

# College of Engineering and Applied Science

## Graduate Studies

### Frequently Asked Questions

#### How do I apply to a graduate program in the College of Engineering and Applied Science?

- **University online application**- <http://grad.uc.edu/admissions.html> This is the first step in your application. Create an account and complete the application. Here, you will be asked to specify the program you are applying to, your background information, test score information and online references. At the end of this step, you will be asked to pay the application fee.
- For the application process, the applicant can upload unofficial transcripts. For admission decisions, only a scanned copy of the transcript is required as part of the application. Original official transcripts or approved NACES evaluations students with degrees outside of the U.S. must be submitted for all admitted students only after they have received an official offer and decide to attend UC.
- **To Apply for admission**, go to <http://grad.uc.edu/admissions.html>

#### What is the minimum GPA you accept?

- UC requires all applicants to have a minimum of 3.0 GPA (on a 4.0 scale).

#### What is the Application Deadline for Fall?

- **Application deadline is January 15th for financial aid consideration.** The final deadline is March 31<sup>st</sup> for all international students and June 1st for all US Citizens.

#### What is the Application Deadline for SPRING?

- We do not admit in Spring, our only admission term is Fall of each year.

#### Can I supply you with my credentials and application details and can you tell me if I will be admitted?

- We will only make decisions based on a complete, submitted, online application package. This will include scanned transcripts, letter(s) of recommendation, GPA, and standardized test scores, etc. (See below for all materials needed). We cannot tell you what your chances are of getting admission. Once a complete application is submitted, it will be reviewed by the faculty, and a decision will be sent to you by email.

#### What degrees do you offer? How are the degrees (MEng, MS and Ph.D.) different?

- Our degrees offered can be found at <https://ceas.uc.edu/academics/degrees-programs.html>. Our programs offer three types of degrees; MEng, MS and Ph.D. Below are listed the differences between the MEng (Master of Engineering) and MS (Master of Science) degrees.
- **The MEng degree** is a non-thesis course-based program designed to be completed in one year. It is designed for a student with a goal of an Engineering degree with the interest of going into the workforce in management and project positions vs. a research position. The degree requires 30 semester credit hours, which includes a capstone project and, (depending on the program), seminar or another program-specific course(s). The capstone project can be an internship on CPT, a project completed through an employer, a project or paper completed with a faculty member, or other options. MEng students are offered some tuition financial assistance (GIA).

- **The MEng degree** is a non-thesis course-based program designed to be completed in one year. It is designed for a student with a goal of an Engineering degree with the interest of going into the workforce in management and project positions vs. a research position. The degree requires 30 semester credit hours, which includes a capstone project and, (depending on the program), seminar or another program-specific course(s). The capstone project can be an internship on CPT, a project completed through an employer, a project or paper completed with a faculty member, or other options. MEng students are offered some tuition financial assistance (GIA).
- **The MS degree** is a thesis-based program. Students take 30-semester credits that include a combination of course credits and thesis research, and some require additional credits such as seminar(s). All students must write and successfully defend a thesis. Most students are offered some tuition financial assistance (GIA). All course requirements can be found on each [department's website](#). The MS program can be completed in 2-3 years.
- **The Ph.D. degree** We offer Ph.D. degrees in each program. We offer a Ph.D. degree post-Bachelor and post-Masters. Please refer to the program websites for more details.
- A listing of the degrees offered can be found at <https://ceas.uc.edu/academics/degrees-programs.html>.

### **How do I pay my application fee and can the fee be waived?**

- For all programs, there is a non-refundable \$80.00 application fee that must be submitted with the University application. The fee can be paid by credit card only. The fee must be paid at the time of submitting the University application. **We do not offer application fee waivers.**

### **What does a typical application contain?**

A typical application to the University of Cincinnati will include the following:

