Application Instructions – U.S. Citizens and U.S. Permanent Residents

Application for Admission

A non-refundable application fee is required of all applicants. The current discounted fee for applications submitted online by **March 1st for Fall** or **September 1st for Spring** is $50 payable by credit card. Applicants submitting their applications after these deadlines will be charged the full application fee of $75.

Before you begin your application please review the deadlines at: http://www.mines.edu/Deadlines_GS . Applications submitted beyond the deadlines will be deferred to the next available future term.

<u>**APPLICATIONS ARE REVIEWED WITH UNOFFICIAL TRANSCRIPTS AND TEST SCORES.**</u>
Applications with all required documentation (complete applications) will be processed first.

Unofficial documents **<u>should be uploaded at the time of application</u>**. You should upload your documents via the links under the **Degree Seeking Uploads** in your online application. These must be in .pdf format at 300 dpi. Minimized images will not be accepted. Please <u>do not</u> mail unofficial hard copies of uploaded documents.

If for some reason you are not able to upload a required document or you have updates after submission, please e-mail them to grad.credentials@mines.edu . E-mail questions about the application process to grad.app@mines.edu

<u>GRE Examination - Required of all Applicants</u>   **www.ets.org/gre**

Exceptions:

   Applicants applying to the department of **Economics and Business** can submit GMAT scores in lieu of the GRE.

Scores:

   Please check http://mines.edu/graduate_academic and search for the program you are interested in, to see if the Department of interest has score requirement information listed.

> **Internet score sheets (screen shots) will be accepted for review. Your name must appear in the screen shot**. **Please upload this** to **your application in the upload area. <u>THESE ARE CONSIDERED UNOFFICIAL.</u>**
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> **Institution code <u>4073</u> should be used when requesting official GRE reports from ETS. <u>You do not need a Department code.</u>**

<u>Three (3) Letters of Recommendation (LOR)</u>

These can be submitted through our electronic application system or emailed to grad.credentials@mines.edu . Letters of recommendation that are submitted via email will only be accepted if they are sent directly from the recommender **(No exceptions).** You are not permitted to use LOR from a different term for a new application, unless it is a deferral.

Letters of recommendation should be solicited from sources knowledgeable of your academic and professional capabilities. They should also describe your qualifications for the specific degree program into which you are applying.

<u>Statement of Goals</u>

This Statement is used to introduce oneself to the Graduate Admissions Committee. It should be brief (1 to 2 pages), address professional and personal goals, any possible deficiencies in your transcripts or exam scores, research interests (if you are applying for a thesis-based program), as well as your reasons for choosing Colorado School of Mines.

Transcript(s)

Minimized transcripts, altered transcripts, or transcripts that do not contain the name of the university may be refused.

Please upload your unofficial transcripts for the review process. If you are accepted into graduate school at Mines and choose to attend, you are required to submit official transcripts with verification of degree(s) awarded. If you list a college or university, even in the "non-degree" area, you are **required to upload** a transcript. Your application will not be sent for review if your transcripts are not uploaded.

1) Transcripts are considered **unofficial** if they are not in a sealed envelope from the University.
2) Transcripts are considered **unofficial** if there is no verification of degree awarded. (Unless they are non-degree)
3) Transcripts are considered **unofficial** if there are pending grades.
4) International transcripts are considered **unofficial** if there is not a certified and stamped legal English translation. This must include a translated diploma or certification of completion.

You are required to submit official copies of all transcripts used for evaluation, if admitted.

Resume

Your resume should contain a comprehensive list of your education, professional experience, publications, special projects, etc. ***Important Note: Special trainings, publications, projects, internships, etc. should be included in your resume. Certificates (athletic, special trainings, internships etc.), published papers, etc. will not be included in your application packet.***

Sending Official Credentials

Applications Are Reviewed With Unofficial Transcripts and Test Scores.

If you are accepted into the program the official credentials (listed above) **must** be received by the Graduate Office before you can register for classes

These can be sent:

By mail: Colorado School of Mines
Office of Graduate Studies
Suite E-140
1200 16th Street
Golden, CO USA 80401

By email: grad.credentials@mines.edu

> ***Note: Credentials to any other email address will not be accepted.***
>
> These must be in .pdf format at 300 dpi. They cannot be minimized. These must be sent from the university in order to be official.

All unofficial documents **should be uploaded at the time of application**. You should upload your documents via the links under the **Degree Seeking Uploads** in your online application. These must be in .pdf format at 300 dpi. Minimized images will not be accepted.

Again, if you are not able to upload a required document or you have updates after submission, please e-mail them to grad.credentials@mines.edu . **You will need to check your online application for application status questions**. For all other questions, please e-mail grad-app@mines.edu .