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.

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

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. Please do not 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

GRE Examination · Required of all Applicants · 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.

Institution code 4073 should be used when requesting official GRE score reports from ETS. 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. THESE ARE CONSIDERED UNOFFICIAL.

Three (3) Letters of Recommendation

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).

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.

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.

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.
Statement of Goals

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.

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 **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  
1500 Illinois 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.

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.