- An [online graduate application](#)
- College transcripts - Upload unofficial copies of transcripts during the online application process.
- One Letter of recommendation is required, two are recommended, however, you can submit as many as you want. LOR are submitted through the Online Recommendation system.
  - Recommenders could include former professors, an employer, or other professional individuals if their reference will be pertinent to the field of study
  - Recommendation requests are emailed to your recommenders 24-72 hours after you have finalized your application and paid the application fee
- Test scores from qualifying exams, for example, the Graduate Record Exam (**GRE**) **UC Code #1833**. GRE is required for all international students (**exception** - international students that have earned a BS from the University of Cincinnati, with a GPA of 3.0+ are exempt from GRE). The average score accepted is 310. Domestic students are exempt from GRE if their undergraduate engineering degree is from an ABET accredited university or equivalent and have a 3.0+ GPA. For applicants in Biomedical Engineering please refer to the information under "What standardized tests must I take?"
- A personal statement or letter of intent is required and an optional statement of research
- A video essay (Optional)

### **Apply for the Right Program and Degree**

It is your responsibility to make sure you have chosen the right program and degree before paying the application fee and submitting. Once you submit your application we cannot change the program or degree. If you chose the wrong program or degree and want to be considered for another one you will have to complete a new application and pay the application fee.

## **GRE Policy**

- **GRE is REQUIRED for the below programs with the EXCEPTION of any student that receives their BS degree from an ABET accredited University in the United States with a GPA of 3.0+.**
  - Additive Manufacturing – MEng
  - Aerospace Engineering & Engineering Mechanics
  - Artificial Intelligence – MEng
  - Architectural Engineering – MEng
  - Biomedical Engineering – MEng, MS & PhD (Required for all applicants)
  - Chemical Engineering – MEng, MS, P& hD
  - Civil Engineering – MEng, MS & PhD
  - Computer Engineering – MEng & MS
  - Computer Science – MEng & MS
  - Computer Science Engineering – PhD
  - Electrical Engineering – MS & PhD
  - Mechanical Engineering – MS & PhD
  - Robotics – MEng
  - Software Engineering – MEng
- **GRE is OPTIONAL for the below program – The below programs do not require GRE, if you have taken GRE you can report it and it will be added to your application.**
  - Engineering Education
  - Environmental Engineering
  - Material Science Engineering
  - Mechanical Engineering - **MEng** ONLY
- We require the GRE General Test, which includes verbal, quantitative, and analytical writing sections. Subject tests are not required. We will only accept tests taken within five years before the date of application. The average GRE accepted is 310 total on the quantitative and verbal. **The University of Cincinnati institutional code for GRE is 1833**, department code is not required. GRE information can be found [here](#). A GRE Home test is available. Scores must be sent to UC electronically.
- **English Proficiency Tests**
  - English proficiency is required of all applicants whose native language is not English. Students can demonstrate proficiency in a number of ways at the graduate level. Tests accepted are TOEFL, IELTS, Duolingo and Pearson. TOEFL has an at home version available.
  - TOEFL information can be found [here](#). Minimum iBT TOEFL is 92.
  - IELTS information can be found [here](#). Minimum IELTS is 6.5.
  - Pearson information can be found [here](#). Minimum Pearson is 54.
  - Duolingo information can be found [here](#). Minimum Duolingo is 110.

***Automatic waiver for English Proficiency for the following countries:***

<i>Anguilla</i>	<i>Guyana</i>	<i>Singapore</i>
<i>Antigua &amp; Barbuda</i>	<i>Hong Kong (public Universities only)</i>	<i>Solomon Islands</i>
<i>Australia</i>	<i>Ireland</i>	<i>South Africa</i>
<i>Bahamas</i>	<i>Jamaica</i>	<i>St. Kitts &amp; Nevis</i>
<i>Barbados</i>	<i>Kenya</i>	<i>St. Lucia</i>
<i>Belize</i>	<i>Lesotho</i>	<i>St. Vincent &amp; the Grenadines</i>
<i>Bermuda</i>	<i>Liberia</i>	<i>Swaziland</i>
<i>Botswana</i>	<i>Malawi</i>	<i>Tanzania</i>
<i>British Virgin Islands</i>	<i>Malta</i>	<i>Tonga</i>
<i>Cameroon</i>	<i>Mauritius</i>	<i>Trinidad and Tobago</i>
<i>Canada (except Quebec)</i>	<i>Montserrat</i>	<i>Turks and Caicos Islands</i>
<i>Cayman Islands</i>	<i>Namibia</i>	<i>Uganda</i>
<i>Dominica</i>	<i>New Zealand</i>	<i>United Kingdom</i>
<i>England</i>	<i>Nigeria</i>	<i>United States of America</i>
<i>Fiji</i>	<i>Papua</i>	<i>Vanuatu</i>
<i>Gambia</i>	<i>New Guinea</i>	<i>Wales</i>
<i>Ghana</i>	<i>Scotland</i>	<i>Zambia</i>
<i>Gibraltar</i>	<i>Seychelles</i>	<i>Zimbabwe</i>
<i>Grenada</i>	<i>Sierra Leone</i>	

