Graduate Application

College of Engineering,
Technology, and Architecture

Master of Engineering

University of Hartford
Master of Engineering

Directions for Application to Graduate Study
The Center for Graduate and Adult Academic Services and the College of Engineering welcome your application for graduate study at the University of Hartford. In order to be considered for the graduate program in engineering, you must complete the items listed in the CHECKLIST below. The Admissions Committee will review applications in the order in which they are received.

This package contains an application form and two recommendation forms.

☐ Complete and sign the Application for Graduate Admission form.

☐ Submit the nonrefundable application fee—$40 for domestic applicants, $55 for international applicants—payable to the University of Hartford.

☐ Write a letter of intent of one or two typed pages to the director of graduate studies, describing your professional and career goals and how you expect graduate study to help accomplish them. If you have significant work experience, your current résumé may be sent in lieu of this requirement.

☐ Obtain official transcripts of all college and university courses and grades. Our program prefers applicants to have completed a bachelor’s degree in engineering.* Applicants who hold baccalaureate degrees in engineering fields not usually considered typical (electrical, mechanical, civil, aerospace, chemical, computer, and control engineering are typical engineering degrees), and who hold a baccalaureate or master’s degree in a nonengineering field, or in engineering technology, or those whose undergraduate GPA is below 3.0 but who have significant engineering experience will be considered on an individual basis. The same applies to applicants holding bachelor’s degrees from institutions not accredited by EAC/ABET. Applicants in these categories may be required to complete specified undergraduate engineering courses before being admitted to the Master of Engineering program.

☑ Submit official GRE scores if you plan to enroll full time and apply for a graduate assistantship your first semester of study. Please see specifics in Graduate Bulletin.

☐ International students submit TOEFL scores (min. 550 paper based test; min. 213 computer based test, and new test 79).

☐ Obtain two recommendations from academic or professional sources using the forms provided.

*An appropriate baccalaureate degree in engineering from an engineering degree program accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) is strongly recommended. Applicants should have achieved a grade point average of 3.0 as an undergraduate.

Applicants who hold baccalaureate degrees in engineering fields not usually considered typical (electrical, mechanical, civil, aerospace, chemical, computer, and control engineering are typical engineering degrees), and who hold a baccalaureate or master’s degree in a nonengineering field, or in engineering technology, or those whose undergraduate GPA is below 3.0 but who have significant engineering experience will be considered on an individual basis. The same applies to applicants holding bachelor’s degrees from institutions not accredited by EAC/ABET. Applicants in these categories may be required to complete specified undergraduate engineering courses before being admitted to the Master of Engineering program.

Applicants may enroll for up to 6 credits on a nonmatriculated basis prior to making formal application for admission. (This does not apply to international students, who must be matriculated and registered as full-time students.) Grades in courses taken on this basis will be considered for review of the application.

3+2 applicants must be University of Hartford Engineering students and must submit the work sheet in the second semester of the junior year.

Return materials to Center for Graduate and Adult Academic Services, Computer and Administration Center, University of Hartford, 200 Bloomfield Avenue, West Hartford, CT 06117-1599.

Complete your application form online at: http://admission.harvard.edu/graduate or complete the attached application form.
Application for Master of Engineering

☐ Fall  ☐ Spring  Year _____________________ ☐ Full Time  ☐ Part Time

PERSONAL DATA
(Please type or print)

Student's Social Security Number (if applicable)

Legal name:
(Name as it appears on passport)
Last (Family)  First (Given)  Middle (Complete)

Other name credentials may be under:

Permanent address:
Street  City  State  ZIP  Phone
(            )

Local address:
Street  City  State  ZIP  Phone
(            )

Business address:
Employer  City  State  ZIP  Phone
(            )

E-mail:

May we call you at work?  ☐ Yes  ☐ No

Date of birth:  Day ___________ Month ___________ Year __________  Sex:  ☐ Male  ☐ Female

Ethnic background (optional):
☐ Native American or Alaskan Native  ☐ African-American  ☐ Hispanic
☐ Asian-American or Pacific Island  ☐ Caucasian  ☐ Other

Citizenship: Are you a U.S. citizen or a permanent resident (green-card holder)?  ☐ Yes  ☐ No
If no, what is your country of citizenship? ______________

What is your country of birth? ______________________

MASTER OF ENGINEERING

Proposed concentration to which you are applying:
☐ Electrical and Computer  ☐ Mechanical  ☐ Environmental  ☐ Civil
☐ Turbo Machinery  ☐ E²M (also indicate your engineering discipline)
☐ Manufacturing

How did you hear about the University of Hartford? ______________________________________________________

Have you previously applied to the University of Hartford?  ☐ Yes  ☐ No  If yes, when? ______________________

Are you seeking graduate transfer waiver/credit?  ☐ Yes  ☐ No  If yes, from which institution(s)? ______________________

To what other graduate programs have you applied to other than University of Hartford? ______________________

FEDERAL ASSISTANCE (Non-U.S. residents eligible only for graduate assistantships)

To receive federal assistance, including Stafford loans, students at the University are required to file the Free Application for Federal Student Aid (FAFSA). Please contact the office of Financial Aid at 860.768.4296.

