Graduate Application
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. You can fill out the graduate application form online at 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. 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 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.
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; 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.

The IELTS (International English Language Testing System) test scores will be accepted by RIT beginning the 2005-2006 academic calendar year. Minimum acceptable scores will vary; however, the absolute minimum for an unconditional acceptance is 6.5 band. Additional information is available at http://www.ielts.org/.

Refer to our website, 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.

- Miller Analogies Test (MAT). In a limited number of programs, the MAT may be substituted for the GRE. (Please visit our website, www.rit.edu/grad, for more details.) 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 E. Philip Saunders College of Business. Applications for the GMAT can be obtained from college placement offices or www.mba.com. Pearson VUE, P.O. Box 581907, Minneapolis, MN 55458-1907

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, visit our website at www.rit.edu/grad.

Further Information

For further information about application procedures, contact: Graduate Enrollment Services, Rochester Institute of Technology, Bausch & Lomb Center, Building 77, Room 1241, 58 Lomb Memorial Drive, Rochester, NY 14623-5604, telephone 585-475-2229, or e-mail 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.

RIT’s Graduate Bulletin is available at www.rit.edu/grad
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 as long as they check the appropriate box on the application for admission. Students should contact the graduate coordinator in their academic department for assistantship information.

Some departments also offer externally funded stipends from corporate or government sources. International graduate students can accept pay for work related to their program of instruction during their program, if such work is approved by RIT. They cannot be employed in jobs away from the RIT campus without permission from RIT.

RIT rarely awards full financial support for graduate students. Some academic departments may require that students provide proof of financial support before they will review the application. Applicants should be confident of their source of funding for the full length of the academic program before they apply for admission.

Financial Aid

To apply for federal financial aid (available only to U.S. citizens and permanent residents), you must complete the Free Application for Federal Student Aid (FAFSA) and have results sent to RIT. Our federal school code is 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 an electronic FAFSA form, can be obtained on the Web at www.rit.edu/financialaid.

Contact us at 585-475-2186.
Please follow carefully the step-by-step instructions below for completing your application.

General Requirements for Admission

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. Transcripts of all college work, graduate or undergraduate, must be provided by each applicant. Two or more letters of recommendation must be submitted along with the application for all programs except those offered by RIT’s E. Philip Saunders College of Business. Applicants may also be required to submit scores from graduate admission tests. All international applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).

For additional admission requirements specific to each program, please visit our website at www.rit.edu/grad.

Admission Deadlines

RIT maintains a rolling admissions policy for most of its graduate programs. Generally, students may begin a program of study during any of four quarters: fall (September), winter (December), spring (March), or summer (June). However, some graduate departments establish their own admission deadlines, and some programs offer admission for fall quarter entry only. For further deadline information, please visit our website at 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.

Submitting Your Application Package

You are responsible for submitting all parts of your application for graduate study. Official scores from graduate admission tests (GRE, GMAT, MAT, TOEFL, IELTS) must be sent by the testing agency to RIT’s Office of Graduate Enrollment Services. This publication contains all necessary application forms and recommendation forms, as well as instructions for completing the forms and submitting the required documents.

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. If portfolios are required by your program, please see RIT’s Graduate Bulletin for specific information on the type and quantity of slides, as well as instructions on where and how to mail them.

Note: If you are unable to return some part of your application as directed, attach a note of explanation to your application form and indicate which part(s) of the application will be arriving separately. While the missing information may delay the application process, it will not jeopardize your chances of being admitted if you meet the required deadlines. Be sure to send everything to the Office of Graduate Enrollment Services. Do not send application materials or test scores to an academic department.

RIT’s application for admission to graduate study should be submitted with a nonrefundable $50 application fee to:

Rochester Institute of Technology
Graduate Enrollment Services
Bausch & Lomb Center
Building 77, Room 1241
58 Lomb Memorial Drive
Rochester, NY 14623-5604

Tel: 585-475-2229
Toll-free: 866-260-3950
Fax: 585-475-7164
E-mail: gradinfo@rit.edu
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, Room 1241, 58 Lomb Memorial Drive, Rochester, NY 14623-5604, along with a nonrefundable $50 application fee.

Personal Data

Name

Permanent Mailing Address

Telephone

E-mail and Fax

Citizenship

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 are currently in the United States, please indicate any type of visa you have:

☐ Student (F) ☐ Exchange Visitor (J) ☐ Other (Please specify) ____________________________

Country of Citizenship ____________________________ Native Language ____________________________

Current Mailing Address (If different from Permanent Address above)

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 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

☐ A combination of on-campus and online classes

☐ Executive Leader option

☐ Attend classes off campus at ____________________________

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

Calendar Year ____________ ☐ Fall (Sept.) ☐ Winter (Dec.) ☐ Spring (March) ☐ Summer (June)

☐ Full-Time status (12 credit hours or more)

☐ Part-Time status (Less than 12 credit hours)
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, for assistantship information.)

Financial Support

Will your employer provide payment or reimbursement for any portion of your educational expenses? □ YES □ NO

Are you an RIT employee or dependent and eligible for a tuition waiver? □ 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.)

