

## Minimum Application Qualifications

The CSU Systems Engineering Department has one graduate certificate and five graduate degree plans from which a student may choose. The minimum application requirements listed below demonstrate the types of competencies that are generally required for success in our programs and the specific requirements of each program. Basic competencies can be learned through coursework or career path if there is adequate professional and technical experience. *Please note that meeting the minimum program standards does not ensure admission to the program.*

**Pages 2-3 of this document contain instructions for applying to the Master of Engineering with SE Specialization (M.E.) or Master of Science in SE (M.S.). If you are interested in a different program, please view our website to access the correct instructions.**

<https://www.engr.colostate.edu/se/getting-started/>

✓ = required

★ = strongly recommended

	Certificate in S.E. Practice	M.E.	M.S. - Plan A, thesis	M.S. - Plan B, project	Ph.D.	D.Eng.
Four-year bachelor's degree from a regionally accredited institution	✓	✓	✓	✓	✓	✓
B.S. in engineering, mathematics, or a technical discipline with a GPA of at least 3.0	★	✓	✓	✓	✓*	✓*
Calculus I course or statement explaining equivalent experience ( <i>please note some course options within our degrees may have higher math prerequisites</i> )	★	✓	✓	✓	✓	✓
Basic statistics course or statement explaining equivalent experience	★	✓	✓	✓	✓	✓
Secure a faculty advisor <u>prior</u> to completing application ( <b>M.S. Plan A Only</b> )			✓		✓	
Minimum 5-8 years' professional experience as, "Systems Engineer," "Engineer," "Scientist," or equivalent						✓
Sponsor within practicum organization who will collaborate with CSU during practicum (1 letter of rec. must be from this person)						✓

\* If applying for a doctorate program and your B.S. is not in engineering, an M.E. or M.S. in engineering is *strongly recommended*

## Master of Engineering (M.E.) or Master of Science (M.S.) Detailed Application Checklist

Please use the following checklist to be certain you have included everything in your application.

**Deadlines:** Your application should be submitted and everything should be received by  
**July 1** for fall semester admission or  
**November 1** for spring semester admission

It is strongly encouraged you work well ahead of these deadlines; they are not flexible.

### **STEP 1: SECURE A FACULTY ADVISOR**

#### **If you are applying to the M.S. Plan A with Thesis**

You need to secure a permanent faculty advisor before your application will be considered complete for review. Confirmation from a faculty member that they will advise you is due by the application deadline for each semester.

This step includes the preparation of a Research Interest Summary. **For detailed and necessary information on this process, please see section on “Securing a Faculty Advisor”** (page 4).

**Send confirmation that a faculty advisor has agreed to advise you to [sys\\_engr\\_info@engr.colostate.edu](mailto:sys_engr_info@engr.colostate.edu) and CC your advisor**

#### **If applying to the M.E. or M.S. Plan B with Project**

Skip STEP 1 and proceed with STEP 2.

### **STEP 2: BEGIN YOUR ONLINE APPLICATION**

You will create an account and can re-visit the application at any time to continue where you last left off: <http://gradadmissions.colostate.edu/apply>

- When choosing a program, if you want to do it Online, select the “Distance” option

### **STEP 3: SUBMIT ALL REQUIRED APPLICATION MATERIALS**

*You will submit the following through the online application:*

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**Current resumé or CV**

**Statement of purpose (2 pages MAXIMUM).** This is meant to address the Systems Engineering Admissions Committee and why you would be a good fit for the program. If you are M.S. Plan A, this is different from the Research Interest Summary you will compile, but some of the same information may be used. Topics may include, but are not limited to:

- Your relevant professional/academic background and skills
- Why you are interested in Systems Engineering – provide specific areas of interest and application
- Why you are interested in CSU’s program and what you can contribute to CSU

*You will need to have the following sent separately:*

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**One official transcript from every post-secondary institution attended**, even those from which you did not earn a degree (transcripts from CSU are not required).

To submit official transcripts, contact your previous institutions to request they submit official transcripts to Colorado State University (use institution code 4075). If a mailing address or email

address is required, use the one(s) shown below. *Emailed transcripts are not official unless they come directly from your institution and use Parchment or some other verified e-delivery service available for US institutions.*

- Three letters of recommendation** from faculty, supervisors, etc. who can speak to your skills accurately and in detail.

You will add names of recommenders through the online application and they will be emailed with instructions to upload the letter. Letters directly from applicants will not be accepted. **It is your responsibility to connect with your recommenders and ensure the recommendations are submitted by the appropriate deadline.**

- TOEFL and/or IELTS scores:** Students are exempted from the TOEFL or IELTS requirement if the primary official language of their country of origin is English or if they have recently earned a degree from a U.S. university. It generally takes 3-6 weeks for ETS to send the scores to CSU, so allow plenty of time. Photocopies or email submission from the student will not be accepted.