**Must I submit official electronic scores of my GRE and English Proficiency tests scores to UC?**

- **YES**, if GRE or English proficiency is required based on the above criteria or if you have taken GRE and want it to be considered as part of your application, then we must receive official electronic scores sent to UC, institutional code #1833. If electronic scores are not received, we will not consider your application package complete.

**May I submit my application if I have not yet taken the necessary standardized tests?**

- **YES**, you may submit your application without taking the necessary standardized tests. Your application will not be reviewed until all materials and required official test scores are received. Be sure to have the official scores of your standardized tests sent directly to UC (institutional code #1833), once you take the exam. It can take up to six weeks for UC to receive the official results and this can delay your total application package being received in time.

## Frequently Asked Questions: Admissions Process

### With whom can I speak regarding financial aid opportunities?

- *All students who apply by **January 15th** are automatically considered for financial aid.* A separate application for financial aid is not required. If you are accepted and granted financial aid, it will be stated in your offer letter. There is financial aid available for all of our programs (MEng, MS and Ph.D.). Students that apply after January 15th will be considered for financial aid if funds are still available.
- There are four types of financial aid.
  - **GIA** – Graduate Incentive Scholarship. This is a scholarship that covers full or partial tuition costs for the student. Generally in the range of ~50% - ~90% of the tuition costs.
  - **RA** – Research assistantship. This is an assistantship that can provide a monthly stipend up to \$25,000+ annually to provide research assistance to professors.
  - **TA** – Teaching assistantship. This is provided as a bi-weekly stipend up to \$25,000+ annually to provide teaching assistance to professors.
  - **GA** – Graduate Assistantships. This is provided as a bi-weekly stipend up to \$25,000+ annually to provide research, teaching, or departmental duties.
  - **Fellowships** – Additional information can be found at <http://grad.uc.edu/student-life/awards.html>

### Who do I speak if I have encountered technical issues with the online application system?

- Graduate Admissions is available to help applicants troubleshoot any problems they may encounter with the online application system. They are available Monday through Friday during normal business hours (8 a.m.-5 p.m. Eastern Time Zone) and can be reached via phone at (513) 556-1100 or via email at [grad.admissions@uc.edu](mailto:grad.admissions@uc.edu).

### What does Graduate Admissions consider official transcripts?

- For students that are **ADMITTED**, transcripts from U.S. institutions are considered official when they arrive directly from the school in a **sealed** envelope. Graduate Admissions will accept transcripts sent from the University from the applicant and then forwarded to Graduate Admissions, provided that the transcripts stay in their original, sealed envelope, unopened. Once the applicant or someone outside the University of Cincinnati opens the transcript envelope, Graduate Admissions can no longer accept the transcript as official. <http://grad.uc.edu/admissions/policy.html>
- Institutions can email official transcripts to [grad.admissions@uc.edu](mailto:grad.admissions@uc.edu).
- If you received your bachelor's degree from a university outside of the United States, you need to please have your degree verified by a [NACES](#) member organization. This evaluation submitted to Graduate Admissions will serve as your official transcript and only needs to be submitted after you are admitted and decide to attend UC. Unofficial transcripts, which includes marksheets and diploma in English, are sufficient for application review.

