

# 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.



# Application for Graduate Study

Please review application instructions and print or type all responses. Return to Rochester Institute of Technology, Office of Graduate Enrollment Services, Bausch & Lomb Center, Building 77, 58 Lomb Memorial Drive, Rochester, NY 14623-5604, along with a nonrefundable \$50 application fee.

## Personal Data

U.S. Social Security Number      Month      Day      Year      Male      Female  
 Birth Date      Sex

**Name** \_\_\_\_\_  
 Last/Family      First/Given      Middle Name

**Prior or Maiden Name** \_\_\_\_\_  
 Last/Family      First/Given      Middle Name

**Permanent Mailing Address** \_\_\_\_\_  
 Number and Street

\_\_\_\_\_

City      State (U.S. addresses only)      Zip Code

County (if New York State)      Country (if other than U.S.)

**Telephone** ( ) ( ) ( )  
 Home Telephone      Business Telephone      TTY Telephone (if applicable)      International Telephone (include country code)

**E-mail and Fax** \_\_\_\_\_  
 E-mail Address      Fax Number

**Are you a U.S. citizen?**  YES  NO      **U.S. Permanent Resident/Green Card?**  YES  NO

**Will you need a visa form (I-20 or DS-2019) issued by RIT?**  YES  NO

**If you currently hold a valid U.S. visa, indicate type:**  Student (F)  Exchange Visitor (J)  Other (Please specify) \_\_\_\_\_

Country of Citizenship      Native Language

City and Country of Birth

**Current Mailing Address** \_\_\_\_\_  
 Number and Street

\_\_\_\_\_

City      State/Country      Zip Code

( )  
 Current Telephone

Until what date can we reach you at your current mailing address? \_\_\_\_\_

## Program Choice

You are encouraged to refer to the RIT Graduate Bulletin to assist you in choosing your academic program, or consult our website at [www.rit.edu/grad](http://www.rit.edu/grad) to find your program choice, then enter the program title below.

Program Title \_\_\_\_\_

**Degree sought** (circle one): advanced certificate      MBA      ME      MFA      MS      MST      Ph.D.

### How do you plan to complete most of your graduate courses?

Attend classes on RIT campus       Exclusively through online learning       Full time  
 A combination of on-campus and online classes       Executive Leader option       Part time  
 Attend classes off campus at \_\_\_\_\_

### Indicate the calendar year and quarter term you plan to begin your studies, and your intended status.

Calendar Year \_\_\_\_\_  Fall (Sept.)       Winter (Dec.)       Spring (March)       Summer (June)

# Scholarships and Assistantships

Do you wish to be considered for a graduate scholarship?  YES  NO

Are you planning to apply for a graduate assistantship?  YES  NO

(Please visit our website, [www.rit.edu/grad](http://www.rit.edu/grad), for assistantship information.)

# Financial Support

Are you currently employed?  YES  NO

If yes, will your employer provide payment or reimbursement for any portion of your educational expense?  YES  NO

If yes, please provide name of employer and amount of reimbursement provided:

---

Employer Name Reimbursement Amount

Are you an RIT employee?  YES  NO

Are you a family member of an RIT employee and eligible to receive tuition benefits?  YES  NO

List any sources of non-RIT financial support that you expect to receive for the coming academic year (e.g., corporate, governmental support, NSF, etc.):

---

Source of support Dates provided    Amount in U.S. dollars

# Applicant Status

Are you receiving or seeking support services from RIT's National Technical Institute for the Deaf?  YES  NO

Have you previously applied to RIT?  YES  NO

If yes, indicate term/year and program applied to: \_\_\_\_\_

Have you previously attended RIT?  YES  NO

If yes, indicate RIT academic program and years attended: \_\_\_\_\_

Please list other colleges and universities to which you are applying for admission: \_\_\_\_\_

# Education

Please list all universities and graduate schools you have attended or are currently attending.

Name of Institution	City, State, Country	Start Date	End Date	Credits Earned	Degree(s) Received or Expected & Date	Major Field

If you are currently taking college or university courses, please list them below:

Course Title	Course Title

## Education *continued*

Indicate the date you took or will take any required admission tests (see our website, [www.rit.edu/grad](http://www.rit.edu/grad), to determine if any admission test is required for your program). **Please note: For verification purposes, test scores must be sent by the testing agency directly to the Office of Graduate Enrollment Services at RIT.**

Test Type (GRE, TOEFL, GMAT, MAT)	Test Score (if known)	Test Date or Anticipated Test Date

## Work Experience/Personal Data

You may forward a résumé or curriculum vitae to [gradinfo@rit.edu](mailto:gradinfo@rit.edu) or forward it along with other application materials. In your résumé or curriculum vitae, please describe your full-time, part-time, and summer employment (include military service). Include your academic honors, published works, and leadership roles. List any academic, artistic, professional, military, or community activities you consider significant to your proposed graduate study.

## Personal Statement of Educational Objectives

You may forward a personal statement describing your educational objectives to [gradinfo@rit.edu](mailto:gradinfo@rit.edu), or forward it along with your other application materials. You may wish to address: (1) why you are applying for your chosen degree program, (2) what you hope to achieve through your education, (3) how your degree program will relate to your long-range career objectives, (4) what personal or "non-academic" qualities you will contribute to the learning environment in your program, (5) what (if any) prior experience you have with respect to your chosen program, and (6) specifically why you want to attend RIT.

## Personal Conduct

Have you ever been subjected to disciplinary action by any school, college, university, or branch of the military?  YES  NO (If yes, explain fully on an attached sheet.)

