**International Graduate Student
Application Checklist**

If you are asked to mail additional documents through the online application, please address them to:

Graduate Advisor
Department of Mechanical Engineering
3401 Watkins Drive
Bourns Hall A342
University of Riverside
Riverside, CA 92521-0429
me-gradprograms@engr.ucr.edu
[www.me.ucr.edu](http://www.me.ucr.edu)

|  |  |
| --- | --- |
| X | **Graduate Applicant Checklist** |
|  | **Tests** |
|  | Graduate Record Examinations (GRE) | All applicants are required to submit their GRE score to the Mechanical Engineering graduate program. Current scores of the GRE General Test are preferred (cannot be older than five years at time of matriculation) and should be received directly from the administering institution, Educational Testing Services (ETS) to our university. Applicants are not required to take the GRE Subject Test. In order to maintain the high standards of our program, the department requires a minimum GRE score of 300. Be sure the GRE institution code for UC Riverside: R4839 and the department code: 1203 are annotated on your applications. |
|  | Test of English as a Foreign Language (TOEFL)  | All applicants whose first language us not English and who have not earned an advanced degree at an institution where English is the exclusive language of instruction must submit scores from the Test of English as a Foreign Language (TOEFL). This exam is administered by the Educational Testing Service and offered in nearly every country abroad. This exam must be taken within two years of the time you intend to enroll at UCR. The minimum acceptable scores are: 550 for the written exam; 213 for the computer-based exam, and 80 for the internet-based exam. Applicants must have their TOEFL score sent to the Electrical and Computer Engineering graduate program from Educational Testing Service (ETS). The university TOEFL code is 4839 and the department code is 66. Before performing duties as a Teaching Assistant, any student whose native language is not English must pass an oral English language competency exam upon arrival at UCR. This includes not only international students but also any student whose first language is not English.  |
|  | International English Language Testing System (IELTS) | Beginning with the Fall 2011 application cycle, UCR will accept scores from the Academic Modules of the IELTS, which is jointly managed by the British Council, IDP:IELTS Australia and the University of Cambridge ESOL Examinations. The exam must be taken within two years of the time you intend to enroll at UCR. The minimum acceptable scores are: overall band score of 7 with no individual section score less than 6. Please request an official Test Report Form (TRF) of your IELTS. Remember to order the TRF from the test center where you took the test and ask the administrator to send the official TRF to the address listed above. For more information about registering for this exam or to locate the office of any test center, consult the IELTS website.  |
|  | **Official Transcripts** |
|  | Official Transcripts | Two official copies of your transcripts in their original language with English translations prepared by the issuing institution. Notarized documents are not acceptable. Official transcripts can be sent directly to the Department of Mechanical Engineering from the issuing institution or you can mail the transcripts yourself provided they are sealed within the original envelope of the issuing institution. |
|  | Certificate of Degree | Two copies of the Certificate of Degree must also be submitted. The certificate must be issued in the original language and accompanied by an English translation prepared by the issuing institution. Notarized documents are not acceptable. Certification of Degree must be sent directly to the Department of Electrical and Computer Engineering from the issuing institution or you can mail the certificates yourself provided they are sealed within the original envelope if the issuing institution.  |
|  | **References** |
|  | Letters of Recommendation | Three letters of recommendation are required in support of all applications of admission. At least two of these letters should be requested from professors in your major subject. Letters of recommendation are submitted online and uploaded to your online application.  |
|  | **Forms** |
|  | Application Fee | Applications for international students will be considered after the application fee of $100 has been paid. The fee must be paid via credit card (VISA or MasterCard) prior to the submission of your application. |
|  | Statement of Purpose | The statement of purpose must be submitted with your online application. Please state your specific interests on the Statement of purpose form with respect to the research area of specialization to which you are interested within our program, special qualifications, awards, career objectives and research goals and experience are of particular interest. Please submit this form during your online application. **Do not mail this document. It will only delay the processing of your application.**  |
|  | Personal History Statement | The personal history statement is your opportunity to discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree. This must be entered directly in to the application or uploaded. **Do not mail this document. It will only delay the processing of your application.**  |
|  | Financial Verification Statement | International applicants must complete and return the International Student Confidential Financial Statement online. Self-supported students need to show proof of at least $46,000 in the form of a bank letter. If any supplemental forms are required to be mailed to us, you can find this through your online application. U.S. immigration law requires that international applicants, if admitted, must show documented evidence of sufficient funds to cover all fees, transportation, and living expenses for the first year of their studies at UCR and that a sponsor is committed to their financial support beyond this date. Proof is required before a Certificate of Eligibility (I-20 or DS2019) for a visa can be issued.  |
|  | **Graduate Division Website** |
|  | Division Website | Visit the graduate division website to ensure all university requirements are met. |
|  | **Apply** |
|  | Application | Complete the Electronic Graduate Application on the UCR [Graduate Division website](https://gradsis.ucr.edu/gradsis/GSIS_LOGIN.Login_student). |