

**GRADUATE APPLICATION GUIDE**  
**UNIVERSITY OF UTAH**  
**DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING**  
122 South Central Campus Drive, Rm. 304  
Salt Lake City, Utah 84112-0560  
(801) 581-6863 ~ fax (801) 581-4816

**1. Application and Admission to the Graduate School**

Decisions on admissions will be made for Fall and Spring Semester only. All admission materials must be submitted by:

**APRIL 1<sup>ST</sup>** – for Fall Semester  
**NOVEMBER 1<sup>ST</sup>** – for Spring Semester

Applicants must state which semester they intend to begin their program at the time of application.

**BASIC ACADEMIC REQUIREMENTS** for admissions to Materials Science & Engineering graduate program are as follows:

1. A valid Bachelor's degree from an accredited University or College.
2. A. 3.0 (B) Grade Point Average in previous undergraduate work, on a 4.0 scale. For a Ph.D. applicant their masters GPA will also be considered.
3. **The GRE is required for all applicants who did not receive their B.S. in Materials Science & Engineering from the University of Utah.** A minimum combined score of 1100 on the quantitative and verbal sections for the GRE and an analytical writing score of 4.0.
4. **The TOFEL is required for all international applicants who did not get the M.S. from an U.S. institution.** A minimum score on 570 paper based or 230 computer based or 88 internet based is required.

**APPLICANTS NOT ADMITTED TO THE SEMESTER THEY ARE APPLYING MUST RE-APPLY FOR ADMISSION TO THE GRADUATE SCHOOL AND PAY THE RE-ADMISSION FEE.**

The admissions process occurs in two stages: the University level and the Department level. Different forms and data must be submitted to each. Students are required to submit the required materials for each level **simultaneously**.

1. University level -- University of Utah Admissions Office (250 SSB)  
201 South 1460 East, Room 250 S  
Salt Lake City, Utah 84112-9057
  - A. File Application for Admission to Graduate School. Either complete the form online at <http://www.sa.utah.edu/admiss> or fill or return a completed application to the University Admissions Office along with the admissions fee of \$55.00 for domestic students \$65.00 for International Students. The University

application should be filed at least **30-45 days** before departmental deadline to allow for processing. **Please indicate “Materials Science & Engineering” as the intended academic plan on this application.** *If you are wishing to study metals apply to the Metallurgical Engineering program.*

- B. Transcripts. Arrange for the Transcript Office of each college previously attended (other than the University of Utah) to send one official transcript directly to the University of Utah Admissions Office (see address above). **DO NOT SEND TRANSCRIPTS TO MATERIALS SCIENCE & ENGINEERING.**
- C. Applicants who have received their prior education outside of the United States are required to submit scores from the TOFEL exam. A minimum score of 570 paper-based exam or 230 computer-based exam is required. An official TOFEL score should be sent directly to the International Admissions Office.

\*\* Once the Admissions Office has all the above materials, the application and transcripts will be processed in their office, and a copy will be sent to the Materials Science & Engineering. The department must receive this material, from admissions, by the semester deadline, see Paragraph 1.

- 2. Department level -- Department of Materials Science & Engineering  
Graduate Programs  
122 South Central Campus Drive, Rm. 304  
Salt Lake City, UT 84112-0560

- A. Department Application. Every student wishing to apply to the department must fill out the departmental application. This application is located at: <https://app.applyyourself.com/?id=uou-eng>.
- B. Personal Statement. Included with the department application, you must submit a brief (1-3 pages) personal statement describing the type of professional and academic studies you wish to undertake and your goals for this degree. **The Departmental Admissions Committee pays close attention to this statement. Please prepare it with care and consideration.** Each student should choose one of the following specialty areas as an emphasis for their graduate studies: Ceramics, Polymers, Electronic Materials, Nanomaterials, or Computational Materials and include the area(s) you wish to specialize in your statement.
- C. Three Letters of Recommendation. The letters of recommendation can be filled out online. When you fill out the department application you will be required to provide three references, at which time the on-line program will e-mail the three references providing them with a recommendation form to be completed. These forms can be submitted on-line, but if necessary can be mailed directly to the department. The names provided should be individuals familiar with your academic accomplishments. Letters from professors and supervisors in professional positions are preferred.
- D. Test Score. An official GRE score should be forwarded to the department and must be received prior to the admissions deadlines. At the time of testing, please request that official copies of your scores be sent directly to our department.

The above data will be considered by the Department of Materials Science & Engineering Graduate Review Committee, who will review all aspects of the application to reach a decision. All the application materials are considered together. Once a decision has been made the student will be notified by email. The department will forward a recommendation to the University's Admissions Office where they will make the final decision and formally notify the student by mail.

## **2. Statement of Student Responsibility**

**IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT ALL ADMISSION MATERIALS, INCLUDING RECOMMENDATIONS AND TEST SCORES, ARE IN THE ADMISSIONS FILE PRIOR TO THE DEADLINE.**

**THE DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING IS NOT RESPONSIBLE FOR ANY ADMISSIONS MATERIALS SENT TO THE WRONG ADDRESS OR SUBMITTED LATE. YOU WILL BE NOTIFIED OF ANY MISSING INFORMATION ONCE BEFORE THE DEADLINE FOR ADMISSIONS, AFTER THAT IT THE STUDENT'S RESPONSIBILITY TO INSURE THAT THEIR FILE IS COMPLETE BEFORE THE DEADLINE.**

**THE DEPARTMENT IS UNDER NO OBLIGATION TO REVIEW AN INCOMPLETE FILE, OR TO CONSIDER ANY MATERIALS ARRIVING AFTER THE UNIVERSITY OF UTAH'S ADMISSIONS DEADILNE.**

## **3. Appeal Procedure**

If you are not admitted you may submit an appeal in writing to the Director of Graduate Programs within two weeks of the letter informing you of the committee decision. The only legitimate reason for granting an appeal is incorrect reporting of data or an oversight by the committee.