



COLORADO SCHOOL OF MINES

GRADUATE STUDIES

(Graduate Non-Degree Students)

These instructions are being provided to help you through the application process. We look forward to having you on campus. Please let us know if you have any questions.

Application for Admission

- As a Non-Degree applicant you are required to submit a Non-Degree Graduate Application for **each** term you are applying to: Fall, Spring, Summer I (May) or Summer II (June). You will need to create a new application account for each.
- A non-refundable \$10 application fee is required of all Non-Degree applicants. If you wish to pay by check or money order, please mail it to the address listed below, payable to "Colorado School of Mines". You will be notified via email once we receive the payment and have posted it against your online application. Please note: Our online application will only accept fees paid by credit or debit card.
- You are required to submit your Undergraduate transcripts. If you have additional transcripts that show proof of prerequisites, you will need to submit those as well. These documents can be uploaded under "Non-Degree Uploads" in your online application.
- Colorado residents **must** submit proof of residency documents before an application can be processed. These documents can be uploaded under "Non-Degree Uploads" in your online application. Your application will not be sent to the Registrar's Office and you will not be able to register until we have this.
- International Non-Degree applicants are required to submit a valid I-20 and a copy of your I-94 (stapled to your passport). You will not be able to register until we have this.

These documents can be uploaded under "Non-Degree Uploads" in your online application.

Once your application is complete and submitted it is processed in the Graduate Office. From there it is forwarded to the Registrar's Office. Assuming you have the required prerequisites for the course (or courses) you would like to enroll in and assuming there is available space in the course, you will be registered by the Registrar's Office. You will receive an email confirming your registration. Be sure to print this email; it contains specific information about withdrawing from classes, should you need to do so, and the deadline for any changes you need to make. If you have not received notification within 5 days of your first class please contact the Graduate Office at: grad-app@mines.edu

Please note: Successful completion of Non-Degree courses does not guarantee acceptance into a Degree-Seeking program at Colorado School of Mines.

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