Admissions Application Guide

Department of MECHANICAL ENGINEERING
THE UNIVERSITY OF UTAH

REQUIRED ITEMS	DESCRIPTION	ADDITIONAL INFORMATION
Degree Programs	♦ **Master's of Science Degree (thesis and non-thesis)** ♦ **Doctor of Philosophy (PhD) Degree** ♦ **Bachelor's of Science/Master's of Science Degree** ○ Note: Combined BS/MS degree program is for University of Utah undergraduates only. ♦ **Master's of Science/Master's of Business Administration (dual degree)** ○ Note: Must apply to each graduate program separately. ○ Apply for David Eccles School of Business More academic program information is available at the University of Utah Mechanical Engineering Department website.	**Minimum GPA required:** 3.0 undergraduate GPA is required by the University of Utah Graduate Admissions Office. **Undergraduate coursework:** Applicants are required to have earned Bachelor of Science degree from an accredited engineering program in mechanical engineering, or from an allied field. Click here to view a list of required undergraduate course work. **Allied fields**: Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Material Science and Engineering, Atmospheric Sciences, Geological Engineering, Geosciences, Metallurgical Engineering, Mining Engineering, Biology, Chemistry, Mathematics, Physics and Astronomy.
GRE Scores	The GRE is required of all applicants, and scores should be sent directly from ETS directly to the Mechanical Engineering department. You will need to use code **1502**. Please allow 2 months for scoring, mailing, and processing.	**Note:** • Register for the GRE at www.ets.org • Recommended GRE quantitative score is above the 80th percentile • Scores must be less than 5 years old at time of admissions. • Photo copies will not be accepted for admissions purposes.
TOEFL/IELTS Scores	**International applicants only:** Our department accepts both the TOEFL (Testing of	**Note:** • Recommended that applicants obtain a TOEFL score of 590

	English as a Foreign Language) and the IELTS (International English Language Testing Service). Scores must be sent directly to University of Utah International Admissions Office. For the TOEFL you will need to use code **4853**. Please allow 2 months for scoring, mailing, and processing.	(paper-based) or 96 (internet-based). • Register for the TOEFL at http://www.ets.org/toefl/ • Recommended that applicants obtain an IELTS band score of a 7 • Register for the IELTS at http://www.ielts.org/ • Scores must be less than 2 years old. • Photocopies will not be accepted for admissions purposes.
Education History	**All post-secondary schools attended:** ♦ Name of Institution ♦ Dates of attendance ♦ Degrees earned/expected ♦ Self-reported GPA ♦ Total Credit Hours ♦ Upload copy of **unofficial** transcript(s)	**Note:** • Provide a list of colleges attended, regardless of length of attendance. • Failure to list all institutions may result in denial of admissions, loss of credit and dismissal from the University of Utah.
Transcripts	All applicants are **required** to submit one official copy of transcript(s) from each college attended to the Graduate Admissions Office. Submissions of the University of Utah transcripts are not required. Please allow at least 2-4 weeks for all transcripts to be received. Send transcripts to the following address: **Admissions Office, Graduate Admissions Division** The University of Utah 201 S 1460 E Room 250 S SSB Salt Lake City, UT 84112	**Note:** • Official sealed copies of transcripts from all college and universities attended should be sent directly by the institution (not the applicant). • Foreign institutions include official transcripts in the original language.

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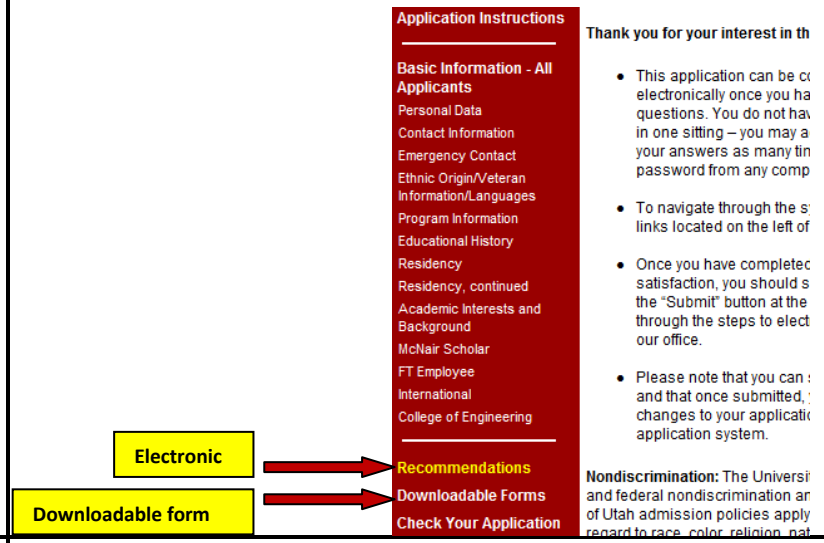
Resume or CV	All applicants are required to submit a resume or curriculum-vitae (CV) detailing your relevant work history and research experience.	**Tips on Resume:** • Sample resumes are available on the University of Utah career services website.
Statement of Purpose	**All applicants are required to upload a Statement of Purpose that may address the following**: ♦ Your desired degree program (MS-thesis, MS-non-thesis, MS/MBA or Ph.D.) ♦ The specialization area for your graduate work ♦ A list of possible research topics ♦ The advisor for your graduate work (if known) or possible advisors in the department ♦ A discussion of why you wish to pursue graduate education ♦ Your career plans following the completion of the graduate degree program.	**Tips on Statement of Purpose:** • Submit 1 full-page of writing. • Your Statement of Purpose is an opportunity for you to highlight your who you are, your previous accomplishments/research and your future goals. • Prior to submission, be sure to proof read your personal statement for punctuation and grammatical errors.
Writing Sample-Essay-Publication	Submission of a writing sample is **optional**. Applicants may upload a **1 page (max.)** writing sample of a previous research abstract or a critical review of a contemporary/scholarly journal article.	**Note:** • Applicants are encouraged to submit their highest quality of previous work. • Scholarly journals should relate to mechanical engineering or an allied field.

Three Letters of Recommendation	Submit 3 letters of recommendations from employers, professors, or others who can knowingly comment on their background as it relates to graduate education and research. **Choose one option:** Applicants may submit their 3 recommenders **electronically** via the Recommendation link in the online application. ***-OR-*** Print off 3 copies of the **recommendation form** and have their recommenders submit these paper forms to our department at the following address: **Attn: Graduate Advisor** **Department of Mechanical Engineering** **University of Utah** Room 2110 Merrill Engineering Bldg. 50 S. Central Campus Dr. Salt Lake City, UT 84112	**Note:** • **Electronic**: Only contact information for each reference is necessary; recommenders will be sent a form via email that they will submit electronically. • **Recommendation Form**: Recommenders must submit their letters directly to the Department of Mechanical Engineering. 
Application Fee	A required non-refundable application fee of $10 for MS Domestic Applicants, $0 for PhD Domestic Applicants, $25 for MS International Applicants, or $15 for PhD International Applicants must be paid via check, debit or credit card prior to submitting your application. Late applications are subject to an additional fee of $30.	**Note:** • We are not able to waive this fee. • The application will not be complete until this payment has been received.