Have you ever been convicted of a violation of any state or federal law, excluding minor traffic violations?  YES  NO (If yes, explain fully on an attached sheet.)

## Optional Information

The following questions are optional. Refusal to provide this information will not affect decisions related to graduate admission, scholarship or assistantship awards, or financial aid. Any information provided will remain confidential.

If you wish to be identified with a particular ethnic or racial group, please indicate how you would describe yourself:

- African American, Black       American Indian, Alaskan Native       Hispanic, Latino       Asian, Pacific Islander  
 White, Caucasian       Other (specify): \_\_\_\_\_

Other surname used (on school transcripts, etc.): \_\_\_\_\_

How did you first learn about RIT's graduate programs? (website, e-mail, brochure, etc.)? \_\_\_\_\_

## Signature and Date

Signature

Date

My signature above indicates that all information provided in this application is complete, factually correct, and honestly prepared. I understand that any misrepresentation may result in refusal or cancellation of admission, or suspension from classes if discovered after I have commenced my studies at RIT.

RIT will admit and hire men and women; veterans; persons with disabilities; and individuals of any race, creed, religion, color, national or ethnic origin, sexual orientation, age, or marital status in compliance with all appropriate legislation.



# International Student Visa Information

## Rochester Institute of Technology

Graduate Enrollment Services  
Bausch & Lomb Center  
Building 77  
58 Lomb Memorial Drive  
Rochester, NY 14623-5604

## I-20 and DS-2019 Forms

In order to apply for a student visa, U.S. government regulations require international students to demonstrate that they have sufficient financial resources to meet the costs of tuition, fees, supplies, and living expenses for at least nine months of full-time study. International students who need to apply for a student visa must submit to RIT an original bank statement showing the amount available for their education. In addition, if the funds are not in the student's name, a letter of support from the person owning the assets also is required. In the case of support by a government agency or other organization, an original letter indicating the amount of funding and the period of time it is available is required. Once the student is admitted and these documents have been declared acceptable, the appropriate form (I-20 or DS-2019) will be issued by RIT.

### 2010–2011 Graduate Costs\*

	3 Quarters (9 months)	One Quarter	11 weeks at English Language Center**
<b>Tuition</b>	U.S. \$33,234	\$11,078	\$3,758
<b>Fees</b>	219	73	203
<b>Health Insurance</b>	720	360	430
<b>Living Expenses</b>	10,044	3,348	3,348
<b>Books, Supplies</b>	1,650	550	350
<b>TOTAL</b>	<b>U.S. \$45,867</b>	<b>\$15,409</b>	<b>\$8,089</b>

\*Costs are estimates and typically increase each academic year. Students in fine arts or photography programs should expect an additional \$675 per quarter in expenses for supplies and materials. Personal expenses for travel, entertainment, etc., are not included.

\*\*Admission to the English Language Center requires a separate application.

Note: An additional \$10,044 in financial support is required for the first dependent, and \$5,022 for each additional dependent.

I-20 Request Forms for Spouse/Children's F-2 visas can be found at [www.rit.edu/iss/forms.php](http://www.rit.edu/iss/forms.php).

# Declaration of Financial Support for International Students

Please Note: It is your responsibility to demonstrate that sufficient funding is available to meet all academic and living expenses for the duration of your studies at RIT. A Certificate of Eligibility (I-20 or DS-2019) cannot be issued until this form is completed and returned to the Office of Graduate Enrollment Services with all the appropriate supporting documents. Please keep a copy of this form and all supporting materials to bring to the U.S. Consul when applying for your visa.

Name \_\_\_\_\_ / /  
Last/Family First/Given Middle Date of Birth (Month/Day/Year)

Visa Requested:  F-1 (I-20)  J-1 (DS-2019)

Will spouse or children accompany you to RIT?  YES  NO

If yes, list names and dates of birth of spouse and/or children who will accompany you to RIT:

	NAME	GENDER (M/F)	DATE OF BIRTH (MM/DD/YY)	COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP
SPOUSE	_____	_____	_____	_____	_____
CHILDREN	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Please note that an additional \$10,044 in financial support is required for the first dependent and \$5,022 for each additional dependent.

FINANCIAL RESOURCES*	Assured Support First Year	Projected Support Second Year
<p><b>Personal Savings:</b></p> <p>Please submit an original bank letter verifying amount that is available.                      (If you are sponsoring yourself, this figure must match or exceed RIT's estimated expenses. Please refer to the information on the reverse.)</p>		
<p><b>Parents/Relatives/Personal Sponsors:</b></p> <p>Please submit the following:</p> <p>a. An original bank statement verifying the amount that is available. Support should be available in a time deposit account (i.e., checking or savings account)</p> <p>b. An original letter from the sponsor certifying that he/she will finance your education. The letter must indicate the actual amount of support in U.S. dollars.</p> <p>Sponsor's Name: _____</p> <p>Address: _____</p> <p>Relationship to Applicant: _____</p>		
<p><b>Sponsoring Organization, Employer, or Government Agency:</b></p> <p>Please submit an original letter indicating amount for tuition, fees, living expenses, and length of time covered by the award.</p> <p>Sponsor's Name: _____</p> <p>Address: _____</p>		

\*Funds may be assured by several sources if necessary. However, each source of funding must provide the appropriate financial documents.

We will accept only original or true certified copies of the above documents. Photocopies and faxes are not acceptable.

I certify that the total amount (excluding travel funds) available for my first year of study at RIT is U.S.\$ \_\_\_\_\_.  
 I certify that the information provided above is correct and complete.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

