Frequently Asked Questions (F.A.Q.’s) for U.Va. Graduate Engineering

Admissions

“Where do I apply and what is the fee?”

“What is the application deadline?”

“I’ve submitted my application and all supporting materials. Why does my application status still show as incomplete?”

“If I completed coursework at U.Va. do I need to send a transcript?”

“Will you do a pre-review of my application with a copy of my transcript(s) and ETS scores?”

“What is the minimum GRE score required to apply to U.Va.?”

“What is the minimum GPA required to apply to U.Va.?”

“Can I apply to more than one department?”

“How long does it take to process an application?”

“How can I find out the status of my application?”

“Where do I send my supporting documentation?”

“Have you received the letters of recommendation from my references?”

“I have submitted my application but would like to add/change one of my recommenders?”

“When can the Graduate School tell me if I have been accepted?”

“Why was my admission denied?”

“How do I reapply if my application has been denied?”

Testing Requirements

“Where should I send my test scores?”

“Does U.Va. require that applicants submit GRE and TOEFL scores?”

“What is your GRE/TOEFL institution code?”

“What are the GRE and TOEFL test dates?”
“Why is the TOEFL/IELTS required?”

“I sent my scores to school code 5820 and have a confirmation; why don't you have them?”

“I have not applied yet, but I had my scores sent to you. Have you received them?”

*International Student Info*

“Do I have to submit financial documentation with my application for admission?”

“How do I provide of Evidence of Funding Required for U.Va. Issuance of Form I-20 or Form DS-2019?”

“If I'm an international student transferring to U.Va. from another school, what do I need to do to get an I-20 from U.Va.?”
Answers:

“Where do I apply and what is the fee?”

Only online applications are accepted. Please use this link to apply: Application for Admission. The application fee is $60 and cannot be waived. You may pay with VISA, MasterCard, Discover, or American Express.

“What is the application deadline?”

Application deadlines vary depending on:

- request for departmental aid
- department to which you are applying.
- your citizenship (U.S. versus international)

It is wise to apply as soon as you are able for the best opportunity for admission. While most funding is committed in the spring for the next academic year, occasionally in some programs assistantships become available beginning in the spring or summer term as new projects start or students graduate.

You may submit an application for admission until the deadlines below, but please note that some programs fill their entering class early in the admissions cycle and may stop accepting applications before the published deadline.

Requesting Departmental Aid**

** Availability of aid varies with department and time of year. Generally best chance for aid is with Fall applications.

Deadline for PhD Applicants and Masters of Science (with thesis):

<table>
<thead>
<tr>
<th>Department</th>
<th>Terms Available</th>
<th>All Applicants</th>
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<tbody>
<tr>
<td>Biomedical Engineering</td>
<td>Fall</td>
<td>December 15</td>
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<tr>
<td>Chemical Engineering</td>
<td>Fall</td>
<td>January 15</td>
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<tr>
<td>Civil and Environmental</td>
<td>Fall</td>
<td>January 15</td>
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<tr>
<td>Engineering</td>
<td>Spring</td>
<td>December 1</td>
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<tr>
<td>Computer Engineering</td>
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<td>January 15</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Electrical and Computer</td>
<td>Fall</td>
<td>January 15</td>
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<tr>
<td>Engineering</td>
<td>Spring</td>
<td>October 1</td>
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<tr>
<td>Engineering Physics</td>
<td>Fall</td>
<td>January 15</td>
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<td></td>
<td>Spring</td>
<td>September 1</td>
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</table>
### Master of Engineering applicants and Ph.D. and M.S. NOT requesting aid:

