

## Applicants FAQ

*Please review the Graduate School FAQ before filling out your application at:*  
<http://graduateschool.nd.edu/admissions/faq>

### ADDITIONAL MATERIALS

**On the Graduate School's website, it's said that some programs require additional materials such as writing samples and portfolios. Does your department require such materials? If so, what's needed?** No other materials necessary.

**Can I send my published papers and abstracts along with the transcripts?** Yes, or, email them to [GradApp@nd.edu](mailto:GradApp@nd.edu) as a pdf and attach it to your application.

### ADDRESS CHANGE

**How do I get my address updated since I've moved after submitting the application?** Please submit all questions/corrections to [GradApp@nd.edu](mailto:GradApp@nd.edu)

### ADMITS

**Admits** – applicant must decide by April 15.

**Number planning to admit?** 20-22 for fall 2010, typically same for each year

**Do you have a rolling system in the process of application's selection. I mean do you review all the applications after deadline or right after their arrival?**

**If you have a rolling system, does it mean the earlier I submit my application the possibility of being admitted is higher?** They are reviewed by the Graduate Admissions Committee as they arrive starting in January. If you are a very strong candidate the likelihood of being admitted is of course higher than most but you would be admitted sooner.

**Do you know the average of former students? (GRE, TOEFL and GPA)** At this point we don't give out our average admission information.

**Do you admit students if they can support themselves?** We typically admit students with financial aid, unless they are supported by a company. Even in the exceptions they must have a strong application as those who receive financial assistance.

### APPLICATION/APPLYING

**When can I start applying for Fall 2010?** June 1, 2009 at <http://graduateschool.nd.edu/> click the Apply Now button on top right corner

**Application status – will I be notified of final status?** Earliest decisions are made by end of March, but it is an ongoing process through May. Applicant can assume that if you have not heard from us by May that they are declined. The Graduate School will notify you via hard copy letter.

**Can I apply after the February 1 deadline?** If you are seeking a MS degree, you cannot apply after the deadline. If you are seeking a PhD, it would have to be exceptional.

**Is a BSC in computer science student eligible to apply to EE?** Everyone is eligible to apply. We will evaluate each applicant individually. Students from other backgrounds sometimes have to take extra classes to catch up.

**Which material is the most important when you choose the applicants, GPA or Statement of Intent, or something else?** Each section of the application is important.

**Do I need to send paper based recommendation letters and forms if they've been uploaded online?** No, the only paper based item(s) to send are the transcript(s) to the Graduate School. ETS should send your GRE and TOEFL if necessary.

**Is it possible for me to submit the online application before December 1 without the supplemental materials, statement of intent, etc.?** It is in your best interest to attach all documents at once. The online system speeds up the process. When sending items one by one you have delayed your application from being reviewed because of the mail time and extra processing time on the Graduate School's part. When possible, submit all materials at once. However, if you must send something in hardcopy, mail one copy to the Graduate Admissions Office and they will scan it into the system.

**In the online application system there were asterisk marked fields asking for Baccalaureate institution code and institution name. Being an international applicant, I can't fill them up. What can be done?** contact the support site at AY, its on the app.

#### **APPLICATION STATUS/CHECKING TO SEE IF MATERIALS RECEIVED**

**Would you please help me to check whether my application materials package has arrived at your office?** Due to the heavy volume of materials arriving at the Graduate School, they are unable to take requests for checking on supporting documents that are received. You can view your status online at: <https://app.applyyourself.com/?id=nd-grad>. Then Login. Your status will appear on the main page of the application in an itemized list, with the exception of the Toefl. Everything you have uploaded or mailed hardcopy will be posted in the AY system. Check periodically for supporting materials that were sent hardcopy to be uploaded and appear on your status. Note: materials cannot be uploaded by the Graduate School until the application is submitted. If materials were sent before the application that superficially puts your application at the end of the process because the materials are housed then checked weekly for uploading.

#### **ARRIVAL OF DOCUMENTS**

**I am a little afraid that my GRE scores which are sent by ETS may arrive later than other documents. Is that OK?** There is no problem with materials arriving at different times. Of course, all at once is ideal, but all will be uploaded when they arrive.

