



Graduate Program Admissions Frequently Asked Questions (FAQs)

1. Who is eligible to apply to a CEE Graduate Program?

We expect an applicant to have earned a Bachelor's degree by the time he/she registers in a CEE program and possess a very strong background in math, physics, biology, chemistry, or engineering. Admission is extremely competitive.

2. I would like to apply to CEE but do not have a degree in either Civil Engineering or Environmental Engineering. How do I make sure that I have the appropriate background?

You need a Bachelor's degree in the field or equivalent. To determine if you have the equivalent you must first read through the individual program requirements (available on the links below) and review the required courses. Then refer to their prerequisites. It does not matter where you take the prerequisite course work.

Construction Engineering and Management

<http://cee.engin.umich.edu/node/96>

Environmental and Water Resources Engineering

<http://cee.engin.umich.edu/node/8>

Geotechnical Engineering

<http://cee.engin.umich.edu/node/40>

Structural and Materials Engineering

<http://cee.engin.umich.edu/node/7>

3. How do I apply?

Applications are submitted on-line via the following links:

For **Rackham School of Graduate Studies** – MSE and PhD

- Apply on-line via one of the following web links

<https://apply.embark.com/Grad/UMich/Rackham/ProgramA/>

<http://www.engin.umich.edu/gradadmissions/Admissions/applying.html>

For **College of Engineering Graduate Professional Programs** – MEng

- Apply on-line via one of the following web links

<https://apply.embarc.com/Grad/UMich/Engineering/>

http://www.engin.umich.edu/gradadmissions/Admissions/MEng_DEng_Application.pdf

4. Are there separate admission procedures for Master's and PhD programs?

No. There is only one admission process.

5. Is a Master's degree required to apply to the PhD program?

No. You can apply directly to the PhD program from the Bachelor's level.

6. If I don't have a Master's degree and I go directly into the PhD program, can I get a Master's degree along the way?

Yes. Most students who go directly into the PhD program get a Master's degree in CEE along the way. Some students also plan their course work so as to get an additional MS degree in another department, e.g. Mechanical, Electrical, etc.

7. Do the individual CEE programs accept transfer credit?

Generally, up to 6 credits may be transferred, providing they meet program requirements. Please refer to the Rackham Graduate School Bulletin for regulations for transfer of credit into the Master's degree program.

<http://www.rackham.umich.edu/OARD/pdf/transfercredit.pdf>

8. What is the deadline for applying?

FALL TERM (Sept-Dec) application deadline is December 15th – **PhD**
February 15th – **MSE, SGUS**

*** WINTER TERM** (Jan-Apr) application deadline is October 15th - **SGUS only** *

9. What counts most when you are evaluating applications?

When evaluating applications, we look at the whole picture and every piece is important. That is why we wait until we have all of your documents before we will look at your application. In addition to your on-line application, you must submit transcripts and letters of recommendation, and have your GRE and TOEFL (international applicants only) scores reported via ETS to institution code 1839.

Historically, applicants that have a GPA >3.2 and achieve NEW GRE General Test scores of >1200 (Verbal + Quantative) and 4 or higher (Analytical); or the OLD GRE scores of 2000 or higher (out of a possible 2400 for Verbal + Quantative + Analytical), have the greatest chance for admission and financial aid.

10. What documents are necessary for applying to a CEE program?

**** MSE/PhD APPLICANTS ****

Rackham required documents:

- All Applicants:
 - Official transcripts, certificates, and diplomas from any college attended. Foreign documents must be translated into English.
 - Official GRE scores sent via ETS (Institution Code 1839). Your name on your GRE scores must be the same as the name on your application
- International Applicants:
 - Official TOEFL scores sent via ETS (Institution Code 1839). Your name on your TOEFL scores must be the same as the name on your application.