<table>
<thead>
<tr>
<th>Department</th>
<th>Term</th>
<th>U.S. Citizens and Permanent Residents</th>
<th>Non-U.S. Citizens</th>
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<tbody>
<tr>
<td>Biomedical Engineering</td>
<td>Fall</td>
<td>April 1</td>
<td>April 1</td>
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<tr>
<td>Chemical Engineering</td>
<td>Fall</td>
<td>April 1</td>
<td>April 1</td>
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<tr>
<td></td>
<td>Spring - CGEP only</td>
<td>December 1</td>
<td>December 1</td>
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<tr>
<td>Civil and Environmental Engineering</td>
<td>Fall</td>
<td>August 1</td>
<td>April 1</td>
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<td></td>
<td>Spring</td>
<td>December 1</td>
<td>August 1</td>
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<tr>
<td>Computer Engineering</td>
<td>Fall</td>
<td>August 1</td>
<td>April 1</td>
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<tr>
<td></td>
<td>Summer - M.E. only</td>
<td>May 1</td>
<td>February 1</td>
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<tr>
<td>Computer Science</td>
<td>Fall</td>
<td>April 1</td>
<td>April 1</td>
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<tr>
<td>Electrical and Computer Engineering</td>
<td>Fall</td>
<td>August 1</td>
<td>April 1</td>
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<td>Spring</td>
<td>December 1</td>
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<tr>
<td>Engineering Physics</td>
<td>Fall</td>
<td>January 15</td>
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<td></td>
<td>Spring</td>
<td>September 1</td>
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<tr>
<td>Materials Science Engineering</td>
<td>Fall</td>
<td>April 1</td>
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<td></td>
<td>Spring</td>
<td>September 15</td>
<td>September 15</td>
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<tr>
<td>Mechanical and Aerospace Engineering</td>
<td>Fall</td>
<td>August 1</td>
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<td>Spring</td>
<td>December 1</td>
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<tr>
<td>Systems and Information Engineering</td>
<td>Fall</td>
<td>August 1</td>
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<td>Spring</td>
<td>December 1</td>
<td>August 1</td>
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<tr>
<td></td>
<td>Summer - AMP only</td>
<td>May 1</td>
<td>February 1</td>
</tr>
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NOTE: Not all programs admit students in every term. After the program is selected in the Application Information section, the terms in which the program admits students will be displayed. To find out which terms are available, click the Application Information link and select a program.

Applications for the Commonwealth Graduate Engineering Program (CGEP) are accepted year round. The U.S. Department of Education has recently been revising its regulations related to online education. As a result, until further notice, admission to CGEP is restricted to Virginia residents.

The Accelerated Master’s Program in Systems Engineering (AMP) uses a rolling admissions procedure. Applications are reviewed and admissions decisions are made as the applications are received. The program year begins in late May. Class size is limited. Prospective students are encouraged to submit their applications early in the admissions cycle. If you anticipate applying late in the admissions cycle, please email accmp@virginia.edu to determine if there is space available and for special instructions to expedite the application process. This email address is only for questions about the Accelerated Master’s Program in Systems Engineering.

“I’ve submitted my application and all supporting materials. Why does my application status still show as incomplete?”

We will fully review your application with self-reported test scores and unofficial transcripts. Your application will only show as “complete” when your application has been submitted, your official scores and transcripts have been received and all three letters of recommendations have been received. An application is complete for review with unofficial transcripts and self-reported scores, though the checklist will still show incomplete.

Please note that all official transcripts are received in our main admissions office and scanned. If you feel that your materials should have been received, but are NOT showing up when you login to your account, please note that the Graduate Admissions Office processes a very large number of applications and it may take longer than expected for your documents/information to appear online (in your account). It is very likely that your materials have been received, but have not been loaded into our application system yet.

“If I completed coursework at U.Va. do I need to send a transcript?”

We will not need your U. Va. Transcripts, but if you are admitted, we will need transcripts from all other post-secondary school education.

“Will you do a pre-review of my application with a copy of my transcript(s) and ETS scores?”

No, we do not pre-review applications. We will evaluate your application materials once you have officially applied. We will use the self-reported test scores and uploaded unofficial transcripts for review.

“What is the minimum GRE score required to apply to U.Va.?”
We do not have a minimum score, as the GRE scores are considered in conjunction with all the components of the application. Admitted students on average have a verbal GRE of at least 155, and quantitative GRE of 159.

“**What is the minimum GPA required to apply to U.Va.?**”

An applicant must have a baccalaureate degree from a recognized college or university. While this degree will normally be in the field of engineering or applied science, degrees in other fields may be acceptable. Undergraduate courses that may be required to remedy deficiencies must be taken without credit. An applicant should have a B average for admission into graduate studies.

“**Can I apply to more than one department?**”

If you wish to apply to a second program, you must create a second application. We will waive the fee if you contact the Graduate Office at seas-gradoffice@virginia.edu prior to submitting the second application.

“**How long does it take to process an application?**”

We will begin processing your application as soon as it is submitted, though often departments cannot make a decision until all supporting documentation has been received. In addition, since funded projects often require only a limited number of students, decisions are sometimes delayed until all applications have been reviewed. We will use self-reported test scores and uploaded unofficial transcripts. You may monitor receipt of materials online in your application.

“**How can I find out the status of my application?**”

You may log into your application to learn your status. Be patient, as it may take the departments months to review all the applications and make decisions.

“**Where do I send my supporting documentation?**”

PLEASE do not send copies of what you have already uploaded! Official transcripts and other new admissions documents should be sent to:

Graduate Studies Office  
Attn: Ms. Iva Gillet  
School of Engineering and Applied Science  
P.O. Box 400242  
Thornton Hall, Room A-107  
351 McCormick Road  
University of Virginia  
Charlottesville, VA 22904-4242

“**Have you received the letters of recommendation from my references?**”

You may monitor receipt of materials online in your application.
“I have submitted my application but would like to add/change one of my recommenders?”