### **BACCALAUREATE INSTITUTION CODE**

**In the online application system there were asterisk marked fields asking for Baccalaureate institution code and institution name. Being an international applicant, I can't fill them up. What can be done?** The instructions on the pop up window say that if you can't locate your school simply type "Cannot Find" into the space provided for the school name. The Graduate School will look it up in their office.

### **CODES**

**Dept code for the GRE?** 1203

**Dept code for TOEFL?** 66

**ND code?** 1841

### **CONTACTING FACULTY**

**Would you encourage contacting professors who I consider to work with?**  
**Should I wait for being accepted (hopefully) and then contact them?** It's ok for applicants to contact faculty members. What is most helpful is to keep in mind that faculty are very busy, so keeping questions short and focused would be best.

### **CREDIT CARD**

**My credit card payment did not go through? What should I do now?** Applicant will receive a receipt if the payment went through. You cannot go back into the system and try to use the credit card again. You will have to send a check or money order.

### **DEADLINES**

**Deadline for Fall \$35 fee?** Dec.1

**Deadline for Fall \$50 fee?** Mid-January

**What is the difference between the Dec.1 deadline and Feb. deadline?** The application fee and a longer circulation period of your application amongst the Admissions Committee.

**Can I apply for scholarship before both deadlines?** Absolutely.

**Deadline for Fall?** Feb. 1

**Deadline for Spring?** Nov. 1, if we're taking spring applications.

**I'm giving my GRE on the 28th of November which means i can't attach my GRE scores in case I want to stick to the December 1 deadline. Is that ok? Can I fax/mail them later or do you suggest I apply later with all the relevant documents?** You can apply early and then send your materials in as it comes. Applying early is always to your advantage as the Admissions Committee will have longer to consider your application and have admitted people as early as January.

**I would like to know whether the early deadline should be met only with respect to the online application submission or for the sending in the other transcripts/materials as well?** Online application submission.

**Can I apply after Feb. 1?** If it is within the month of Feb and you are interested in PhD then get your materials in ASAP.

## **DECISIONS**

**(ND) Decisions for admits?** For 2009 the bulk was done by mid-March, sometimes the last are finished by early May when turning to the second tier.

**Will the graduate office make a selection from the application materials first according to the GRE score before they reach the EE professor?** The Graduate School does not make any pre selection, so all materials are evaluated by the Admissions Committee. However, the Graduate School does have final say on admission of those applicants who are recommended for admission.

**Also, around when will I receive notification of my admit/reject if I apply to the Dec/Feb deadline?** Admits are notified immediately via email from the department with a follow up letter by post (internationals are airmailed). Decline admissions – late April through May by the Graduate School.

## **DEPARTMENT CODE**

**Dept code for the GRE?** 1203

**Dept code for TOEFL?** 66

## **ECE**

**We are an Electrical Engineering department only. If you are interested in Computer Science and Engineering see their website at <http://www.cse.nd.edu/>**

## **ELECTRICAL ENGINEERING WEBSITE/CONTACT**

**EE website?** [www.ee.nd.edu](http://www.ee.nd.edu)

**Email of DGS?** Information on EE research topics available on website. Questions on admission should be addressed to the Graduate Coordinator.

## **FINANCIAL/FUNDING**

**Financial/Statement (Certificates) needed?** Not until acceptance. (Needed if bringing family as proof of student's ability to support them).

**How do I apply for financial assistance?** Application for financial aid is automatic.

**I am seeking financial assistance in the form of a TA or RA, I want to know if they are available for only PhD candidates, or are they also available if I am selected for a MS?** All are eligible for TAs.

**I heard that it is difficult for International students to get financial aid. Is that true?** It is not any more difficult for international students than domestic. Currently, all admitted students receive fully funded tuition and stipend.

**I saw on the Grad admissions page that there are two deadlines (Dec 1 and Feb 1) and depending on which one I stick to, I get an advantage on the application fees. I would like to know if either of them benefit me in terms of financial aid. (Do i get a preference over someone applying later in matters of financial aid/admissions?).** No, all applicants are grouped in one pool and are not distinguished by application date.

