



GRADUATE APPLICATION INSTRUCTIONS

All applicants must submit the following materials for their application to be complete and forwarded for departmental review. Submit all materials in one envelope to Graduate Admissions by the application deadline. (Please do not send to individual departments.)

Note: All applicants should pay particular attention to requirements that apply to specific departments (please see Graduate Admission Requirements).

1. Completed graduate application
2. Nonrefundable application fee of \$75
3. Statement of Background and Goals
4. Resume
5. Portfolio, if applicable
6. Two letters of recommendation
7. Official transcripts, in English, of all post-secondary education
8. Official evidence, in English, of any post-secondary degrees earned
9. Official GRE, GRE Subject Tests, or GMAT scores reported from ETS
10. Official TOEFL or IELTS scores, if applicable
11. The ETS Personal Potential Index (PPI) is encouraged

Applicant's name and date of birth should be printed clearly on all documents.

CONTACT US

If you have any questions during the application process, please feel free to contact us Monday through Friday, 8:30 a.m. – 5 p.m. Eastern time (excluding holidays).

Graduate Admissions
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180-3590
Phone (518) 276-6216
Fax (518) 276-4072
E-mail gradadmissions@rpi.edu

Rensselaer seeks diverse and well-qualified candidates for study in all graduate programs. This application may be used for full- or part-time degree programs at the Troy campus of Rensselaer. All applicants must submit the completed application with all supporting documents to Graduate Admissions.

Graduate Admissions will review all of the documents, notify the applicant of missing items, and forward files to the appropriate department for academic review and an admission decision. Graduate Admissions will notify the applicant of the admission decision by email.

A student's ability to pay for the education has no bearing whatsoever on the admission decision. Scholarships, fellowships, teaching and research assistantships are awarded by academic departments and the Graduate School. Both admissions and aid decisions are made on the basis of the candidate's qualifications and suitability to the department's research activities and needs.

Because admission is highly competitive, and resources for supporting graduate students may be limited, not all admissible candidates will receive offers of financial support. Students who wish to be considered for any form of financial support should submit the application and supporting documentation no later than the January 1 deadline for the fall or summer semester or no later than the August 15 deadline for the spring semester. A decision of financial support may or may not accompany the admission decision.



INSTRUCTIONS

Applicants may apply only to one degree program per term. Multiple applications for one term are not permitted.

1. Complete Application Form

- Please be sure to include variations of your name as it appears on your official documents (i.e., passport)
- Complete this application for full- or part-time degree programs delivered on the Troy campus of Rensselaer. Mail all supporting credentials to
Graduate Admissions
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180-3590

2. Nonrefundable \$75 Application Fee

- If you do not wish to submit payment by credit card, a money order or check drawn on a U.S. bank, payable to Rensselaer Polytechnic Institute, may be mailed to the above address. Include the full name, date of birth, and address of the applicant on money order or check. Do not send cash or stamps.
- **The application fee is waived for Rensselaer alumni, current Rensselaer students (matriculating and non-matriculating), employees, and employee spouses.**

3. Statement of Background and Goals (including current work/academic activities)

- Upload a one- or two-page statement that includes the following information:
 1. Your full name and date of birth
 2. Your primary educational and research interests
 3. An outline of your research experience and a list of any publications and academic honors
 4. A description of your background in fields particularly relevant to your study objectives—include any relevant industrial/work or research experience
 5. A discussion of specific research topics and methods you might pursue in your thesis research
 6. Information outlining your current work/study activities
- Applicants to the Lally School of Management and Technology M.S. and MBA programs are required to submit answers to the following questions in lieu of the Statement of Background and Goals.
 1. Two themes that underlie the Lally MBA are innovation and technology, particularly as these relate to entrepreneurship, financial analysis, and international business development. Tell the story of your career so far and how the Lally MBA would expand your options in these or other areas and enable you to attain the career goals you are considering (max. 500 words).
 2. Given our emphasis on innovation and entrepreneurship in both technological entrepreneurship and finance, students who succeed at Lally tend to be creative individuals who are fascinated with new products and new business ideas and are especially good at identifying new opportunities. Please send us an example of your creative thinking. This could be, but should in no way be limited to, one of the following:
 - An idea for a new business
 - An advertising campaign
 - A drawing of a new product idea
 - A physical prototype of a new product or concept (use your creativity to amaze us with your idea!)
 - A creative application of a new technology or new business idea to a pressing world problem; for example, an environmental problem or a problem relating to quality of life in a third world country (Note that the answer to the last question can also be used as your entry into the ESP scholarship competition).

