



## Doctoral Program Application Checklist

### How to apply

Apply on-line to the Rackham Graduate School <https://apply.embarc.com/Grad/UMich/Rackham/ProgramA/38/>. Indicate School of Information as the program and the doctoral program code of 01100.

### Application Fee

- U.S. citizens and permanent residents: \$60 (U.S.)
- International applicants: \$75 (U.S.)
- You should pay this fee via credit card when you apply online.

### Application Check List

Applicants submit the following items:

- Statement of Purpose Essay** – this is a statement of your specific area of research interest. Please address each of the following items in 2-6 pages:
  - Explain why you think SI is a good place for you to pursue your studies.
  - List research topic areas and the faculty with whom you would like to work.
  - State your understanding of what it means to learn how to do original research and to undertake such research.
  - Describe any experience doing research and courses or projects that you have been involved with to show your preparation
- Personal History Statement** - The Rackham Graduate School requires a "Personal History Statement" *in addition to the formal Application Essay/Statement of Purpose described above*. This statement should convey how your personal background and life experiences, including social, cultural, familial, educational, or other opportunities or challenges, motivated your decision to pursue a graduate degree. For this statement, please write a brief (one-half-page to one-page), non-academic statement.
- Resume**
- Transcripts for Rackham** - All applicants are required to **mail 1 set of official academic records/transcripts** from undergraduate and postgraduate institutions to the Rackham Graduate School.  
Rackham Graduate School  
Attn: Transcripts/U-M ID# (if known) or Date of Birth (mm/dd/yyyy)  
915 E Washington Street  
Ann Arbor MI 48109-1070  
USA  
**Official documents must be provided by the institution awarding the degree.** Academic records certified by notary publics are not official.
- Transcripts for SI** - For your convenience, we offer the ability to upload transcripts within the online application allowing you to expedite the review of your application. This transcript will be considered *unofficial*. Our admissions committee is able to make a decision based upon your submission of an electronic transcript(s). When submitting transcripts online upload the front *and* back of the transcript

- **GRE scores** – Arrange for ETS to send official scores from the general test to the Rackham Graduate School. Our institution code is 1839; our departmental code is 4701. The test should be taken within the past five years. Please schedule your exam well before the January 5 deadline.
- **Letters of recommendation** – Three recommendation letters written by faculty members and/or professional colleagues who are in a position to judge your potential for success in the doctoral program, your aptitude for research, and your capacity to make a contribution to your chosen profession. These letters should be submitted online (you will be given a chance to register your recommenders for online submission when you complete the online application).

**For International Applicants:**

- **TOEFL** - (taken within the past two years) of at least 100 on the Internet-based test (iBT). Please ask ETS to send the results to Rackham. The Institution code is 1839, there is no departmental code. Or, a score of at least 7.0 on the IELTS proficiency exam.

Deadline for applications is January 5. For information about our program, please visit [www.si.umich.edu](http://www.si.umich.edu), or contact the assistant director of the program, Sue Schuon [sues@umich.edu](mailto:sues@umich.edu).

**PhD Admissions blog:** <http://mblog.lib.umich.edu/SIPHD/>