## **FULBRIGHT**

**Does the department need confirmation for a Fulbright grantee?** Yes, please submit a formal letter.

## **FUTURE JOB PLACEMENT/EARNINGS**

**What are the companies that visit your University for campus placements? What would be the average salary of the EE graduates passing from your University?** That information has not been tracked.

## **GPA**

**GPA below 3.0, still apply?** Application will still be looked at, weaknesses in one area can be overcome by strengths in others, however the weakness remains.

**What's the average GPA of successful applicants these years?** We can't release the average GPA of our successful applicants, generally applicants should have a GPA above 3.0 on a 4.0 scale.

**How do you calculate GPA for Chinese students?** We convert GPAs to a 4 scale depending on the system used by the Chinese University.

**My institution's GPA does not fit on the application, what should I do?** Use the top three numbers.

## **Grad Curriculum**

**What is the grad curriculum?** Each student's curriculum is set by the advisor and student.

## **GRAD SCHOOL ADDRESS/CONTACT/WEBSITE**

**Graduate School address: Graduate School Admissions, 502 Main Building,  
Notre Dame, IN 46556**  
**Grad school contact: GradApp@nd.edu**

**Grad School web?** <http://graduateschool.nd.edu>

## **GRE**

**Does EE have a GRE requirement?** We don't require a certain number. We require the GRE, and then evaluate each applicant individually, so there is not a minimum GRE or TOEFL score. As a guideline, we generally look for quantitative GRE above 750, and TOEFL above 600 (old system). The Grad School website gives a range of current students. We also consider GPA and the strength of the applicant's current University.

**GRE scores? Average or most recent?** Most recent.

**Can the old format GRE test be accepted?** No, scores are only valid for 5 years.

**Are copies of the GRE and TOEFL accepted?** Copies are accepted until the originals arrive, but upon acceptance to the program you need to send originals from the GRE center.

**I took the GRE test (paper based) on October 28. The earliest time I can inquire about my score by phone would be December 2. And when I receive the score report, it would be December 15. However, I am going to apply online and send my application package to you before November 20. What should I fill in the blank of GRE score when I apply online, since it cannot be changed after it is submitted?** Go ahead and apply now and leave the scores blank on the application, however you need to request that a report be sent to the Grad School from the test center so they have both scores in their files.

**Subject GRE or General GRE?** General

**Where do I send my GRE and TOEFL scores?** The Graduate School, 502 Main Building, Notre Dame, IN 46556

**How long are GRE scores valid?** 5 years

**How does your department or your university weigh the importance of GRE? Is GRE score one of the admission consideration factors? How about its weight? Or is GRE score is just something needed for a complete application, that GRE score is not related to admission decision?** The GRE is one of the important factors that we look at.

**As my GRE score is v:640 q:800 aw:4.5, will it add extra credit to my admission? Or as long as meeting the minimum requirements, all GRE scores are**

**considered the same?** A Q score of 800 (the maximum) is a good thing, but we also look at the rest of the application.

**What is the GRE verbal minimum and sufficient score?** We like to see numbers above 500, the quantitative is far more important.

**Can I send my GRE and TOEFL score report later before my enrolling term?**

GRE and Toefls should be sent now to give the Admissions committee complete information on which to evaluate you. They do not base their decisions on self reported scores and they regard incomplete applications as not taking ND seriously.

**Should I retake the GRE after the application deadline to improve my score?** No

### **GREEN CARD**

**Do I check permanent citizen if I have my green card?** Yes, if that is your status at the time of the application.

### **IELTS**

**Do you accepts the IELTS test?** No, we do not.

### **INTERNATIONAL**

**Percentage of international students?** about 90%

### **INTERNSHIPS**

**Do you offer trainee/internships?** No

### **LABS**

**Types of labs?**

MBE/MEMs Lab

Microwave Circuit/Des. Measurement

Freimann Vibration Controls Lab

Solid State Lab

IC Fabrication Lab

VLSI Lab & CSE Lab

Image & Signal Analysis Lab

Semiconductor Proc. Lab

Communication Lab

Software Radio Lab

WAND (Wireless at Notre Dame) Lab

Photonics Lab

Controls/NESC Lab

Schlaflly Electronics Circuits Lab  
SUN Lab  
Bauer Lab  
NCIP/MOSES Lab  
Microsystems Lab  
Systems & Controls Lab  
Nanoelectronics Lab  
Nano-Optics Lab  
X-Ray Diffraction Lab  
High Speed Circuits Lab  
E-Beam Lithography Lab  
SEM Lab  
TEM Specimen Prep Lab  
Optoelectronics Lab  
Bernstein Lab  
High Speed Circuits Lab  
AFM Lab  
Cryogenic Meas. Lab  
UHV-STM Lab  
TEM Lab

## MAILING

**Can we send everything via post?** No, it should be uploaded and is in your best interest to keep all materials together.

