

# R·I·T Graduate Application Procedures and Instructions

*Please be sure to use the same name and same spelling of your name on all forms, records, and correspondence.*

## (1) Graduate Application Form

Fill out the application form completely and mail it to RIT's Office of Graduate Enrollment Services with your other required application materials. Or, you can fill out the graduate application form online at [www.rit.edu/grad](http://www.rit.edu/grad).

## (2) Nonrefundable Application Fee

Include a check or money order for \$50 (USD) with your application. Please do not send cash. Your check or money order should be made payable to Rochester Institute of Technology and drawn on a U.S. bank. If you wish to pay this fee online, you will receive a secure link/URL in an email after your application has been received by our office. This nonrefundable application fee is required for your application to be processed. RIT alumni are not required to pay the application fee.

## (3) Official Transcripts

All applicants to RIT's graduate programs must hold—or currently be completing—a baccalaureate degree, or the U.S. equivalent, granted by an accredited college or university.

Official transcripts of all previous post-secondary education are required.

**U.S. Colleges and Universities** To obtain transcripts from colleges and universities in the United States, send a self-addressed envelope to the undergraduate and graduate institutions you attended and ask the registrar to use the envelope to send your academic transcripts to you. Instruct the registrar to:

- 1) seal the transcripts inside your self-addressed envelope
- 2) sign and put the school stamp across the sealed envelope flap to ensure the contents' authenticity
- 3) return the envelope to you.

Note: Transcripts must carry the college seal (stamp) or signature of a college official to be considered official. Colleges unwilling to provide an official transcript directly to the applicant

may mail the transcript directly to RIT's Office of Graduate Enrollment Services.

**International Colleges and Universities** Academic documents (transcripts, mark sheets, degree certificates, diplomas, examination results) from these institutions must be either originals or copies certified by the issuing academic institution. Certified true copies must be attested by the granting college or university with an official original stamp or seal from the granting college or university. Applicants must submit documents in both English and the original language. Academic documents must be marked with a seal or stamp and the ink signature of an academic official of the institution where the courses were taken or the degree awarded. **RIT will not accept photocopies, faxes, notarized copies, or notarial certificates.**

An official degree certificate in both English and the original language with the transcripts is required.

Transcripts in a language other than English must be accompanied by an official translation provided by a professional translation service, or by the college/university issuing the transcript.

The admission of a student who has not yet completed undergraduate work depends on the filing of a final transcript showing all course work, the degree granted, and the date of the degree. For colleges and universities outside the United States, a final official degree certificate is also required. You should arrange to have this transcript and degree certificate forwarded directly to RIT's Office of Graduate Enrollment Services as soon as you have completed your undergraduate study.

## (4) Letters of Recommendation

Two or more letters of recommendation are required for admission to many RIT graduate programs except those offered by the E. Philip Saunders College of Business. Recommendations should come from members of the academic community and/or workplace professionals who know your qualifications

for graduate study.

All recommendations should be sent to the Office of Graduate Enrollment Services with the rest of your application materials.

## (5) Graduate Admission Tests

The official results of graduate admission tests—results that must be verified by the testing agency—are the only part of your application that you do not mail to RIT. Instead, you must arrange for the testing agency to send your test results directly to RIT's Office of Graduate Enrollment Services. The RIT ETS code to submit scores is 2760. Department codes are not used.

**Test of English as a Foreign Language (TOEFL)** The TOEFL is required of all applicants whose native language is not English. The minimum TOEFL score required for admission to RIT ranges from 550–600 (213–250 computer based; 79–100 Internet-based) and varies by academic program. For information on the TOEFL, write to: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08540-0899, [www.ets.org](http://www.ets.org).

The IELTS (International English Language Testing System) test scores will be accepted by RIT in place of the TOEFL exam. Minimum acceptable scores will vary; however, the absolute minimum for an unconditional acceptance is 6.5 band. Additional information is available at [www.ielts.org](http://www.ielts.org).

