

Application Procedures

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 enclosed admission application form completely and mail it to RIT's Office of Graduate Enrollment Services with your other required application materials.

(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. You may also submit payment online at www.rit.edu/grad. This nonrefundable application fee must be paid, or your application will not be processed. RIT alumni are not required to pay the application fee.

(3) Official Transcripts

Official transcripts of all previous post-secondary education are required. You must provide official transcripts or certified copies, not photocopies. All transcripts should be sent to the Office of Graduate Enrollment Services, with the rest of your materials.

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.

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 original 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.**

Each transcript should indicate years of attendance, subjects studied, and the grade earned in each subject. A key to the grading system also should be included. International applicants should include an official degree certificate in both English and the original language with their transcripts.

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.

(4) Letters of Recommendation

Two or more letters of recommendation are required for admission to all RIT graduate programs except those offered by the 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.

Application Procedures continued

(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.

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) 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.

Refer to the “Program Information” section of this booklet 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.
- Miller Analogies Test (MAT). In a limited number of programs, the MAT may be substituted for the GRE (see the “Program Information” section of this booklet). For information, write to Psychological Testing Corp., 555 Academic Court, San Antonio, TX 78204.
- Graduate Management Admissions Test (GMAT). The GMAT is required for admission to graduate study in the College of Business. Applications for the GMAT can be obtained from college placement offices or Educational Testing Service, CN 6103, Princeton, NJ 08541-6103, www.ets.org.

Acknowledgement and Verification

You will receive written or e-mail acknowledgement that RIT has received your application. This notice also will tell you if any necessary items are missing from your file.

Each graduate department makes its own admission decisions on its own schedule. You will be notified of your admission status as soon as possible. For information concerning the decision status of your completed application, contact the graduate program coordinator listed under the “Program Information” section of this booklet.

Further Information

For further information about application procedures, contact: Director of Graduate Enrollment Services, Rochester Institute of Technology, Bausch & Lomb Center, 58 Lomb Memorial Drive, Rochester, NY 14623-5604, telephone 585-475-2229, or e-mail gradinfo@rit.edu.

RIT's Graduate Bulletin
is available at www.rit.edu/grad

