

## 2018-2019 APPLICATION INSTRUCTIONS

The application deadline for September admission is January 1 for M. Eng., MS and PhD applicants. MEM applications are considered in three rounds. MEM applicants should refer to the "Application Deadlines" at <http://engineering.dartmouth.edu/academics/admissions/graduate/mem/> for the "Rounds" schedule.

The following checklist/instructions have been prepared as a guide for completing the Thayer School application. Applicants should visit <http://engineering.dartmouth.edu/academics/admissions/graduate/application/> 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 through ApplyYourself, the \$45 application fee, the Graduate Record Examination (GRE) scores, TOEFL or IELTS scores (\*if required, see "Tests" section below), three recommendations, and a transcript from each college and/or university attended. Application materials and supporting documents become the property of the Admissions Committee and are not returnable. You may wish to use the following checklist while you complete this application.

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### • APPLICATION

Please visit <http://engineering.dartmouth.edu/academics/admissions/graduate/> for Thayer School's online application. When sending supplemental forms or other information, please do not insert them into a binder or notebook of any kind. 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** and are to be done online. Please have your recommenders complete the evaluation form and submit a letter **on official institutional letterhead**. The letters of recommendation should ideally come from your college professors, unless you have been out of school for several years. Applicants with work or military experience, or currently in another graduate program, are to 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. If you need to mail a recommendation please use the downloadable form under "Downloadable Forms" in the online application. All mailed recommendations **MUST** also be on official letterhead with original signatures and sent in signed, sealed envelopes.

### • ACADEMIC TRANSCRIPTS

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

1) **ONE official, original** transcript must be sent to us 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.**

2) You may scan and upload a copy of the 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 scan and upload a copy of it that has been translated into English. Transcripts and translated transcripts should include the following kinds of 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 megabyte.

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** hard copy of your transcript.

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

This supplemental section will be used to match your research/focus areas with those of Thayer School faculty. Fill this out carefully. List your strongest interest first. 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/disciplines>.

#### • **TESTS**

The Graduate Record Examination (GRE) is **REQUIRED** of **ALL** applicants. GRE test information may be obtained at [www.ets.org](http://www.ets.org). **Applicants who have not, or will not, earn a degree from a US institution 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). **Original test scores MUST be sent to Thayer School of Engineering directly from the testing organization. No photocopies of test scores, or tests sent from an applicant, will be accepted.** \***Applicants who have earned, or will earn, a degree from a US college/university are not required to supply TOEFL or IELTS scores.** For convenience and in the interest of time, it is advisable to request that your test scores be sent to Thayer School at the time your pre-register to take the test. The E.T.S. code number for Thayer School of Engineering is 3360 for both GRE and TOEFL scores. Thayer School is not departmentalized therefore it is NOT necessary to include a departmental code. IELTS scores may be sent to “Dartmouth College”.

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

Applicants for the M.S. and Ph.D. 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 M.S. and Ph.D. programs. If you are participating in the **Chinese Scholarship Program** please send an email to [Engineering.Admissions@dartmouth.edu](mailto:Engineering.Admissions@dartmouth.edu) with “Chinese Scholarship Program” in the subject line to indicate your intentions.

The M.Eng. Program is course-based therefore financial aid is not available.

Applicants for the M.E.M. degree may 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 M.S. or Ph.D. 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".

## MAILING SUPPORTING MATERIAL

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 sent to the address above or 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 Apply Yourself online application system once you have **submitted** your application.

## APPLICATION STATUS

To check the status of your application, revisit the online application site (<https://app.applyyourself.com/?id=dart-grad>) 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 MS and PhD applicants** - The Admissions Committee does not require individual interviews, however, on campus interviews may be requested by faculty after review of application materials. You will be contacted directly if such a visit is desired. Applicant initiated visits are permitted pending faculty availability and interest. If you are interested in visiting Thayer School and have not received an invitation to do so, please call (603) 646-2606 or email [engineering.admissions@dartmouth.edu](mailto:engineering.admissions@dartmouth.edu).

**For M.Eng applicants** - please call (603) 646-2606 or email [engineering.admissions@dartmouth.edu](mailto:engineering.admissions@dartmouth.edu).

**For MEM applicants** - Prospective students are encouraged to visit campus. Most campus visits include meetings with M.E.M. faculty and staff, lunch with current M.E.M. students, and, if the schedule permits, sitting in on a class. To schedule a visit, call (603) 646-2606 or email [engineering.admissions@dartmouth.edu](mailto:engineering.admissions@dartmouth.edu). Applicants who visit campus before February 15 will not be asked for an additional interview. Applicants who are unable to visit campus and are finalists in the admission process may be asked to interview via Skype video conference. The M.E.M. program will contact these applicants directly.

## ADMISSIONS DECISIONS

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

**For MEM applicants** – visit <http://engineering.dartmouth.edu/academics/admissions/graduate/mem/> for deadline/notification information.

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 <<http://www.dartmouth.edu/~security/information/clery-act/>>.