

## 2021-2022 APPLICATION INSTRUCTIONS

The following instructions have been prepared as a guide for completing the Thayer School application. Applicants should visit Thayer's Graduate Admissions page [here](#) for more detailed information regarding specific aspects of the admissions process. **Please note - only complete applications will be considered for admission.** A completed application includes the application form submitted through [ApplyYourself](#), the \$45 application fee, three recommendations, essay(s), and a transcript from each college and/or university attended, TOEFL or IELTS scores for those applicants whose native language is not English. For MEng, MS and PhD applicants during the 2021/2022 admissions cycle the Graduate Record Examination (GRE) scores will NOT be required nor considered. For MEM applicants GREs will be optional this year. **Please carefully review the TESTS section below for more information.** Application materials and supporting documents become the property of the Admissions Committee and are not returnable.

Application deadlines for September admission are as listed below:

MS/PhD (for priority consideration)	January 1
MEM (see Rounds information <a href="#">here</a> )	January 15 – Round 1
	March 15 – Round 2
	After March 15 – Round 3

Application deadlines for admission in other terms

MS/PhD	At least one term prior to admission
MEng	Rolling admission

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### • APPLICATION

Please visit Thayer's [Graduate Admissions page](#) for the online application. Print a copy of your online application for yourself ONLY. **It is not necessary to send us a hard copy of the application you file online.**

### • APPLICATION FEE

A non-refundable application fee of \$45 is required of all applicants (except those who are attending Dartmouth College or Thayer School, or are alumni/ae). The fee must be paid by credit card. **Applications will not be processed until this fee is received.**

### • RECOMMENDATIONS

Three (3) letters of recommendation are **required**, which must be completed online. Please have your recommenders complete the evaluation form and submit a signed letter **on their official institutional letterhead**. Letters of recommendation should ideally come from your college professors. Applicants with work or military experience, or currently in another graduate program, should submit a recommendation from their immediate supervisor, a current or former employer, or someone who knows them well through some other professional or community activity.

### • ACADEMIC TRANSCRIPTS

**There are 2 ways to submit academic transcripts:**

**1) Scan** - You may scan and upload a copy of your academic transcript (not diplomas) issued by the institution(s) from which you obtained your undergraduate (bachelor's or first) degree and any advanced/graduate degrees. If your transcript is not in English, you must also scan and upload a copy that has been translated into English. Transcripts and translated transcripts should include the following information: course names, course numbers, dates, grades (including incompletes, failed courses, and withdrawals), and grade modes (pass/fail). If you attended institutions other than those from which your degree(s) were granted, you will be required to scan and upload your academic transcripts from these institutions (transfer coursework, domestic or study-abroad programs, postgraduate non-degree coursework, etc.). If you have more than three undergraduate transcripts or three graduate transcripts to upload, please combine them by uploading a file that contains more than one transcript. When scanning and uploading your academic transcripts, please keep in mind the following:

- Remember to scan both sides of your transcript (provided that the second side is not blank).
- Various scanners and image software work differently. One option is to insert individual images (.jpg) into a word processing document so that all of the individual pages comprise one document for upload. If your scanning software produces a .pdf file, you may simply upload that file.
- The file you upload must be in a standard file format. See the online application for details. The online application supports standard file formats.
- Do not scan and upload a copy of your diploma.
- Do not upload a password-protected file or a file that has macros in it. This will cause the upload process to fail.
- The size of each file you upload must not exceed 1 MB.

If you choose to upload a scanned copy of your transcript you **do not** need to send a hard copy when you apply. The scanned copy will fulfill the transcript requirement for the application process. If you are admitted you will be required to supply Thayer School with an **official** copy of your transcript.

**2) Mail** – You may have **ONE official, original** hardcopy transcript mailed to Thayer School (mailing address below) directly from **each** college and/or university you have attended in a signed, sealed envelope. International applicants must make arrangements to have their academic records translated and sent along with originals. Where American-style transcripts are not used, the applicant must include all available records including courses, grades, degrees and rank in class. **The appropriate university officials must certify these records.**

#### • AREA OF INTEREST on “Supplemental Sections”

This supplemental section will be used to match your research/focus areas with those of Thayer School faculty or to determine your focus. (“Research Area” on the MS/PhD and MEng page, and “Area of Interest” on the MEM Supplemental page.) Fill this out carefully. List your strongest interest first. **We strongly encourage you to contact Thayer School faculty for an initial conversation about research opportunities.** For a list of faculty members and their research areas/projects visit <http://engineering.dartmouth.edu/people/faculty/core> or for research by engineering discipline, visit <http://engineering.dartmouth.edu/research>.

#### • ESSAY QUESTION(S)

Please carefully read the essay question and instructions before writing your essay. If possible, keep your essay(s) to 1-2 pages.

