

## Department of Mechanical Engineering Application Checklist

### All applicants must submit the following:

- [Online University Application](#) – Part I and Part II – followed by online payment of application fee.
- \$50 Application Fee** – Pay online after completing Part II of the Online University Application
- Department Application** – Required *in addition to* the Online University Application
- Statement of Purpose** – Provide as directed on the [Department Application](#)
  - **Do not** attach to Part II of the Online University Application
- Professional Resume** – Attach to Part II of the Online Application OR email to Department.
- Two official transcripts from each college or university attended**
  - Must be mailed directly to the Department in a university-sealed envelope
  - Photocopies are not accepted
- Graduate Record Examination Scores** (required for all applicants)
  - All 3 sections: verbal, quantitative and analytical
  - Photocopies are not accepted
  - Allow plenty of time. It takes 3-6 weeks for ETS to get the scores to CSU
- Three Letters of Recommendation**
  - Recommending parties must transmit letters *or* recommendation forms directly to the department by mail or email.

### International Applicants must also submit the following two items:

- Official Record of Test of English as Foreign Language (TOEFL) Score**
  - Photocopies are not accepted
  - Allow plenty of time. It takes 3-6 weeks for ETS to get the scores to CSU
- [GS3F](#) - Graduate Certification for Issuance of Immigration Document

### Addresses for submission of documents (following guidelines above):

**Email:** [megradstudies@engr.colostate.edu](mailto:megradstudies@engr.colostate.edu)

**Mail:** Ms. Karen Mueller, Graduate Program Coordinator, Mechanical Engineering Department, Colorado State University, 1374 Campus Delivery, Fort Collins, CO 80523-1374.

**Department Telephone Number:** 970-491-3872