If applying for full-time study, do you wish to be considered for a graduate assistantship?  ☐ Yes  ☐ No
(GREs are required for a graduate assistantship)
ACADEMIC HISTORY
List all postsecondary institutions you have attended. (Attach additional information on separate sheet.)

<table>
<thead>
<tr>
<th>Institution (List chronologically)</th>
<th>4-Digit Code (if known)</th>
<th>Location</th>
<th>Attended From-To</th>
<th>Degree Awarded</th>
<th>Year</th>
<th>Major/Minor</th>
<th>GPA</th>
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List the foreign languages in which you have a basic reading knowledge: ________________________________

TESTING INFORMATION: Have you taken any of the following tests?  □ Yes  □ No

☐ GMAT DATE ______  ☐ GRE DATE ______  ☐ TOEFL* DATE ______

Have scores been forwarded to the University of Hartford? ______________________

*Note: International students are required to take the TOEFL (Test of English as a Foreign Language) prior to admission.

RECENT EMPLOYMENT HISTORY
(Attach additional information on separate sheet.)

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<tr>
<th>Employer (List chronologically)</th>
<th>Location</th>
<th>Job Title</th>
<th>Dates</th>
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AWARDS, HONORS, PROFESSIONAL MEMBERSHIPS, AND LICENSES
(Attach additional information on separate sheet.)

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RECOMMENDATIONS
List persons supplying your letters of recommendation. (See direction sheet for required number.)

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<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
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I certify that all items on this application are answered correctly and completely. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me for admission to the University of Hartford or may later be the basis for my withdrawal or dismissal.

Applicant’s signature __________________________ Date __________

Please return your application materials, with the nonrefundable application fee,* to the University of Hartford, Center for Graduate and Adult Academic Services, Computer and Administration Center, 200 Bloomfield Avenue, West Hartford, CT 06117-1599. Once your application and supporting documents have been processed, they become the property of the University of Hartford.

*$40 Domestic Application, $55 International Application. Hartt School students are required to pay an additional $30 processing fee; check should be made payable to the University of Hartford.
Master of Engineering

Letter of Intent
In the space below, describe your professional and career goals and how you expect graduate study to help accomplish them. If necessary, continue your letter on the back of the page.

Signature

Please return this form to the address above.
Student's Social Security Number

Master of Engineering

Recommendation for Graduate Study

To be filled in by applicant:

Name of applicant

Proposed degree program _______________ Proposed Major

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

Signature __________________________ Date ____________________

To the person completing this recommendation:

We would appreciate your candid opinion of this applicant’s preparation for graduate study. Please remember that the student has access to this recommendation unless he or she has signed the waiver-of-confidentiality statement.

Please indicate your evaluation by a check mark in each of the categories listed.

Excellent Good Fair Poor N/A

Motivation

Leadership

Interpersonal skills

Analytical skills

Written communication

Oral communication

Time management

To what reference group are you comparing this applicant? _____________________________________________________________________________

How long have you known the applicant and in what capacity? _______________________________________________________________________

(Use reverse side, if necessary)

Recommender’s name ____________________________________________________________________

Date __________________________ Signature ____________________________

Institution ______________________________________ Title/Position _______________________

Address __________________________________________ Street address  City  State  ZIP

E-mail ___________________________________________________________________________________________
**Master of Engineering**

**Recommendation for Graduate Study**

*To be filled in by applicant:*

Name of applicant ____________________________________________________________

Proposed degree program __________________________ Proposed Major __________________________

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

Signature ________________________________________________________ Date_____________________________

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<tr>
<th>Category</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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<td>Motivation</td>
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How long have you known the applicant and in what capacity? ________________________________________________

(Use reverse side, if necessary)

Recommender’s name ________________________________________________________________

Date __________________________ Signature ____________________________________________

Institution __________________________________________ Title/Position ______________________

Address ____________________________________________________________

Street address __________________________________ City __________________________ State __________ ZIP __________

E-mail ____________________________________________________________

Please return this form to the address above.
Statement of Nondiscriminatory Policies

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University does not discriminate on the basis of gender in the conduct or operation of its educational programs or activities (including employment therein and admission thereto). The University admits students without regard to race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It complies with Title VI of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of Section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant thereto), which prohibits discrimination on the basis of disability in its educational programs and activities, including admission to and access to the University. The Dean of Students (Gengras Student Union, telephone (860) 768-4260) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504.

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts 02109.