The only restrictions are that it cannot be larger than 2 cubic feet (1 ft x 1 ft x 2 ft), no heavier than 50 pounds, and if you upload (or send) a written document, no longer than 1,500 words. If you submit something other than a written work, you must also submit a description of not more than 500 words explaining your submission.



4. Resume

5. Portfolio (see Graduate Admission Requirements)

6. Two letters of recommendation

Rensselaer requires two letters of recommendation. Recommendations may be submitted electronically or by postal mail. Please obtain recommendations from two individuals who have supervised your work on the job or at school; we recommend that at least one is a faculty member or an academic dean or adviser familiar with your academic performance.

7. Official transcripts, in English, of all post-secondary education

- Official transcripts of all undergraduate and graduate studies must be submitted. Student printed or downloaded copies of transcripts are not accepted.
 1. If you are currently attending a university, a final transcript must be submitted upon completion of your course work. If you have completed your degree, the award of degree must be noted on the transcript. See #8.
 2. If your school does not release official transcripts directly to students, you must request that the school mail the official copy directly to Graduate Admissions.
- All international transcripts must be recorded in English or officially translated to English. Transcripts in the original language must accompany all translated documents. Uncertified translations, or translations by students, will not be accepted.
 1. Degree-seeking students must submit official transcripts from every post-secondary institution attended, whether or not a degree was completed.
 2. **Do not submit secondary school (high school) exam results or transcripts.**

8. Official evidence, in English, of post-secondary degrees earned

If transcripts of previous or current study do not include the award of degree, include a certified copy of the diploma or other official evidence that the degree has been awarded.

9. Official test scores — please see Graduate Admission Requirements for specific departmental requirements

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- Official test scores are required and must be requested from the testing organization.
- Copies of these scores may be sent to Graduate Admissions, but will be used only until official scores are received.
- GRE or GMAT reports should reflect test scores dated within five years. Older scores are not available from ETS.
- Please be aware that it may take up to four weeks for official test scores to be received by Graduate Admissions.
- The average credentials for admitted students include GRE scores of 550 (verbal), 765 (quantitative), 695/4.5 (analytical).
- Applicants are encouraged to take the Personal Potential Index test and to submit scores.

10. Official TOEFL or IELTS scores, if applicable

The TOEFL or IELTS is required of all international applicants whose native language is not English. A minimum TOEFL score of 230 CBT/89 iBT/570 PBT is required for admissions consideration. Many departments require a higher TOEFL score. Please see Graduate Admission Requirements for details. In lieu of TOEFL, a student may submit IELTS (International English Language Testing System) scores. Only the academic format is acceptable and a minimum score of 6.5 is required for all departments and programs. Additional information about the test may be found on the IELTS website at www.ielts.org. TOEFL/IELTS scores older than two years are no longer available and will not be considered. The TOEFL/IELTS requirement is waived for applicants currently enrolled in full-time studies in the U.S. and who will have completed two academic years of course work in the U.S. immediately prior to enrolling at Rensselaer.