Department required documents:

- **All Applicants:**
 - Statement of Purpose (should be submitted with your on-line application)
 - Personal Statement (should be submitted with your on-line application)
 - Official transcripts, certificates and diplomas from any college attended. Foreign documents must be translated into English (*send to Rackham only*)
 - CV/Resume (should be submitted with your on-line application)
 - Official GRE scores sent via ETS (Institution Code 1839). Your name on your GRE scores must be the same as the name on your application.
 - Three letters of recommendation. Recommendation letters can now be submitted on-line. If you are submitting paper copies, you may download recommendation forms at: <http://www.rackham.umich.edu/Admis/pdfforms/RecFormPaper.pdf> . Try to submit letters and forms together to avoid delays in the processing of your application. (Note: At least two (2) of your letters should be from faculty).
- **International Applicants must also send:**
 - Official TOEFL scores sent via ETS (Institution Code 1839). Your name on your TOEFL scores must be the same as the name on your application.
 - Do not send publications or articles
 - Do not send test scores directly to the Department

**** MEng APPLICANTS ****

College of Engineering required documents

- All Applicants:
 - Application fee (if you apply on-line, you will pay by credit card)
 - Application form pages (if you apply on-line, this will be submitted automatically)
 - Statement of Purpose (if you apply on-line, you can submit this with your on-line application)
 - Official transcripts, certificates, and diplomas from any college attended. Foreign documents must be translated into English.
 - Official GRE scores sent via ETS (Institution Code 1839). Your name on your GRE scores must be the same as the name on your application.
 - Three letters of recommendation. Recommendation letters can now be submitted on-line. If you are submitting paper copies, you may download recommendation forms at:
<http://www.engin.umich.edu/gradadmissions/Admissions/Recommendationform.pdf> . Try to submit letters and forms together to avoid delays in the processing of your application. (Note: At least two (2) of your letters should be from faculty).

 - International Applicants must also send:
 - Official TOEFL scores sent via ETS (Institution Code 1839). Your name on your TOEFL scores must be the same as the name on your application.
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11. What tests are necessary for applying to a CEE program?

The GRE (all applicants) and TOEFL (international applicants only) are required for applying.

Applicants that achieve NEW GRE General Test scores of 1200 (Verbal + Quantative) and 4 or higher (Analytical); or the OLD GRE scores of 2000 or higher (out of a possible 2400 for Verbal + Quantative + Analytical), are strongly considered for admission and financial aid. The GRE Subject Test is not required.

Minimum TOEFL scores are: 560 or higher for paper based exam; 220 or higher for computer based exam; 84 overall (RD 23, LIST 23, SPK 17, WR 17) for internet based exam.

12. How long are my GRE and TOEFL scores valid?

The GRE score is good for 5 years, and the TOEFL score is good for 2 years.

13. Can the TOEFL test be waived in certain cases for non-native English speakers?

Any international applicant, who has received a degree from a U.S. institution or an institution where the language of instruction is exclusively English, may request a waiver of the TOEFL by submitting the request in the application packet. This request will be reviewed when the application is reviewed for admission.

14. How do I apply for financial aid?

All admitted students will be considered for departmental support. Decisions on support are made after decisions on admission, and are based on the information supplied in the application for admission. Students receiving research assistantships are chosen by faculty who seek students with shared research interests. Students receiving teaching assistantships (GSIs) are chosen for their ability to teach and communicate ideas well. Past experience is helpful but not necessary. Assistantships cover tuition costs and provide a monthly stipend. Financial aid is also available in the form of fellowships and is awarded to the best students with an expressed interest and dedication to enroll in the PhD program.

15. What should I include in the Statement of Purpose?

This is a chance for you to show the admissions committee who you are. You will want to talk about your engineering experiences, your motivation for pursuing a higher degree, your long-term goals, as well as your specific interests.

16. Since I have been in the work force for the last few years, it will be difficult to obtain all the letters of recommendation from faculty members. Is it OK to ask my employer/supervisor to write letters in support of my application?

In a case like this, we usually suggest that you receive at least one letter from a faculty member who knew you well, and the other two letters can be from employers.

17. Do I have to send my recommendation letters in together?

When you apply on-line and utilize the on-line recommendation feature, the recommendation letters will be automatically sent to the department.

