

## APPLICATION PROCEDURES

### Graduate Programs in the Coulter School of Engineering

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- **Application:** All application materials, downloadable application forms (pdf) and access to on-line application are available at <http://www.clarkson.edu/engineering/graduate>.
  - You are strongly encouraged to apply online. Access to the on-line application materials is available through <https://www.applyweb.com/apply/clarksng/menu.html>
  - For hard copy application: Download the file or contact the Engineering graduate programs (see below) for an application. Complete and return the application to the School of Engineering Graduate Studies, Clarkson University, PO Box 5625 (UPS or FedEx use 8 Clarkson Avenue), Potsdam, NY 13699-5625, United States.
- **Application Deadlines:**
  - Applicants who submit their applications by January 30 for entry the following August or September 1 for entry in January will receive priority for assistantships and other financial aid.
  - All application will be reviewed up to a reasonable time prior to the beginning of classes; however, it is recommended to apply by May 1 for the fall term and October 1 for the spring term.
- **Application Fees:** Full-time applicants from the U.S. and Canada are required to pay a \$25 application fee. This fee will be waived for those who apply before December 31<sup>st</sup> for the fall semester or June 30<sup>th</sup> for the spring semester. There is no application fee for part-time applicants or applicants who have completed/will be completing their undergraduate degree at Clarkson University. All other applicants must pay a \$35 fee. Should you qualify for an application fee waiver, you may request one online at the time of applying.
- **Supplemental information:** A resume and an essay or personal statement outlining your goals and objectives in graduate school and beyond are required. You may also include any other information that may help us evaluate your application.
- **Letters of Reference:** Ask three references who can evaluate your work (academically and/or professionally) and overall motivation to pursue your degree. You must register your referees online. From there, your referees will complete their letters of recommendation electronically (unless otherwise requested). OR download the reference form and request your reference to mail them to the address on the form ([http://www.clarkson.edu/admission/applications/graduate/Reference\\_Form.pdf](http://www.clarkson.edu/admission/applications/graduate/Reference_Form.pdf)).
- **Transcripts:** Send official transcripts of all college coursework. Note: Only 1 copy is required.
- **Entrance Exams:** Applicants who are not Clarkson students are required to take the general Graduate Record Exam (GRE) (a score is good for 5 years after test taken). There are no minimum required scores for the GRE report. (Clarkson's institution code is 2084). International students should submit a TOEFL or IELTS score. The minimum permissible scores are: TOEFL: paper-550, Internet-80, CBT-213; IELTS-6.5. This score is good for 2 years after taking the test.
- **Review Process:** Your application will be reviewed when the file is complete. A complete file includes the application, resume, personal statement, three letters of reference, all college transcripts, and all required test scores. All applications are considered for all available forms of financial aid. There is no separate application for financial aid consideration. Awards will be granted based on merit.
- **VERY Important Note:** International students must be sure to be consistent in the manner in which they present their name on official documents. Be sure to show your name on this application in the same manner that you want it to be shown on your passport, immigration documents, transcripts, and all other official documents. Family (surname) and First name are the only names listed on the I-20. There should be a clear understanding as to what are your given/first name (i.e. John), middle name (i.e. Paul) and family/surname (i.e. Smith).

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For more information about graduate programs in the School of Engineering, please contact the Graduate Coordinator, School of Engineering, Clarkson University, Box 5700, 102 CAMP Building, Potsdam, NY 13699-5700; phone 315-268-7929, fax 315-268-4494; email [enggrad@clarkson.edu](mailto:enggrad@clarkson.edu). For specific program information, please contact the Chair of the department in which you wish to study. You may also wish to consult our web page at <http://www.clarkson.edu/engineering/graduate>.