Reapplication for Graduate Admission

Rensselaer does not postpone/defer admission for graduate study to a later term. Rensselaer maintains prior application documents for two years only. Non-matriculated students wishing to apply for degree status must submit a complete graduate application. Applicants who are applying within two years of the prior application must submit the following:

- Graduate application form
- Nonrefundable \$75 application fee
- Updated Statement of Background and Goals (including current work/academic activities)
- Updated Resume
- One additional letter of recommendation. If applicant is currently enrolled in a course of study, the recommendation should be from an academic adviser.
- Official transcripts for all course work taken since submission of the prior application
- Official score reports of all tests (GRE, GMAT, TOEFL, IELTS, etc.) taken since submission of prior application.

Financial Assistance

- Funding for graduate study is based on an applicant's academic record, recommendations, and the relevance of the applicant's area of interest to the department's research efforts. The possible sources of financial support are your department of intent, outside fellowships, and Rensselaer's Office of Financial Aid. Academic departments are the most important sources of funding for the majority of graduate students. To be considered for financial aid, be sure to check the appropriate item on the financial aid section of the application form. More than seventy percent of Rensselaer's full-time graduate students are funded by research assistantships, teaching assistantships, corporate, national, or university fellowships.
- **Applying for Financial Assistance** Start early. Please visit <http://gradadmissions.rpi.edu> for more information on funding sources. Many external funding sources have application deadlines earlier than Rensselaer's admission and financial aid deadlines. Except for Rensselaer financial aid awards, you will need to file a separate application for each type of financial aid.
- **Office of Financial Aid**
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180-3590
Phone (518) 276-6813
Fax (518) 276-4797
E-mail financial_aid@rpi.edu
- **Rensselaer Institutional Assistance** Graduate assistantships are awarded by academic departments on the basis of scholastic accomplishments, academic promise, and competence. Appointments are made on an annual basis. The positions usually require 20 hours of work each week under the guidance of Rensselaer faculty. Continuation of Rensselaer financial assistance depends on satisfactory academic standing, research or teaching performance, and aid availability.
- **Teaching Assistants** Students assist Rensselaer faculty in their classroom and laboratory activities, gaining valuable experience as researchers, scholars, and teachers. Departments provide stipends and full-tuition waivers. Master's students may spend a maximum of one year with internal support; doctoral students may spend a maximum of two years with internal support. Continued support can then be provided by means of research assistantships.
- **Research Assistants** Students work with the faculty in research-related tasks that further the student's own graduate career and development as a researcher, scholar, and professional. Research assistants are paid a stipend and are given a full waiver of tuition.
- **Graduate Fellowships** Outstanding students may be awarded a university-supported Rensselaer Graduate Fellowship Award, which carries a full-tuition and fees scholarship and a minimum stipend of \$16,500 per academic year. Students are nominated by their departments for Rensselaer Graduate Fellowship consideration.



- **Departmental Fellowships and Scholarships** Some departments may offer additional opportunities for support of graduate students. Contact your intended department for information concerning eligibility requirements and selection criteria. Please see Graduate Admission Requirements for department contact information.
- **External Assistance** Applicants to Rensselaer graduate programs are encouraged to seek external funding sources. Many federal agencies, foundations, and corporations offer financial assistance through fellowships, scholarships, and grants to finance graduate study. Contact agencies directly regarding the application process for these funding opportunities.
- **Loan Programs**
 - **Federal Stafford Loan** U.S. citizens and permanent residents are eligible to receive up to \$20,500 under the Federal Stafford Loan Program each year. Eligibility for all federal loan programs is determined by the Rensselaer Financial Aid Office after a review of the Free Application for Federal Student Aid (FAFSA). To obtain the FAFSA, call the Federal Student Aid Information Center at (800) 433-3243 or go online at <http://www.fafsa.ed.gov>. Be sure to use the institutional code number (002803) to ensure that Rensselaer Polytechnic Institute receives the results of the FAFSA analysis.
 - **Federal PLUS Loan** A new federal loan is available to graduate and professional students who are U.S. citizens or eligible non-citizens. The Federal PLUS Loan supplements the Federal Stafford loans currently available and allows students to borrow up to the full cost of education, including books, living expenses, and more. Application instructions to apply for a Federal PLUS Loan are available at <http://financialaid.rpi.edu> or by contacting the Financial Aid Office directly.
 - **Private Alternative Loan** The Financial Aid Office has researched a variety of private lenders who offer loans. For international students, the alternative loan companies require a U.S. citizen as a cosigner. An alternative loan brochure is available from the Financial Aid Office and may be found at <http://financialaid.rpi.edu>.
- **Notification and Acceptance of Financial Assistance** Notification of financial aid begins in January for the fall semester. The Graduate School and each department communicate directly with the selected recipients. Rensselaer subscribes to the Resolution of the U.S. Council of Graduate Schools, which sets an April 15 deadline for the offer and acceptance of financial assistance.