If you are sending paper copies of the recommendation letters, please understand that processing paper letters can take more time than processing letters submitted on-line. Your application is not reviewed until all three recommendation letters are reviewed. We do realize, however, that it may not be possible for you to arrange for all letters to be submitted on-line. If some paper letters must be submitted, simply have the recommender send the recommendation letter to the appropriate address listed in Question 17 and we will match it up with your application package.

18. Is the application fee ever waived or deferred?

No. Your application will not be reviewed until the fee has been paid.

19. Where should I send my paper application materials and/or supporting documents?

For Rackham programs (MSE and PhD), please mail items to the following addresses:

(Recommendation Letters)

Graduate Admissions
University of Michigan
Civil & Environmental Engineering
2340 G. G. Brown Building
2350 Hayward
Ann Arbor, MI 48109-2125

(Transcripts)

Admissions
University of Michigan
Rackham School of Graduate Studies
0120 Rackham Bldg
915 E. Washington St.
Ann Arbor, MI 48109-1070

For the College of Engineering Graduate Professional Program (MEng) please send all of your supporting documents to the following address:

Graduate Professional Programs
College of Engineering
2630 CSE Building
2260 Hayward Street
Ann Arbor, MI 48109-2121

20. When will I receive my decision notification?

It is impossible to give a specific time line. As soon as your application package is complete, it is sent to the graduate committee for review. Once a decision is made, a letter will be sent to you.

21. Will I be notified if something is missing from my application?

If something is missing from your file, email (if you supplied an email address) will be sent to you regarding the missing items. You will not be notified that your application is complete. Applicants are able to check the status of their application on-line via Wolverine Access. The Rackham Graduate School or the College of Engineering will send an email with UM Friends Account login information.

22. Will the CEE Program Office keep me informed of my application status?

The Program Office would like to be able to keep you informed of your application status; however, because of the large number of applications, it has become impossible to respond to all the applicants during the admission season. If you have serious concerns, please contact us; however, you must realize that the huge volume of mail we receive causes a backlog and very often we simply cannot answer your questions. Applicants are able to check the status of their application on-line via Wolverine Access. The Rackham Graduate School or the College of Engineering will send an email with UM Friends Account login information. We thank you for your patience and your cooperation.

23. April 15 is the deadline for Financial Aid; will I hear about admission by that date?

No. Because each application is carefully reviewed, decisions are made throughout the year. The April 15th deadline is a financial aid response deadline, not a date by which all admissions decisions are made. It is possible that both admissions decisions and departmental financial aid decisions will be made before and after the April 15th date.

24. Should I send data via email in attachment or encrypted formats?

No. We will not print out your transcripts or other data from email; you must submit official documents via regular mail or courier service.

25. Will I be notified if I don't get Financial Aid?

No. You are notified only if you are going to be awarded departmental financial assistance.

Please note that admissions and financial aid decisions are made separately.

26. Will Rackham notify me if they have received my application?

Yes. You will be notified by the Rackham Graduate School when they have received your application. This lets you know that your application has arrived at Rackham. It does not mean that it has been processed in the department/program or that we have received all of the required information.

27. Who should my recommendation letters be from?

It is preferred that at least two of the recommendation letters be from academia.

28. What is the institution code for the GRE and TOEFL?

The institution code is 1839.

29. Can I apply to more than one program in Rackham?

Yes, but you must submit the application form, fee and ALL required credentials, GRE and TOEFL scores, transcripts, letters of recommendation, etc., for each program separately.

30. Can I defer my admission or application?

Students who have been officially admitted by the Horace H. Rackham School of Graduate Studies or the College of Engineering Graduate Professional Programs may make a written request to defer admission for up to one year.

You may not defer your application. You will need to reapply.

31. I applied to a CEE Program last year and was rejected. How can I reapply?

You will need to send a new set of application forms, a new application fee, at least two new letters of recommendation, a new statement of purpose, and a new transcript if you have been taking classes.

32. Do you have a part-time or evening program?

No. All degree programs are designed for day-time students. Some students that work choose to take a reduced schedule of classes to fulfill Master's degree requirements.
