

## **Application Checklist**

(For Non-Degree and Foreign Exchange Students)

This checklist is being provided to help you through the application process. Once your application has been submitted it will be forwarded to the following department for processing.

Foreign Exchange Students - Kay Godel-Gengenbach ([kgengenb@mines.edu](mailto:kgengenb@mines.edu)), International Programs

Non-Degree Students – Adrienne Brito ([Adrienne.brito@is.mines.edu](mailto:Adrienne.brito@is.mines.edu)), Registrar's Office

**Please Note:** You can skip the Professional information and Test Score sections on the application. If you have any questions regarding the application process prior to its submittal please contact [grad-app@mines.edu](mailto:grad-app@mines.edu).

### **Non-Degree Students –**

Complete the online application and the download within the online app. 'Currently Enrolled Coursework' (Use this form to list the courses you wish to take. Please enter each course by course number including section number and semester hours. Include laboratory if applicable. **Example: CHGN121A, CHGN121LA.**)

Regarding the Recommender section, you should input a single letter for each first and last name and select 'offline' as your submission choice. The system requires this section to be completed but as a non-degree student you are exempt from submitting letters of recommendation.

All questions regarding your application should be directed to:

Adrienne Brito  
[Adrienne.brito@is.mines.edu](mailto:Adrienne.brito@is.mines.edu)  
303-273-3220

### **Foreign Exchange Students –**

If you are attending a foreign university as a Graduate student and receiving a degree from that university then you are classified as a Foreign Exchange Student while attending CSM.

Once you have completed the online application please go to the website below for instructions on completing your application packet.

<http://www.mines.edu/Academic/lais/OIP/content/intstu/prospect.cgi>

All questions regarding your application should be directed to:

Kay Godel-Gengenbach  
[kgengenb@miines.edu](mailto:kgengenb@miines.edu)  
303-384-212