### UC Alumni & Domestic Students

- Students who have received degrees from the University of Cincinnati do not need to submit official copies of their UC transcripts.
- Transcripts for **ADMITTED** Students only should be mailed to:

### **What is Graduate Admissions' mailing address?**

Graduate Admissions  
University of Cincinnati  
PO Box 210091  
Cincinnati, OH 45221-0091

### **New deadline for official transcripts with degree conferral**

- *Once a student has been extended an offer of admission to the University of Cincinnati and accepts, they should submit an official transcript or NACES evaluation showing conferral of a baccalaureate degree or higher as soon as possible. The deadline for submission of official transcripts is as soon as possible before or after the start of the student's first semester. Students will not be allowed to complete their first semester without providing verification of an earned baccalaureate degree or higher. They will also be blocked from second semester enrollment until transcripts are received.*

### **What if I have not yet received my bachelor's degree when it is time to submit a transcript?**

- *If you are applying while simultaneously working towards your bachelor's degree, you will submit a preliminary, unofficial transcript for your application. If you are admitted into the program, you will then need to submit a final, official transcript that displays the conferral of your degree before you plan to enroll. You will be blocked from enrollment in your second semester until the transcript is received.*

### **How long will it take to fill out the application?**

- *You should plan on spending approximately 30 minutes to finish and review the form.*

### **How much is the application fee?**

- *\$80.00 for International applicants; \$75.00 for US citizens*

### **How do I pay my application fee?**

- *By credit card (Visa, MasterCard or Discover)*

### **Are there any admission application fee waivers?**

***NO, Application fees cannot be waived***

### **What do I send to the academic department?**

- *No additional materials need to be sent to the department.*

### **My current/previous school does not use a GPA scale, how do I fill in the GPA section in the online application?**

- *Applicants have two choices for filling in the GPA section in this instance. First, applicants can choose to enter in a zero for their undergraduate GPA. UC graduate programs understand that zero indicates the applicant's current or previous school does not utilize a GPA scale. Secondly, applicants can choose to use an online GPA calculator. Simply perform a web search for online GPA calculators (for example, "Convert marks to 4.0 GPA scale"). There are many free online tools.*



### **What is UC's college code (for the GRE)?**

- UC's "CEEB" college code, as established by [The College Board](#), is 1833. A department code is not required. All scores submitted to UC are entered into one database. CEEB codes are used to ensure that test scores (such as [the GRE](#)) and transcripts are sent to the correct institution.

### **How do I check my application status?**

- Go to <https://grad.uc.edu/admissions.html> to check the status of your application. Applicants will use the same log-in information used for the online application. Although Graduate Admissions processes your application, your program of interest determines acceptance into the program. Some academic programs review applications as they arrive; others have scheduled review dates and only evaluate applications at that time.

### **I have entered the contact information for my recommenders, but they have not received any notifications. How do I send recommendation requests?**

- The automated recommendation requests are sent out after the online application has been submitted and the application fee has been paid. Like Check My Status, these notifications can take up to 72 hours to be sent from the time the application was finalized. If this amount of time has passed and recommenders have yet to receive any notifications, we recommend applicants have their recommenders check their spam folders.
- Occasionally, the automated requests can be miscategorized as spam.

### **I submitted transcripts to Graduate Admissions, how can I check if they have been received?**

- The staff at the Graduate School aims to have transcripts processed 24-48 hours from the time they have been received. During peak admission periods, this timeframe may be slightly longer. Applicants can track the receipt of their transcripts and check their status by going to <https://grad.uc.edu/admissions.html>.
- Please note that it can take up to 3 working days from the time transcripts have been processed to when they update as "received" in Check My Status/Self Service Center.

### **I have submitted my application, when can I expect to obtain an admission decision?**

- Decisions for Fall applications will begin in December and go through the month of May

### **What happens after I am accepted to a program?**

- Once granted admission, you will receive an official letter of admission (or a request for additional information) from your program with all the necessary information and details

## **Questions?**

Additional FAQ can be found at <https://grad.uc.edu/admissions/faqs.html>

Contact Graduate Admissions at 513-556-1100 or [grad.admissions@uc.edu](mailto:grad.admissions@uc.edu)

Contact the College of Engineering and Applied Science at [engrgrad@uc.edu](mailto:engrgrad@uc.edu)

University's Notice of Non-Discrimination <https://www.uc.edu/about/non-discrimination.html>