

Application for Admission to the Ph.D. in Comparative Biology and Graduate Fellowship Programs

Please note that if you wish to apply to more than one program listed below, the applications are identical and you will only have to complete a single application. You can tell us on the Application Cover Page which programs you wish to apply to. Applicants must clearly state the program(s) to which they are applying.

PURPOSE

Ph.D. in Comparative Biology at the Richard Gilder Graduate School (RGGGS)

The AMNH RGGGS Ph.D. Program in Comparative Biology is training the next generation of biologists through an integrative approach that focuses on the history, evolutionary relationships, and interactions among species. It utilizes the Museum's strength and experience in research and training to educate a new generation of scientists and industry leaders. The AMNH provides exceptional support facilities for student research, with collections of more than 33 million specimens and artifacts. Training and research opportunities exist across a wide array of disciplines in comparative biology, incorporating research in systematic and evolutionary biology, paleontology, conservation biology, comparative genomics, computational biology, Earth history, anthropology, and biological and cultural diversity. Global fieldwork, with AMNH faculty, student-led or in partnership with others, provides exceptional research opportunities for students. RGGGS students may take advantage of RGGGS course cross-enrollment agreements with partner universities Columbia and the City University of New York.

Armed with a Gilder School education, graduates will not only understand the history and diversity of life on Earth, but may contribute to advances in human health, biodiversity conservation, and other related biological research fields as well.

This is an accelerated program, designed for students to complete their degrees in four years. Students will earn a minimum of 62 credits through a combination of coursework, teaching assistantships, and individual dissertation research.

Graduate Fellowships at Collaborating Institutions

The AMNH Graduate Student Fellowship Program is an educational partnership with selected universities, and is dedicated to the training of Ph.D. candidates in the scientific disciplines practiced at the Museum. The university exercises educational jurisdiction over the students, and awards the degree. The Museum curatorial faculty sponsor typically serves as a graduate advisor, co-major professor or major professor, and adjunct university faculty member. The student benefits by having access to the staff and facilities of both the university and the Museum to carry out his/her training and research program.

The current joint graduate training programs include five universities: Columbia University provides students opportunities in anthropology, paleontology, earth and planetary sciences, and ecology, evolutionary, and environmental biology; Cornell University in entomology; the Graduate Center of the City University of New York in earth and planetary sciences, paleontology, and evolutionary biology; New York University in molecular biology; and Stony Brook University in astronomy and astrophysics.

FUNDING AND DURATION

Ph.D. in Comparative Biology at the Richard Gilder Graduate School (RGGS)

This is an accelerated program, designed for students to complete their degrees in four years. Presuming satisfactory progress, the Richard Gilder Graduate School will typically provide full financial support to students matriculating in the Comparative Biology Ph.D. Program, through a combination of generous philanthropic support, as well as foundation and governmental training grants to the institution or individual students. Students admitted to the program with extramural support (for example, foundation-based fellowships, U.S. federal or New York State grants, international governmental support, other private funding, or any other extramural grant or fellowships support to the student or the Museum) typically are required to begin and continue to use such funding support upon matriculation into the program, unless alternate plans are recommended by the Richard Gilder Graduate School.

Graduate Fellowships at Collaborating Institutions

Funding of students will be shared between the AMNH and their home institution, and any pertinent extramural grants or fellowships, and may cover a combination of fellowship and scholarship. Typically, funding is awarded for up to five years, contingent upon satisfactory progress. Due to different costs and agreements with each university, specific funding details are made available at the time that a fellowship is awarded.

Additional RGGS Fellowship co-Funding at the Richard Gilder Graduate School or Collaborating Institutions

There are three additional sources of funding that may be available to support students working with AMNH faculty and admitted to either the Richard Gilder Graduate School Comparative Biology Ph.D. Program or to collaborating institutions. If you wish to be considered for one of these potential co-funding opportunities, please add an additional short statement to your Statement of Academic Purpose (Document 2, below).

- NSF IGERT: Evolutionary Primatology
- Theodore Roosevelt Memorial Fund: North American terrestrial fauna
- Lerner Gray Fund for Marine Research: Marine Biology

DEADLINE

December 15, 11:59pm, Eastern Standard Time

INSTRUCTIONS

Please note that if you wish to apply to more than one program listed below, the applications are identical and you will only have to complete a single application. You can tell us on the Application Cover Page which programs you wish to apply to when you complete the application.

There are five (5) parts to the application process, all of which must be completed by 11:59pm Eastern Time on the deadline listed above. All parts must be completed online following this link:

https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx.

- Part 1: Online Application
- Part 2: Documents to Upload (2-3)
- Part 3: Documents to Mail (2-4)
- Part 4: Recommendation Letters (3)
- Part 5: Application Fee (\$50.00 USD, ONLY for anyone applying to the Comparative Biology Ph.D. Program)

Part 1: Online Application

- Create an account and fill out the basic information requested
- Submit electronic application at Step 8
- **You will not be able to proceed to part 2 (upload documents) until you submit your application**

Note: if you are a duplicate applicant (previously applied to a program), please continue on to step 8 and hit submit. We will contact you within 1 business day after you complete Step 8.

Part 2: Documents to Upload

Below are the required documents, which you must upload to our server by 11:59pm Eastern Time on the deadline listed above.

All documents must be in PDF format. No other format will be accepted. There are many free PDF file converters on the web such as [PrimoPDF](http://www.primopdf.com/). You should also have the latest Adobe Reader to complete the PDF forms in the application package. <http://www.adobe.com/>

Upload Document 1: Application Cover Page (Required of All Applicants)

Download the PDF file to your computer and complete the form.