You may not delete a recommender, but you can add a new one. When we have received 3 letters, that requirement will be satisfied. If more than 3 arrive, they will all be considered.

“When can the Graduate School tell me if I have been accepted?”

Admission decisions are made at the department level, with final approval only coming from the Dean’s Office. Departments typically start making decisions for fall/summer admission in February, though the process often continues until April. You may contact the department (link for the Departmental Contacts) if you have not heard from them in a timely manner. Please be patient.

“Why was my admission denied?”

There are a number of factors that could cause an application to be denied. As the Ph.D. and M.S. degrees are "research degrees," the criteria for admission include many factors in addition to student credentials. It is necessary for the research interests of our Ph.D./M.S. students (especially those receiving funding) to align with the research areas in the school/department, and that funding is available in the appropriate area of research before admission can be granted. While our departmental web sites detail much about ongoing research, information regarding available funding changes rapidly and is dependent upon the current economic outlook for the related project. We regret that we cannot offer admission to all applicants with superb credentials.

Please note that incomplete applications often do not provide enough information for consideration, so be sure that your application includes your unofficial transcripts and test scores, and that your recommenders submit their letters. Your application will receive full review if the materials are received.

“How do I reapply if my application has been denied?”

You will need to complete another application for a new term and pay the fee to reapply. You may want to update your statement of purpose or change your recommenders.
Testing Requirements:

“Where should I send my test scores?”

We will review your application with unofficial, self-reported scores. The Institution code for the School of Engineering and Applied Sciences is 5820. We do not need a department code.

“Does U.Va. require that applicants submit GRE and TOEFL scores?”

Yes, all applicants need to submit a GRE score. Applicants whose native language is not English and are not a permanent resident, need to submit a TOEFL or IELTS score.

“What is your GRE/TOEFL institution code?”

The Institution code for the School of Engineering and Applied Sciences is 5820. We do not need a department code.

“What are the GRE and TOEFL test dates?”

You must check the website at [www.ets.org](http://www.ets.org) to see the schedule of test dates.

“Why is the TOEFL/IELTS required?”

International students must have an outstanding command of the English language in order to enroll at the University of Virginia. The TOEFL or IELTS exam is required of all applicants if the language first learned and spoken in the home is not English, and they are not permanent residents. Most students admitted score at least 600 on the paper exam, 250 on the computer exam, 90 on the IBT, or band 7.0 on IELTS.

“I sent my scores to school code 5820 and have a confirmation; why don't you have them?”

If you have sent your official scores, and your application checklist does not reflect it, it is possible that your scores are suspended for not matching, usually based on a different address between your application and the testing address. You can contact [seas-gradoffice@virginia.edu](mailto:seas-gradoffice@virginia.edu) with this concern after allowing at least 3 weeks for your scores to arrive.

“I have not applied yet, but I had my scores sent to you. Have you received them?”

Your scores will be kept for 2 years, so if you apply in that time frame, they will be ready to match to your application.

International Student Info:

“Do I have to submit financial documentation with my application for admission?”

No, you do not need to submit financial information, unless you are offered admission.

“How do I provide of Evidence of Funding Required for U.Va. Issuance of Form I-20 or Form DS-2019?”
• Form I-20/Form DS-2019 Request Packet (for undergraduates) (for graduates) submitted with supporting documentation as outlined in each form.

• Any funding or award letters provided by U.Va. or a third-party - the amount of funding or award may be subtracted from the total amount of funds required in the Financial Guarantee Form.

Evidence of Funding Required for Program Extensions:

• Bank statement or bank letter; and/or
• Sponsor's Affidavit, bank statement and employment letter (if necessary) - see the Sponsor’s Affidavit in the appropriate Request Packet; and/or
• Departmental Funding Form (PDF) for a department representative or advisor to complete.

The total amount of funding must be equal to or greater than the current projected expenses per academic term for the degree program.

“If I’m an international student transferring to U.Va. from another school, what do I need to do to get an I-20 from U.Va.?”

From the perspective of U.S. immigration, students transferring to U.Va. who have not held any student status in the U.S. are treated the same as new students.

Students already in the U.S. in F-1 status, whether in secondary or post-secondary education, must work with their current school's Designated School Official (DSO) to have their SEVIS record released to U.Va. Students transferring their status to U.Va. must also provide documentation of continued eligibility for F-1 status including documentation of adequate funding. The I-20 from U.Va. cannot be issued until the SEVIS record is released, and the release date has been reached.

F-1 students transferring out of U.Va. must complete the SEVIS Transfer Release Form and bring it to the ISO during office hours. Transfer out requests cannot be made after the 60 day grace period following studies has been exceeded.