## MASTERS

**Since I have not obtained a MS yet, is it still possible for me to apply for a PhD?**

Most of our new students do not have a MS already. If a student doesn't have a Masters, they get one on the way to the PhD.

**Do you accept applications for the MS only?** We generally look for people interested in pursuing a PhD, but there are always special cases.

**Would it be possible to apply for a Masters in Electrical Engineering if I have just graduated with a B.S. in Electrical Engineering Technology? Or would it be easier to get into the Graduate Program at Notre Dame if I transferred and graduated with a B.S. in Electrical Engineering, instead?** If you are thinking about advanced degrees, a BS in EE is much better than a degree in EE Technology. EET often gives less preparation in theory and math than is necessary for advanced work. I must also tell you that at ND we give a heavy preference to students who wish to earn a PhD rather than stop at a Masters.

**Is it possible for me to earn a master degree in EE along the way to PhD if I am admitted directly to PhD program? If yes then would this program take longer than the normal PhD program? If longer, then how much longer?** You can get an ND MS, but it will require more classes here than if you just get a PhD. Whether that takes more time is up to the student. The average time to finish is about 5 years, but again that is up to the student.

## **MATERIALS**

**What materials are needed?** The following will be needed when applying: GRE general test scores, TOEFL if international, Statement of Intent, Transcripts and 3 letters of recommendation. A CV or anything else is not necessary.

**When will the materials be forwarded to your department for review?** All materials are uploaded into the AY system by the Graduate School and are then automatically accessible by the department online.

## **MINIMUM REQUIREMENTS**

**Minimum GPA, GRE?** General guidelines are on the Grad School website. Click on the “Admissions” link.

**Minimum TOEFL?** If you're taking the TOEFL CBT, the minimum score is 250. If it is available in your country and you are taking the TOEFL IBT, then the minimum score is a total of 80 points, with a minimum of 23 on the Speaking section.

## **NON-ADMITTED**

**When and how do non-admitted applicants receive notification?** Non-admitted applicants receive their letters via mail (airmail for international) from the Graduate School.

## **NOTIFICATION**

**I would like to ask whether I can be notified of my admission result via email or postal mail?** Admits are notified by both means.

## **Institution/NOTRE DAME CODE**

**ND code?** 1841

## **OFFERS**

**How long does it take generally for applicants to receive their offer letter?** The Graduate School can usually get the offer letter ready within 3-4 days. (It may take a bit longer for approvals on Lilly & Schmitt Fellows). International students will be notified when sent. Make sure your address and phone number are current.

*Domestic- mailed first class (3 days)*

*International- FEDEX (4-7 days to China), except IRAN – DHL is used*

## PhD Program

**Can I finish such a program in four years?** The average time to finish is about 5 years, but again that is up to the student. Some have finished in 4 years.

## PIN/PASSWORD

**How do I retrieve my PIN/Password?** If you forget your PIN or password, please use the “Technical Support” link located on the online application login screen to submit a request to our technical support staff to obtain your information. Please include the following information in your request: full name, email address (under which you registered your account), date of birth, institution(s) to which you are applying and what information you need (PIN and/or password).

## RA/TA

**Do I need to contact professors in order to get a RA? Is there any chance to get a TA?** RA and TA decisions and support are based on the application, no additional materials necessary.

## REAPPLYING

**Reapplying/Transferring- Do I have to resubmit everything?** The Graduate School can reactivate your file for up to one semester. Notify the Graduate Coordinator to reactivate and resubmit the following:

- Updated Transcript
- GRE & TOEFL scores (only if retaken)
- a Recommendation Letter (if you are at a different university than when you applied previously) If system will not allow submission type \*On File\*
- a new Statement of Intent

Beyond that you will need to complete a new application.

