Application Instructions

GRADUATE APPLICATION INSTRUCTIONS

All applicants must submit the following materials to complete their application, and have it submitted to department faculty for review. All materials may be uploaded to the online application; if you are unable to upload documents to the application, or have any other questions, please contact Enrollment Management:

Enrollment Management, Rensselaer at Hartford, 275 Windsor Street, Hartford, CT 06120-2991, Phone (860) 548-2480, Toll-free (800) 433-4723 ext. 2480, Fax (860) 548-7823, Email info@ewp.rpi.edu

Note: All applicants should pay particular attention to requirements that apply to specific departments.

1. Link To Review Department Requirements
2. Completed graduate application
3. Nonrefundable application fee of $75
4. Statement of Personal/Professional Goals
5. Résumé
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, GMAT, or PPI scores reported from the testing agency
10. Official TOEFL scores, if applicable

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

Enrollment Management 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. Enrollment Management will notify the applicant of the admission decision.

INSTRUCTIONS

Note: If you have already applied to, or have been a past student of Rensselaer at Hartford, please contact the Office of Enrollment Management for expedited application instructions:

Office of Enrollment Management (800) 433 4723 info@ewp.rpi.edu

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 part-time degree programs delivered on the Hartford Campus of Rensselaer. Mail all official transcripts and test scores to:

Enrollment Management Rensselaer at Hartford 275 Windsor Street Hartford, CT 06120-2991

2. Nonrefundable $75 Application Fee

• The application fee is waived for Rensselaer alumni, current Rensselaer students (matriculating and non-matriculating), employees, and employee spouses.

3. Statement of Personal/Professional Goals

• Upload a one to two page statement that includes the following information:
  1. Why you are interested in earning a Master's degree.
  2. What you, as an individual, bring to the graduate level classroom experience.
  3. How you plan to utilize your Master's degree in the future.

4. Résumé

5. 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; if you are new to the workforce, we recommend that at least one is a faculty member, an academic dean, or academic advisor familiar with your academic performance.

• Note: If you will be submitting PPI scores, letters of recommendation are not required. • Note: The application system will automatically generate electronic submission instructions to recommenders.

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

• Official transcripts (sent directly from your institution) of all undergraduate and graduate studies must be submitted. Unofficial transcripts (i.e. student printed or downloaded copies) can be submitted to expedite the review process, but official copies are required before enrolling.

  - Degree-seeking students must submit official transcripts from every post-secondary institution attended, whether or not a degree was completed.

  - 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.
- You must request that the school mail the official copy directly to Enrollment Management.

• 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.

- If you are unable to obtain official documents from your undergraduate degree, original documents must be brought to Enrollment Management to have certified copies made.

• Do not submit secondary school (high school) exam results or transcripts.

7. 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.

8. Official test scores — Rensselaer at Hartford's ETS code is 3734

• Official test scores are required and must be requested from the testing organization.

• Copies of these scores may be sent to Enrollment Management, but will be used only until official scores are received.

• GRE, GMAT, or PPI reports should reflect test scores dated within five years. Older scores are not available from ETS. Note: if you are submitting PPI scores, letters of recommendation are **not** required.

• Please be aware that it may take up to **four weeks** for official test scores to be received by Enrollment Management.

9. Proof of Immunization (PIMM)

This document is not used for an admission decision, but students will not be able to register for courses unless proof of immunization documentation is submitted. The requirements for the State of Connecticut are listed on the form at the link below: