

## U.S. Citizen/Resident Application Checklist

If you are asked to mail additional documents through the online application, please address them to:

Graduate Advisor  
Department of Chemical and Environmental Engineering  
A220 Bourns Hall  
University of Riverside  
Riverside, CA 92521-0429  
[Gradcee@engr.ucr.edu](mailto:Gradcee@engr.ucr.edu)  
[www.cee.ucr.edu](http://www.cee.ucr.edu)

X	Graduate Applicant Checklist	
	<b>Tests</b>	
Graduate Record Examinations (GRE)		All applicants are required to submit their GRE score to the Electrical and Computer Engineering graduate program. Current scores of the GRE General Test are preferred and should be received directly from the administering institution, Educational Testing Services (ETS) to our university. Applicants are not required to take the GRE Subject Test. In order to maintain the high standards of our program, the department requires a minimum GRE score of 310. Be sure the GRE institution code for UC Riverside: R4839 and the department code: 1001 are annotated on your applications.
TOEFL		International applicants only.
	<b>Official Transcripts</b>	
Official Transcripts		Two official sealed copies of your transcripts may be sent directly from the Registrar's Office of the academic institutions you have attended (beyond secondary school), <b>or you may request official copies and send them yourself in the original sealed envelopes to the department.</b> Transcripts should be translated into English if you have attended a foreign institution. If you have your Bachelor's or Master's degree we will also accept copies of your degree certificate(s). All documents must be mailed.
	<b>References</b>	
Letters of Recommendation		Three letters of recommendation are required in support of all applications of admission. At least two of these letters should be requested from professors in your major subject. We prefer that letters of recommendation are submitted online by your recommenders and uploaded directly from each recommender to your online application profile.
	<b>Forms</b>	
Application Fee		The \$80 application fee for U.S. citizens and permanent residents will be paid for by the Bourns College of Engineering.
Statement of Purpose		The statement of purpose must be submitted with your online application. Please state your specific interests on the Statement of purpose form with respect to the research area of specialization to which you are interested within our program, special qualifications, awards, career objectives and research goals and experience are of particular interest. Please submit this form during your online application. <b>Do not mail this document. It will only delay the processing of your application.</b>
Personal History Statement		The personal history statement is your opportunity to discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree. This must be entered directly in to the application or uploaded. <b>Do not mail this document. It will only delay the processing of your application.</b>
Supplementary Fellowship Application (domestic only)		All domestic applicants are encouraged to submit the Supplementary Fellowship form in order to be considered for all awards for which they might qualify. This optional form is for applicants who wish to be considered for merit-based diversity fellowships.
	<b>Graduate Division Website</b>	
Division Website		Visit the graduate division website to ensure all university requirements are met.
	<b>Apply</b>	
Application		Complete the Electronic Graduate Application on the UCR <a href="#">Graduate Division website</a> .