- Please identify three faculty members who you might like to serve as your primary advisor and/or future members of your dissertation committee. Potential primary advisors must be members of the RGGGS curatorial faculty (holding the rank of professor, associate professor, or assistant professor). Please identify three faculty members who you might like to serve as your primary advisor and/or future members of your dissertation committee. Potential primary advisors must be members of the RGGGS curatorial faculty (holding the rank of professor, associate professor, or assistant professor). Affiliated faculty members are eligible to serve as co-advisors. Adjunct and emeritus faculty are eligible to serve as dissertation committee members, but should not be identified at this stage of the application process. Please see our faculty listing at: <http://www.amnh.org/our-research/richard-gilder-graduate-school/faculty> and contact the Director of Administration (directorofadministration-rggs@amnh.org) if you have any questions.

Upload Document 2: Statement of Academic Purpose, consisting of two essays (Required of All Applicants)

Note that you should follow the Proposal Margin and Spacing Requirements in the [NSF Proposal Guide](#).

Format

- **Create your own document in a word processing program and save to a single PDF document**
- **Upload this one (1) PDF that includes both statements, and the additional short statement (if pertinent), each clearly labeled**
- Statement of Academic Purpose, Essay 1: past research experience (length of up to 500 words)
- Statement of Academic Purpose, Essay 2: proposed research interests (length of up to 500 words)
- Short statement (optional): to be considered for additional co-funding, please complete an additional short statement, clearly labeled with the type of funding for which your interests might be appropriate (length of up to 125 words)
 - NSF IGERT: Evolutionary Primatology
 - Theodore Roosevelt Memorial Fund: North American terrestrial fauna
 - Lerner Gray Fund for Marine Research: Marine Biology

Upload Document 3: Curriculum Vitae (Optional)

- **Create your own document in a word processing program and save to PDF**
- **Upload one (1) PDF**

Part 3: Documents to Mail

Mail Document 1: Transcripts (*Required of All Applicants*)

We must receive the official transcript directly from your school; however, applicants are encouraged to upload a scan of their unofficial transcript with their application.

- The applicant must request an official transcript from the registrar at *each* undergraduate and graduate institution attended.
- Transcript request forms can be obtained from your registrar.
- All transcripts should be submitted directly to the Richard Gilder Graduate School, at the address provided below.
- International applicants must request that registrars send original documents for all postsecondary studies.
- All international documents that are not in English must be accompanied by certified English translations.

Send transcripts to:

Office of Admissions
Transcripts
The Richard Gilder Graduate School
American Museum of Natural History
Central Park West @ 79th Street
New York, NY 10024

Mail Document 2: Graduate Record Examination (GRE) (*Required of All Applicants*)

We must receive the official scoring report directly from ETS, however, applicants are encouraged to also upload a scan of their unofficial report with their application.

- All applicants must take the Graduate Record Examination (GRE) General Test.
- For information call 1-800-GRE-CALL.
- Official scores must be reported to the Richard Gilder Graduate School, American Museum of Natural History – Institution Code 2471.
- If this code is not used test scores will not reach us.

Mail Document 3: Graduate Record Examination Subject Test (*Optional, but Encouraged*)

We must receive the official scoring report directly from ETS, however, applicants are encouraged to also upload a scan of their unofficial report with their application.

- The GRE Subject Test (in Biology or other pertinent field) is highly recommended for the Comparative Biology Ph.D. Program.

Mail Document 4: TOEFL or IELTS (*Required for Non-native English Speakers only*)

We must receive the official scoring report directly from ETS or IELTS, however, applicants are encouraged to upload a scan of their unofficial report with their application.

It is required that applicants whose native language is not English, or who have not studied and earned a degree in the USA, UK, Australia, New Zealand, Canada or Commonwealth Caribbean countries, document their English proficiency through one of two tests:

- Test of English as a Foreign Language (TOEFL)
 - Minimum Scores for Admissions:
 - PBT: 600 or higher with 60 or greater on each subsection
 - iBT: 100 or higher with 25 or greater on each subsection
 - Computer-based scores are no longer valid.
 - For additional information, call 1-800-GO-TOEFL or visit the ETS website at <http://www.toefl.org> or www.ets.org.

- International English Language Testing System (IELTS)
 - Minimum Score for Admissions: 7.0
 - IELTS exam administered by <http://www.ielts.org/>

Part 4: Letters of Recommendation (3) (*Required of All Applicants*)

- Three (3) letters of recommendation are required from three professors or other qualified evaluators who can appraise your academic achievement and promise.
- Instructions to be emailed once you complete Step 8 of the online application.

Part 5: Application Fee for the Comparative Biology Program ONLY

- There is a non-refundable application fee of \$50 if you are applying to the RGGGS Comparative Biology Ph.D. Program. You must pay this fee before your application will be processed. Specific directions are available when you get to the document phase of the application.

Applicant Check List	Required/Optional	Completed?
Online Application	Required	
Application Cover Page	Required	
Statement of Academic Purpose	Required	
Additional Statement on co-Funding	Optional	
CV	Optional	
Transcripts	Required	
GRE Scores	Required (taken w/i the past 5 yrs)	
GRE Subject Test	Optional	
Letters of Recommendation (3)	Required	
TOEFL or IELTS	Required—Nonnative English Speakers only (taken w/i the past 2 yrs)	
Comparative Biology Application Fee	Required—Comparative Biology Ph.D. Program Only	

The American Museum of Natural History is an Equal Opportunity/ Affirmative Action Employer. The Museum encourages Women, Minorities, Persons with Disabilities, Vietnam Era and Disabled Veterans to apply. The Museum does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, sexual orientation, or any other factor prohibited by law. If special accommodations are needed in applying for a position, please call the Office of Human Resources.