Establishing Financial Support

International applicants seeking a student visa (F-1/J-1) and whose financial support will be provided by a source other than Rensselaer must provide official documentation that sufficient funding is available to cover university fees, books, supplies, tuition, and living expenses for themselves and their dependents (if accompanied by family members) for the entire duration of their study at Rensselaer.

To assist you, a brief description of acceptable sources of support follows.

1. **Rensselaer Financial Award** Your department will provide Graduate Admissions with a copy of your financial aid award. Students accompanied by family members must provide proof of financial support for their dependents for the duration of their study.
2. **Self Support** If you have personal savings and intend to use this money for your financial support, a bank official must verify the funds that you have indicated are available. Self-supported students must have sufficient funding to cover the entire duration of their program as funding for years subsequent to the first is generally not available for those not receiving a first-year award.
3. **Parents/Individual Sponsors** If your parents or others are willing to sponsor your studies, they should indicate the amount of support they will provide. Your parent/sponsors must have an official of their bank include a current bank statement (certified and signed by the bank official) to verify their ability to provide the necessary funds for the duration of your program.



4. **Government or Sponsoring Agency** Should your government or an international organization or foundation sponsor you, indicate the name of the agency and include a letter, signed by an authorized representative, detailing the terms of your award. The letter should provide the following information:
- Will the sponsoring agency pay your tuition, fees, and living expenses?
 - What is the duration of the sponsorship: one year, two years, or renewable until the degree is awarded?
 - Will your sponsor cover living expenses for your spouse and/or children to accompany you during your studies?
5. **Other** You may have other sources of support (sponsors) not included above. Once you are admitted, you will be required to submit current financial support documents, including official bank statements signed by an official of the bank, that indicate the amount and source of support.

Please Note

- If your program requires more than one academic year to complete, the official bank documentation or sponsor letter must show the likelihood for future funding through a sufficient bank balance or a bank officer's statement that assets and income are adequate to cover all tuition and living expenses for the duration of your program. Generally, this would be 2 years for M.S./MFA study.
- All documents must be in English and show the conversion of the national currency into U.S. dollars. Such statements must be dated within three months of the request for the I-20A-B/DS-2019.
- Immigration eligibility documents (I-20A-B/DS-2019) will be issued for full-time study and only when an applicant has been officially admitted, has established satisfactory English proficiency and financial support, and has confirmed his/her intent to enroll. Conditional documents are not issued.
- The official cost of attendance required for issuing the I-20A-B/DS-2019 is announced in March each year. An annual increase of 4 to 8 percent may be expected.

Visa Information

- After receiving the immigration document (I-20A-B/DS-2019), each student must apply through a United States Embassy or Consulate for the appropriate visa to enter the United States.
- Any student entering the United States using documents issued by Rensselaer must register for the semester for which admission is granted.
- Verification of arrival and enrollment is electronically tracked through the Student and Exchange Visitor Information System (SEVIS). Any failure to arrive at Rensselaer and enroll as a full-time student will be reported to the U.S. Bureau of Customs and Immigration Services (BCIS, formerly Immigration and Naturalization Service or INS).