of Illinois (\$40 for U.S. citizens and immigrant applicants or \$50 for international applicants).

- No application fee is required from students who were previously enrolled as School of Public Health or graduate students at UIC.

## Letters of Evaluation

Three Letters of Evaluation must be submitted. These should come from professors under whom you have studied, employers or professional associates, or others who know your academic and personal characteristics well enough to assess them accurately. The forms are included in this packet

- Print your name and Social Security Number, and sign your name (where indicated) on page 1 of the Letter of Evaluation form. The persons you ask to recommend you should submit the form to you in the enclosed envelope or your own envelope. To assist such persons, you should provide them with the envelope stamped and addressed to you. If you have downloaded the form from the School website, please provide a self-addressed stamped envelope for each recommendation letter. Ask them to seal the envelope, sign across the sealed flap, and mail or give it to you. *You* are responsible for gathering all evaluations and forwarding them to the School of Public Health with the other elements of your application.

- Letters of Evaluation from previous applications are not retained, therefore, new letters must be submitted in support of this year's application.

- Because of the Family Educational Rights and Privacy Act of 1974, students are required either to 1) waive their right of access to letters of evaluation or 2) retain their right of access to letters of evaluation submitted on their behalf. You must make your choice known by checking the appropriate box on each of the evaluation forms you submit to evaluators.

- Applicants for admission do *not* have access to their Letters of Evaluation. Under the provisions of the Family Educational Rights and Privacy Act of 1974, *only* registered students and alumni have access to their educational records. Letters of Evaluation will be used solely for the purpose of assisting the Committee on Admissions in determining whether the applicant should be admitted to the University

## Resume or curriculum vitae

Please submit a resume or a curriculum vitae. As different people will see different parts of the application package, please do not fill out areas of the application with reference to your resume or c.v.

## ADDITIONAL INSTRUCTIONS FOR INTERNATIONAL AND IMMIGRANT/OTHER NONCITIZEN APPLICANTS

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In addition to the previous instructions, you must also ensure that the following requirements:

1. You should insure that your complete name *with no initials* appears in identical form on the application and all documents and test scores submitted to UIC.
2. Whenever possible, a UIC assigned identification number should appear on all documents.
3. In addition, the application fee must be submitted before a review of your application and credentials will be made. The fee cannot be waived or deferred regardless of currency restrictions imposed by some countries.

International applicants on F1 and J1 visas must apply as full-time degree candidates. If you are admitted to the University, you will receive written notification and an official document (I-20 or IAP-66) to be used to obtain the visa.

### Proof of Immigration Status

- Immigrant applicants (permanent residents) and temporary residents, refugees-parolees, and conditional entrants must provide proof of immigration status by submitting a clear photocopy of both sides of their Alien Registration Receipt Card, Temporary Resident Card, or other INS documentation. UIC reserves the right to require supplemental documentation and/or the completion of a Certification of Immigration form which we will supply.

- Credentials

If you have studied outside the United States, you must provide credentials from all postsecondary schools. They should include:

- a list of all subjects/courses studied for *each* year
- grades or examination results received (failing as well as passing) in each subject
- maximum and minimum grades obtainable
- degrees, certificates, diplomas awarded

- Official credentials should be sent in the original language in a signed, sealed envelope and accompanied by a verbatim (word for word) English translation. Interpretative translations are not acceptable. **All documents must be certified by the original signature of an authorized representative (registrar) of the school and must bear the school's official seal.** A translation obtained from a translation service/agency must appear on letterhead stationery and be signed by the preparer. All documents submitted become the property of the University. The University reserves the right to accept only the documents it deems authentic. UIC also reserves the right to request supplementary academic credentials.

International academic documents that are evaluated by a professional credential evaluation service that holds membership in the National Association of Credential Evaluation Services (NACES) are also acceptable for *application processing purposes*. If admission is granted, authentic or certified copies of the original academic documents in the original language and English translation must be submitted to the University's Office of Admissions.

### Evidence of English Competency

International applicants must present evidence of English competency. Please have your official scores from the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service, Princeton, NJ 08540, sent to UIC. The test must have been taken within the last two years. Minimum scores required: paper-based TOEFL = 550, computer-based TOEFL = 213. The USMLE and ECFMG will not be considered in lieu of the TOEFL or as evidence of English competency.

#### **TOEFL Exemptions:**

- 1) Native English speakers;
- 2) Non-native English speakers who have completed two consecutive years of full-time high school or university study in the U.S. or another country where the official language of the country is English.
- 3) Non-native English speakers who have a minimum of one year full-time employment in the U.S. or other country where the official language of the country is English. Applicants must submit a letter from their employer verifying at least 12 consecutive months of employment and describing their English language ability.

**Special Note:** Students from countries where the official language of the country is not English, but attended a university where English was the language of instruction, are not exempt from submitting TOEFL scores.

### Evidence of English Competency (continued)

In general, if you have completed a minimum of two years full-time, transferable study at the secondary or collegiate level in a country where English is the primary language as well as the language of instruction, the Office of Graduate Admissions may consider a waiver of the requirement.

### Evidence of Financial Support (for F1 and J1 applicants only)

If you are admitted, please be aware that one of the following must be **submitted**: (a) a UIC Declaration and Certification of Finances form (available on-line at [www.uic.edu/depts/grad/gcforms.html/](http://www.uic.edu/depts/grad/gcforms.html/)), OR (b) Immigration and Naturalization Services Affidavit of Support (INS form I-134) executed by the sponsor, OR (c) a notarized affidavit of support executed by the sponsor. The form submitted must be accompanied by a notarized, original bank statement or a certified copy showing proof of sufficient funds in U.S. dollars. **(Checking accounts are not acceptable.)** See the UIC Declaration and Certification of Finances form for estimated expenses.

**Special Note:** U.S. Immigrant and Naturalization Service (INS) requirements for I-20 and IAP-66 issuance are subject to change. Additional documentation not listed here may be required before we can issued you a form I-20 or IAP-66. We will notify you if additional information is required. For current INS regulations and requirements, visit [www.ins.usdoj.gov/graphics/services/tempbenefits/StudVisas.htm](http://www.ins.usdoj.gov/graphics/services/tempbenefits/StudVisas.htm) and [www.ins.usdoj.gov/graphics/services/tempbenefits/ExchVisas.htm](http://www.ins.usdoj.gov/graphics/services/tempbenefits/ExchVisas.htm)

## MISCELLANEOUS INFORMATION

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- **Financial Aid** -- The Office of Student Financial Aid (OSFA) accepts applications for financial aid after January 1. Priority consideration is given to those applications received by March 1. If you need financial aid, we recommend that you apply early before you know if you are accepted, so that you may receive early consideration. Additional information may be obtained by calling OSFA at (312) 996-3126 or the School of Public Health at (312) 996-6628.
- **Medical Immunizations** -- Illinois law requires incoming new students to document immunity to measles, rubella, mumps, and tetanus/diphtheria. Additional documentation of Hepatitis B, chicken pox (varicella), and tuberculosis immunity will also be required. The appropriate form will be mailed to you upon official University acceptance.
- **Housing** -- Contact Campus Housing (312) 413-5400 for information.
- **Change of Address/Phone Number** -- Notify *in writing* the Office of Admissions and Records (MC 018), University of Illinois at Chicago, Box 5220, Chicago, Illinois 60680-5220 *and* the School of Public Health of any change in your address and/or phone number. Please include your UIC assigned identification number on your correspondence.

***If you have any questions about the application procedures,  
call the School of Public Health at (312) 355-4272.***