



***Graduate Program Application Procedure***

In order to be considered for admission to the College of Engineering Graduate Program you must provide all required materials:

1. Completed application form. Please type or print legibly.
2. Application fee. The application requires a fee of fifty dollars (\$50.00) payable in U.S. funds when application is submitted. Check or money order should be made payable to Villanova University.
3. Official transcripts of all previous college work (both undergraduate and graduate where applicable) sent directly to the Office of University Admission-Graduate Program, by the Registrar of the colleges or universities involved.
4. Two completed recommendation forms, with optional letters attached, from persons well acquainted with your work. The envelopes must be signed and sealed by the evaluator.
5. Official GRE (General Test) scores sent directly from ETS for Ph.D. applicants, as well as all applicants with international undergraduate universities. GRE scores are not required for all other applicants, but may be requested later if necessary.
6. Official TOEFL (Test of the applicant's proficiency in spoken and written English) scores sent directly from ETS for all applicants with international undergraduate universities.
7. International students requiring an I-20 should also complete the enclosed Visa Application Information Form and submit financial documentation of \$23,600.
8. All of the above materials should be submitted to the Office of University Admission by the dates shown below for the appropriate semester and program.

**Master's degree and certificate application deadlines:**

<b>Fall Semester</b>	August 1 for U.S. citizens July 1 for international students transferring from U.S. Universities April 1 for international students <b>January 15 for priority consideration for those applying for assistantship or scholarship</b>
<b>Spring Semester</b>	December 1 for U.S. citizens November 1 for international students transferring from U.S. Universities October 1 for international students
<b>Summer Semester</b>	April 1 for international students transferring from U.S. Universities May 1 for U.S. citizens

**Ph.D. application deadlines:**

<b>Fall Semester</b>	February 15 <sup>th</sup>
<b>Spring Semester</b>	September 15 <sup>th</sup>

Please note that applications will not be reviewed until all materials have arrived. It is recommended to submit materials in one complete package. Mail all completed forms and necessary documentation to:

Villanova University  
Office of University Admission  
Graduate Program – Austin Hall  
800 Lancaster Avenue  
Villanova, PA 19085

For information on degree and certificate options, department requirements and prerequisites, transfer credits, and financial aid, please refer to our Graduate Catalog. To apply online, download a copy of this form, or view our Graduate Catalog, please visit [www.engineering.villanova.edu](http://www.engineering.villanova.edu).



Graduate Program

APPLICATION FOR ADMISSION

This application is your official record. Please TYPE or PRINT CLEARLY all information accurately. Use upper and lower case letters as appropriate.

NAME PREFIX: \_\_\_\_\_ (eg: MR, MS, MRS)

FULL NAME: \_\_\_\_\_  
Last/Family First/Given Middle

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_  
Number and Street

\_\_\_\_\_ City State Zip

\_\_\_\_\_ Country of Citizenship

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

FAX NUMBER (if available): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Number and Street

\_\_\_\_\_ City State Zip

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

SEX: M = MALE F = FEMALE \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_  
Month Day Year

If you are not a citizen of the United States, please indicate status.

= PERMANENT RESIDENT

= FOREIGN NATIONAL What type of VISA do you hold? \_\_\_\_\_

Person to contact in case of emergency: \_\_\_\_\_  
(Last) (First) (Relationship)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip) (Telephone)

Villanova University must provide information on ethnic diversity to various agencies including the Office for Civil Rights, U.S. Department of Education. This data is used for reporting purposes only. Responding to this inquiry is entirely voluntary. Failure to respond will have no adverse effect on the evaluation of your qualifications for admission. Ethnic origin should be determined as follows:

- I = American Indian or Alaskan Native
- O = Asian or Pacific Islander
- A = African American, not of Hispanic origin
- H = Hispanic
- W = White, not of Hispanic Origin

ETHNIC GROUP: \_\_\_\_\_

ENTERING DATE FOR GRADUATE PROGRAM:  Fall  Spring  Summer

STUDENT TYPE:  Part-Time  Full-Time

If full time, do you wish to be considered for a graduate assistantship?  Yes  No

If full time, do you wish to be considered for a tuition scholarship?  Yes  No

Are you a current undergraduate student applying for the BS/MS Program?  Yes  No

If yes, please check the degree you are applying for below.

Are you applying for a degree or certificate via distance education?  Yes  No

Consult our distance education center for available options then check the degree and/or certificate below.

**Please check the degree and/or graduate certificate in the area you are planning to study. In some cases a degree and certificate may be completed simultaneously. Please consult the graduate catalog for options prior to applying. Do not check more than two boxes.**

#### **Interdisciplinary Study**

- Doctorate of Philosophy
- Certificate in Engineering Management
- Certificate in Nonlinear Dynamics and Control
- Certificate in Sustainable Engineering

#### **Chemical Engineering**

- Master of Science in Chemical Engineering
- Certificate in Biochemical Engineering
- Certificate in Biotechnology
- Certificate in Environmental Protection in the Chemical Process Industry

#### **Civil and Environmental Engineering**

- Master of Science in Civil Engineering
- Master of Science in Transportation Engineering
- Master of Science in Water Resources and Environmental Engineering
- Certificate in Urban Water Resources Design

#### **Electrical and Computer Engineering**

- Master of Science in Computer Engineering
- Master of Science in Electrical Engineering
- Certificate in Communication Systems Engineering
- Certificate in Computer Architecture
- Certificate in Electrical Power Systems
- Certificate in Electro-Mechanical Systems
- Certificate in High Frequency Systems
- Certificate in Intelligent Systems
- Certificate in Wireless and Digital Communications

#### **Mechanical Engineering**

- Master of Science in Mechanical Engineering
- Certificate in Composites Engineering
- Certificate in Electro-Mechanical Systems
- Certificate in Machinery Dynamics
- Certificate in Manufacturing
- Certificate in Thermofluid Systems

**EDUCATIONAL BACKGROUND:**

One OFFICIAL COPY of each transcript must be validated and supplied from the registrar of every previous institution attended. List in chronological order all colleges and universities attended, including professional schools.