#### • TESTS

##### GRE TESTS for MEng, MS & PhD Applicants

**MEng, MS and PhD applicants** - for the graduate applications cycle from August 1<sup>st</sup>, 2020 to July 31<sup>st</sup>, 2021, GREs will neither be required nor considered. We will be flexible as to the types of Language Proficiency tests accepted by our programs for admissions purposes: we ask that applicants self-report their scores on the application and upload an unofficial copies of their test scores to their application.

##### GRE TESTS for MEM Applicants

**MEM** - For the 2021/2022 application cycle GREs will be optional. If you have already taken the GREs and would like to include them Thayer School will accept self-reported scores and photocopies of test scores uploaded to your application. If you choose to enter self-reported test scores, you will be required to provide official scores if admitted. If you would like to take the GREs they can be taken at home using your computer and monitored by a human proctor according the ETS website ([here](http://www.ets.org)).

##### TOEFL/IELTS TESTS for all non-US citizen applicants

Applicants who have not, or will not, earn a degree from a US institution and whose native language is not English are required to submit scores for the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores. TOEFL information is available at [www.ets.org](http://www.ets.org). IELTS information is available at [www.ielts.org](http://www.ielts.org). For the 2021/2022 application cycle Thayer School will accept self-reported scores and photocopies of test scores uploaded to the application. If admitted you will be required to provide official test

results. According to the ETS website ([here](#)) TOEFL tests can be taken at home using your computer and monitored by a human proctor.

**Applicants who have earned, or will earn, a degree from a US college/university are not required to supply TOEFL or IELTS scores.**

- **FINANCIAL AID** (<http://engineering.dartmouth.edu/academics/admissions/financial-aid>)

Applicants for the MS and PhD degrees will be considered for financial aid if they so indicate on the application form. A separate financial aid application is **NOT** necessary for the MS and PhD programs.

Applicants for the MEM and MEng degrees should first carefully review the financial aid information page [here](#). They may then apply for need-based financial aid by filing the PROFILE form. (Thayer School's PROFILE number is 3355.) Apply online at: <https://profileonline.collegeboard.com>. PROFILE will process your information and provide Thayer School with a Financial Need Analysis Report to determine need-based aid. Assessment of need is based on this PROFILE report.

Degree candidates who are US citizens seeking educational loans through Dartmouth are required to complete and submit a "Free Application for Federal Student Aid" (FAFSA) form. FAFSA information is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **EARLY ADMISSION CONSIDERATION**

It is often possible to start sponsored research leading to an MS or PhD thesis during the summer term before formally beginning coursework in the Fall. If you wish to be considered for June admission and for financial aid for early admission, please indicate this on your application when asked "Preferred Entry Term". Occasionally, admission can occur in other terms.

### **MAILING SUPPORTING MATERIAL (transcripts)**

All supporting material should be mailed to:

Graduate Admissions  
Thayer School of Engineering, Dartmouth College  
14 Engineering Drive  
Hanover, NH 03755

### **CONTACT INFORMATION**

Correspondence may be emailed to [engineering.admissions@dartmouth.edu](mailto:engineering.admissions@dartmouth.edu). Please be aware that during peak admissions times we may not be able to reply immediately. Many admissions questions can be answered by visiting <http://engineering.dartmouth.edu/academics/admissions/graduate/>.

### **ACKNOWLEDGEMENT**

You will receive an email acknowledgement through the ApplyYourself online application system once you have **submitted** your application.

### **APPLICATION STATUS**

To check the status of your application, revisit the [ApplyYourself](#) online application site and login with your pin and password. Please check back often as it often takes a few days for all the application material to be processed.

**INTERVIEWS/CAMPUS VISITS – For the 2021/2022 application cycle are assuming that most, if not all, visits will be undertaken virtually.**

**For MS and PhD applicants** - You may be contacted directly by a faculty member, or you may reach out to a faculty member with whom you are interested in working.

**For MEM and MEng applicants** - The program director will contact applicants directly if they wish to schedule an interview.

## ADMISSIONS DECISIONS

**For MS and PhD applicants** - The Admissions Committee will render decisions, in most cases, by April 30.

**For MEM applicants** – visit <https://mem.dartmouth.edu/apply/> for deadline/notification information.

**For MEng** – rolling based on admission term.

It is the longstanding policy of the Thayer School of Engineering to actively support equal opportunity for all persons regardless of race or ethnic background. No student will be denied admission or be otherwise discriminated against because of sex, handicap, religion, sexual orientation, race, color, or national origin.

Dartmouth College prepares an annual Security and Fire Safety Report which is available to all current and prospective employees and students. The report includes statistics concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Dartmouth College, and on public property within, or immediately adjacent to and accessible from, the campus as well as reported fires occurring in residential facilities. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, fire safety, and other matters. You can obtain a copy of this report by contacting the Director of Safety and Security and the College Proctor at 603.646.4000 or by accessing the following website: Clery Act Security Report <https://sexual-respect.dartmouth.edu/compliance/jeanne-clery-act/annual-security-report>