Refer to our website, [www.rit.edu/grad](http://www.rit.edu/grad), to determine which additional test, if any, is required by the program to which you seek admission. Required tests may include:

- Graduate Record Examination (GRE). If the department to which you seek admission requires the GRE, your application will not be processed without your GRE score(s). For information about testing dates and sites, contact: Educational Testing Service, CN 6000, Princeton, NJ 08541-6000, [www.ets.org](http://www.ets.org).
- Graduate Management Admissions Test (GMAT). The GMAT is required

for admission to graduate study in the E. Philip Saunders College of Business. Applications for the GMAT can be obtained from college placement offices or [www.mba.com](http://www.mba.com). Pearson VUE, P.O. Box 581907, Minneapolis, MN 55458-1907

## (6) Admission Deadlines/ Program Requirements

RIT maintains a rolling admissions policy for most of its graduate programs. However, some graduate departments establish their own admission deadlines. Students may apply to begin study in fall (September), winter (December), spring (March), or summer (June). However, some programs offer admission for fall quarter entry only. For further admission quarters deadline information, please visit our website at [www.rit.edu/grad](http://www.rit.edu/grad).

**International applicants:** Please provide all educational records and admission materials, including official

test scores, if required, to the Office of Graduate Enrollment Services **at least 10 weeks before** your desired entrance date to allow appropriate processing time for your application.

For specific program requirements, names of contact persons, and addresses and telephone numbers where you may obtain additional information about the program to which you seek admission, please visit our website at [www.rit.edu/grad](http://www.rit.edu/grad).

## (7) Submitting Your Application Package

You are responsible for submitting all parts of your application for graduate study.

We recommend tracking all couriered documents. **Do not send application materials or test scores to an academic department.**

**Mail or send by courier to:** Graduate Enrollment Services, Rochester Institute of Technology, Bausch & Lomb Center, Building 77, 58 Lomb Memorial Drive, Rochester, NY 14623-5604

## (8) Acknowledgement and Verification

You will receive e-mail acknowledgement that RIT has received your application. This notice also will tell you if any necessary items are missing from your file. Please allow several working days for processing after your application is received.

Each graduate department makes its own admission decisions on its own schedule. You will be notified of your admission status as soon as possible.

## Further Information

For further information about application procedures, contact Graduate Enrollment Services at 585-475-2229, toll-free at 66-260-3950, by fax at 585-475-7164, or by e-mail at [gradinfo@rit.edu](mailto:gradinfo@rit.edu).

Specific questions about your academic program may be directed to the department Program Adviser. See contact list at [www.rit.edu/grad](http://www.rit.edu/grad).

**RIT's Graduate Bulletin is  
available at [www.rit.edu/grad](http://www.rit.edu/grad)**

# Assistantships, Financial Aid, and Graduate Scholarships

*To be considered for graduate scholarships, assistantships, or financial aid, you must be admitted as a matriculated student in one of the degree programs offered at RIT. We recommend that you apply for financial aid and scholarships at the same time you apply for admission.*

## Scholarships and Assistantships

Graduate scholarships and assistantships are awarded in most academic departments. Awards are based on academic excellence and English language ability. The amount of the award varies by student and department. Applicants for admission will be considered for scholarships and assistantships as long as they check the appropriate box on the application for admission. Students should contact the graduate coordinator in their academic department for more information.

## Financial Aid

To apply for federal student loans (available only to U.S. citizens and permanent residents), you must complete the Free Application for Federal Student Aid

(FAFSA). The FAFSA application is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use RIT federal school code 002806.

New York residents can apply for the state's Tuition Assistance Program (TAP) by completing the FAFSA. Additional financial aid information—including links to federal aid programs and other financial options, an electronic FAFSA form, and outside scholarship searches—can be obtained on the Web at [www.rit.edu/financialaid](http://www.rit.edu/financialaid). Contact the Office of Financial Aid and Scholarships at 585-475-2186.

## Policies

1. Scholarships are awarded by the academic department, on the basis of academic excellence, to students matriculated in a degree-granting program.

They are usually awarded for a nine-month academic year. Renewal decisions are also made by the department.

2. No work can be required as a condition of receiving a graduate scholarship.

3. Graduate students who receive a graduate scholarship may concurrently hold a graduate teaching, lab, or research assistantship in any RIT college.

4. Scholarships are generally awarded to full-time students. However, in some instances, they are offered to well-qualified part-time students.

5. Students who are receiving full or partial RIT employee tuition waivers are not eligible for graduate scholarships.