Colleges attended, including Villanova University:

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Degree and Date</u>	<u>GPA</u>

Use separate paper if necessary.

**PROFESSIONAL EMPLOYMENT:**

<u>Employer</u>	<u>Title or Nature of Position</u>	<u>Dates</u>

For current employer, please include address and telephone number. Attach resume if necessary.

The enclosed recommendation forms are to be given to two professors who taught you at the school from which your degree was received. Part-time applicants, employed at least six months, may submit one reference from their employer and one from their professor. Applicants employed for more than ten years since graduation may submit two references from their employer. For each recommendation an attached letter may be added in addition to the required form.

Give names and addresses of those submitting recommendations:

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List honors, awards, and merit scholarships:

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Personal statement in the space below or on an attached sheet, please discuss your academic and career objectives. Be as specific as you can about the area in which you plan to study. Your statement is an important part of your application.

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The information supplied by me in this application is true and correct to the best of my knowledge. I understand that misrepresentation may be cause for denial of admission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Graduate Program Advisor's Recommendation

TOEFL Score (International Students Only) \_\_\_\_\_ GRE \_\_\_\_\_  
Analytical Verbal Quantitative

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accept \_\_\_\_\_ Reject \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chairman's Recommendation**

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accept \_\_\_\_\_ Reject \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean's Office**

Applicant notified \_\_\_\_\_  
(date)



*Graduate Visa Application*

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Last) (First) (Middle)

City and Country of Birth \_\_\_\_\_ Citizenship or Legal Residence \_\_\_\_\_

Occupation or Position Abroad \_\_\_\_\_

Permanent Address (Address to which I-20) Form is to be sent)  
\_\_\_\_\_  
\_\_\_\_\_

If you are now attending school in the United States, what type of visa do you presently have?

\_\_\_\_ F-1: Who issued your I-20 Form? \_\_\_\_\_

\_\_\_\_ J-1: Program Number \_\_\_\_\_

\_\_\_\_ Immigrant Visa: Alien File Number \_\_\_\_\_ Date of Entry to U.S. \_\_\_\_\_

\_\_\_\_ Tourist Visa \_\_\_\_\_

\_\_\_\_ Other: Specify \_\_\_\_\_

All applicants, including those who are applying for a graduate assistantship and who are not U.S. citizens or Permanent Residents of the United States, must complete this form and submit all necessary supporting materials at the time of application. I-20's for students who do not receive funding cannot be processed without complete and valid financial documentation.

**You must show that you have a minimum of \$23,600 (exclusive of any travel expenses) to cover the cost of your education for one academic year. This budget figure includes the cost of tuition, fees, living expenses, books, supplies and miscellaneous expenses.**

If you plan to live with friends or relatives in the United States, your host should provide you with a letter stating his willingness to lodge you, and the terms of the agreement if it involves money.

Please list below the specific sources and amounts of your support during your first academic year at the University. For each of these sources you must send valid documentation. Bank statements or letters from bank officers on official letterhead stating amount in American dollars are mandatory. Personal letters are not acceptable.

Source	Amounts
_____	_____
_____	_____

I understand that I must have sufficient, documented funds for academic and living expenses. I also understand that international students are not permitted to work in the United States.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**Graduate Recommendation**

TO BE COMPLETED BY APPLICANT

NAME \_\_\_\_\_ Program Sought \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974, as amended, and University guidelines entitle the College of Engineering graduate students to have access to letters of evaluation in their permanent record file. The applicant may, but need not, waive this right of access to letters of evaluation, in which case letters of evaluation will be considered confidential and will not be available to the student in certain circumstances.

I do \_\_\_ do not \_\_\_ wish to waive my right of access to this letter of recommendation as conferred by the Family Education Rights and Privacy Act of 1974.

\_\_\_\_\_  
Signature of Applicant

TO THE EVALUATOR:

We would value your appraisal of this applicant's abilities and potential. **Please complete this form.** Please enclose this form in an envelope and return it to the applicant. Please seal the return envelope and be sure to sign the reverse side.

We would greatly appreciate a brief, frank estimate of the applicant's ability. We are interested in such factors as: ability to do analytical thinking, willingness to work, initiative, independence of thought, and ability to get along with others. If you would like, you may attach a separate letter.

Please rate the applicant in comparison with other students whom you have known in recent years.

	Top 5%	Top 10%	Top 25%	Top 50%	Lowest 50%	Unable to Judge
Academic Performance						
Intellectual Potential						
Motivation						
Emotional Maturity						
Written Expression						
Oral Expression						
Overall Evaluation						

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_



**Graduate Recommendation**

TO BE COMPLETED BY APPLICANT

NAME \_\_\_\_\_ Program Sought \_\_\_\_\_

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Intellectual Potential						
Motivation						
Emotional Maturity						
Written Expression						
Oral Expression						
Overall Evaluation						

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_