<table>
<thead>
<tr>
<th>Source of support</th>
<th>Dates provided</th>
<th>Amount in U.S. dollars</th>
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</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City, State, Country</th>
<th>Start Date</th>
<th>End Date</th>
<th>Credits Earned</th>
<th>Degree(s) Received or Expected &amp; Date</th>
<th>Major Field</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Value</th>
</tr>
</thead>
</table>
**Education, cont’d.**

**Indicate the date you took or will take any required admission tests** (see our website, 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.

<table>
<thead>
<tr>
<th>Test Type (GRE, TOEFL, GMAT, MAT)</th>
<th>Test Score (If known)</th>
<th>Test Date or Anticipated Test Date</th>
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</thead>
<tbody>
<tr>
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</table>

**Work Experience/Personal Data**

Please list your full-time, part-time, and summer employment (include military service). Briefly describe 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. **If you prefer, you may attach a résumé to provide this information (résumé required for Executive Leader applicants).**

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<th>Information</th>
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<th>Information</th>
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</table>

**Personal Statement of Educational Objectives**

Please provide a personal statement describing your educational objectives. 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. **Attach a separate typed sheet to this form.**
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 group, please indicate how you would describe yourself:

□ African American, Black □ Asian American □ American Indian, Alaskan Native
□ Hispanic, Latino □ Native Hawaiian, 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

__________________________________________________________

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.
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.

<table>
<thead>
<tr>
<th></th>
<th>3 Quarters (9 months)</th>
<th>One Quarter</th>
<th>11 weeks at English Language Center**</th>
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</thead>
<tbody>
<tr>
<td><strong>Fees</strong></td>
<td>207</td>
<td>69</td>
<td>257</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>640</td>
<td>320</td>
<td>—</td>
</tr>
<tr>
<td><strong>Living Expenses</strong></td>
<td>7,455</td>
<td>2,485</td>
<td>3,018</td>
</tr>
<tr>
<td><strong>Books, Supplies</strong></td>
<td>1,638</td>
<td>546</td>
<td>325</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$40,114</td>
<td>$13,182</td>
<td>$6,881</td>
</tr>
</tbody>
</table>

* 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 $7,455 in financial support is required for the first dependent, and $3,728 for each additional dependent. I-20 Request Forms for Spouse/Children’s F-2 Visas can be found at http://www.rit.edu/~iss/forms.php3.
# 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.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Last/Family</td>
<td>First/Given</td>
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</table>

**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:

<table>
<thead>
<tr>
<th>NAME</th>
<th>GENDER (M/F)</th>
<th>DATE OF BIRTH (MM/DD/YY)</th>
<th>COUNTRY OF BIRTH</th>
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<tbody>
<tr>
<td>SPOUSE</td>
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<tr>
<td>CHILDREN</td>
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Please note that an additional $7,455 in financial support is required for the first dependent and $3,728 for each additional dependent.

## Financial Resources

### Personal Savings:
- 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.)

### Parents/Relatives/Personal Sponsors:
- Please submit the following:
  - 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)
  - 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.

<table>
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<tr>
<th>Sponsor’s Name</th>
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<tbody>
<tr>
<td>Address:</td>
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</tr>
<tr>
<td>Relationship to Applicant:</td>
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### Sponsoring Organization, Employer, or Government Agency:
- Please submit an original letter indicating amount for tuition, fees, living expenses, and length of time covered by the award.

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<th>Sponsor’s Name</th>
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<tbody>
<tr>
<td>Address:</td>
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*Funds may be assured by several sources if necessary. However, each source of funding must provide the appropriate financial documents.

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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.

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<tr>
<th>Applicant’s Signature</th>
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</table>
To the Recommender:

How long and in what capacity have you known this candidate?

Recommendation: In the space below, and continuing on the reverse side of this page if needed, please comment on the applicant’s aptitude for graduate study. The applicant’s creative promise, leadership ability, maturity, intellectual capacity and character are some factors you may wish to include in your comments. Since this recommendation is a required part of the application, your prompt completion and return of this form to the applicant in the supplied self-addressed envelope will be appreciated. If you submit a separate letter of recommendation, please be sure to include the applicant’s full name and address. Thank you.

Name (please print)  Title  College/University or Company

Signature  Date
To the Applicant: Fill in your name, University ID number, address, and proposed graduate program. This form should be given to an individual under whom you have studied or worked, who is able to assess your qualifications for graduate study. For the convenience of the person completing this form, please fill in the section below by typing or printing. Have each recommender return this form to you sealed in your self-addressed envelope, with his or her signature written across the seal. Recommendations are optional for E. Philip Saunders College of Business programs but are required for all others.

Name: Last/Family First/Given Middle Applicant University Identification Number

Address: Number and Street City State Zip Code

Proposed Graduate Program Applicant E-mail Address

Under the provisions of the Family Educational Rights and Privacy Act:

☐ I have retained my right of access to this recommendation.

☐ I have waived my right of access to this recommendation.

To the Recommender: How long and in what capacity have you known this candidate?

Recommendation: In the space below, and continuing on the reverse side of this page if needed, please comment on the applicant’s aptitude for graduate study. The applicant’s creative promise, leadership ability, maturity, intellectual capacity and character are some factors you may wish to include in your comments. Since this recommendation is a required part of the application, your prompt completion and return of this form to the applicant in the supplied self-addressed envelope will be appreciated. If you submit a separate letter of recommendation, please be sure to include the applicant’s full name and address. Thank you.

Name (please print) Title College/University or Company

Signature Date