

Instructions for Application to Graduate School

The following are instructions for applying to any of the graduate programs within the College of Engineering at Carnegie Mellon University.

Please mail application materials directly to the appropriate department in the envelope provided.

If possible, Recommendation Forms should be mailed with application materials. Respondent should sign across sealed envelope flap.

Application Deadlines

Fall Semester

begins in mid-August:
Application deadline
is *January 15*.

Spring Semester

begins in January:
Application deadline
is *September 30*.

1. Complete the **Application for Admission and Financial Aid** form included in this packet. Please type or print clearly in ink.
2. A nonrefundable **application fee of \$55** is required of all applicants. A personal check, money order, or cashier's check for the exact amount should be *made payable to Carnegie Mellon University*. International applicants should pay with a check drawn on a bank in the United States. Do not send cash or stamps.
3. **Official transcripts** of both undergraduate and graduate work must be provided. If you are still attending another university, an additional (final) transcript must be submitted upon completion of your work.

If your school does not release *official* transcripts directly to students, obtain a *copy* of your transcript for mailing in this package, and have your school mail the official copy directly to the Graduate Admissions Office of the department to which you are applying.

4. **Statement of Purpose**—On a separate sheet of paper, type or print a one- or two-page concise statement that includes the following information:
 1. A brief statement of your primary educational and research interests
 2. An outline of your research experience and a list of any publications
 3. A description of your background in engineering and allied fields that is particularly relevant to your objectives—include any relevant industrial or work experience and any academic honors
 4. NOTE to Engineering and Public Policy, Civil and Environmental Engineering, and Mechanical Engineering applicants: To the extent possible, please discuss specific research topics and methods you might pursue in your thesis research.
(*Please be sure your name appears on your Statement of Purpose.*)
5. **GRE Score Report**—An *official* Graduate Record Examination (General Test) score report, sent from the Educational Testing Service, is required of all students. To expedite the processing of your application, please include a *copy* of your scores with your package. (NOTE: You must take the GRE by December so that your scores will reach us by the February 1 deadline.)
6. **TOEFL Score Report**—If you are an international student and your native language is not English, and if you have not studied for at least two years at a school in the United States, an *official* TOEFL Score Report, sent from the Educational Testing Service, is required. If you are an international student currently attending a school in the United States, either a TOEFL Score Report or the result of an English proficiency test is acceptable. To expedite the processing of your application, please include a *copy* of your scores in this package.
7. **Recommendation Forms**—Three (3) Letters of Recommendation are required from professors or other individuals who are familiar with your work. At least one must be from a professor at the educational institution you last attended. If possible, include the recommendations in your application package. Respondents should sign across the sealed envelope flap.