**Test of English as a Foreign Language (TOEFL)**

Submit official scores through the Educational Testing Service (select institution code: 4075, leave the department code blank). The minimum score is 80 on the internet-based test (550 on paper-based).

**International English Language Testing System (IELTS)**

IELTS official score printouts should be sent to the Admissions office (address below). The minimum score is 6.5.

<b>Addresses to Which All Official Documentation May be Submitted:</b>	
Physical mailing address	Graduate Admissions Colorado State University – Office of Admissions 1062 Campus Delivery Fort Collins, CO 80523-1062
Email address	<a href="mailto:gradadmissions@colostate.edu">gradadmissions@colostate.edu</a>

**STEP 4: SUBMIT YOUR ONLINE APPLICATION**

- Pay the non-refundable Graduate School Application fee** (only payable after application is submitted)

**STEP 5: CHECK THE STATUS OF YOUR APPLICATION TO ENSURE YOU MEET YOUR DEADLINE**

Please visit <http://gradadmissions.colostate.edu/apply/status> at any time to check that your application checklist is complete. The Systems Engineering Department will not provide updates on materials you are still missing. *For M.S. Plan A: If your application status shows a complete application, but you have not sent confirmation of a faculty advisor, your application will still be considered incomplete.*

You are responsible for ensuring all materials are received by the deadline. Questions regarding the application process and/or program may be directed to [sys\\_engr\\_info@engr.colostate.edu](mailto:sys_engr_info@engr.colostate.edu).

## Securing a Faculty Advisor

A permanent faculty advisor must be secured before an application to the **M.S. Plan A** program is considered complete for review. Temporary advisors do not fulfill this requirement.

1. Start by reading the Systems Engineering faculty bios, which can be found at <https://www.engr.colostate.edu/se/faculty/>. This will provide information about the available research specialties at CSU and which faculty might be the best fit for your interests.
2. Prepare your Research Interest Summary (2 pages MAXIMUM). This is intended to give a brief overview of your research goals and interests so potential faculty advisors can quickly assess your fit with their areas of expertise. The better you can articulate what it is you hope to accomplish, the better your chances of securing a faculty advisor. Include the following sections in this summary:
  - a. Specific areas of research interest
    - What “value-added” do you see in pursuing an MS Thesis for you, your company, industry, etc.?
    - What data set(s) would be critical for your thesis?
    - Who would be the key contacts/contributors to a “needs analysis” (this may have already been established via other work in your organization).
    - Can include “key words” section
  - b. How these areas of interest fit at CSU
    - Who at CSU is doing research in these areas right now?
    - How would your work fit into potential faculty advisors’ areas of expertise?
  - c. Professional or educational experience relevant to the above interests
    - Highlights from your resumé
    - How do you anticipate your research will be funded? Do you have support from your employer, other resources, or are you depending on financial support from CSU to conduct your research?
3. Distribute your Research Interest Summary. You have two ways to do this (can choose one or both):
  - a. Send a generalized Research Interest Summary to the Systems Engineering Department ([sys\\_engr\\_info@engr.colostate.edu](mailto:sys_engr_info@engr.colostate.edu)). Please note:
    - We collect these for a group review once per application period (generally 1-2 months before the application deadline), so this provides one way to get your name and information in front of faculty members.
    - There is no guarantee a faculty member will match with your research interests or agree to be your advisor
  - b. Reach out directly to faculty members by phone or email. Please note:
    - It may be a good idea to customize your Research Interest Summary for each individual faculty member to whom you reach out so you draw clear parallels between your interests and their research.
    - Some faculty members may not respond if you have not made a clear and convincing case as to why you would be a qualified advisee that fits well with that individual faculty member.

- Some faculty are too busy to respond to individual student inquiries and wait until the group review process each application period.
  - Faculty members may be at capacity with advisees and unable to take on another one.
4. Confirm your advisor with the Systems Engineering Department. If a faculty member agrees to advise you, forward proof of agreement on to [sys\\_engr\\_info@engr.colostate.edu](mailto:sys_engr_info@engr.colostate.edu) OR send an email to the above email address and **CC your advisor** confirming who has agreed to advise you. Until this last step is done (must be received by application due date for the semester), your application will be considered incomplete.

Please remember, finding a faculty advisor is often the longest and most difficult part of the application process, so we encourage you to begin this process well in advance of the application deadline. This is a competitive process: our M.S. Plan A program has limited capacity for new students each application period. Additionally, some applicant research interests fall outside of the expertise areas offered by CSU's faculty and may not be a good fit for our program.

Please also note that securing an advisor does not guarantee admission into the program for which you are applying. The faculty advisor evaluates your fit with their research interests, and the Systems Engineering Department's application process evaluates your fit with the systems engineering field and this degree program.

Students who are accepted into the M.S. Plan B option may switch to the M.S. Plan A upon finding a faculty advisor.