*NOTE:* If you are reapplying, you do not have to pay the application fee.

**What should I do in my on-line application so that the fee will be waived?** Type in “react” when it asks for a fee waiver code.

## RECOMMENDATION LETTERS

**Can the Recommendation letters be sent hardcopy?** No, they should be uploaded online.

**Can the author of a recommendation letter be changed?** If already submitted on application, notify Grad School and they can change it manually.

## SCHOLARSHIPS

**Scholarship ratio?** All of our students pursuing a PhD currently receive tuition and a stipend.

**Is there a separate application for scholarship?** No.

### **SPRING ADMISSIONS**

**Do you consider applicants for spring?** Occasionally we do consider spring applicants but they generally must be supported by means other than department funds, such as an RA or fellowship. For spring 2010, we do not anticipate a strong need for research assistants. Should the occasion arise we would admit 1 or 2. So a person with a fellowship stands a much better chance than otherwise. Most of our admissions are for the fall, but someone with a fellowship is in a special category. You are always welcome to apply.

**If I apply for spring, will my application be automatically rolled over for fall?** It can be, we will need to contact the Graduate School to have the change made.

### **STATEMENT OF INTENT**

**I would like to know some information about the statement of intent for your program. Do you have some requirements ( the length, subject,...) for the statement of intent. Could you please give me some suggestions?** As the name implies, in the statement of intent the applicant should tell us why they want to go grad school, and what they are interested in doing both in grad school and their career. For length, two to three pages is typical.

### **STATUS OF APPLICATION**

**How can I check the status of my application (checklist)?** By accessing your application online.

### **TOEFL – valid for 2 years**

**Is it ok to apply if my TOEFL is near expiration or has expired?** a couple of months expired is not a big deal. If expiration is beyond a year, that's not OK.

**Are copies of the GRE and TOEFL accepted?** Copies are accepted until the originals arrive, but upon acceptance to the program the applicant needs to send originals from the GRE center.

**Where do I send my GRE and TOEFL scores?** The Graduate School Admissions office, 502 Main Building, Notre Dame, IN 46556.

**Are TOEFLs required if studying in the US or an English speaking country? No if it's been for at least 1 year. If not will any supplementary materials be required?** No, no supplements needed.

**Do you prescreen applicants for the TOEFL score?** No, we do not.

**Minimum TOEFL?** If you're taking the TOEFL CBT, the minimum score is 250. If it is available in your country and you are taking the TOEFL IBT, then the

minimum score is a total of 80 points, with a minimum of 23 on the Speaking section.

**Should I still apply if I am one point lower than the minimum on the speaking section but exceed the minimum total?** It really depends on how the rest of your application looks. If you are VERY strong in other areas it could compensate for the poor English score.

**Versions accepted?** ND accepts either paper, IBT or CBT.

**My Toefl is 125 total, with just 20 on speaking. Is there a possibility of admission?** As always there are no hard limits. We would rather see a score of 23 on the speaking part, but 20 on its own is not enough to disqualify someone.

**The TOEFL score is incorrect, how do I remedy this?** The Graduate School regularly receives correction letters from ETS in these cases. The letter will read something like \*this student's previous scores were incorrect, the correct score is ....\* This letter will be uploaded with your application. After allowing sufficient time, check with the Grad Coordinator [tcabello@nd.edu](mailto:tcabello@nd.edu) to see if the letter has been received. You might also try contacting ETS to see if the letter has been sent.

## TRANSCRIPTS

**Do I send or does the institution send my transcripts?** It doesn't matter, but they need to be original and sealed.

**How many official transcripts are needed?** One per institution attended.

**Is it necessary to submit the original copy of the transcript or simply a photo copy of the same attested by a professor of my institution. In other words, do I need to have multiple official transcripts for the purpose of applying?** We can accept photo copies in this case, but if accepted the applicant needs to submit the original copies so we can verify that they are in fact original and authentic.

**My University does not translate, what do I do?** Have them translated by a third party, preferably certified.

## TRANSFERS

**Can I switch from my current university to ND with completed or incomplete MS?** Yes.

**Could you please tell me where to find information on graduate student transfer and application procedure? Like what is the deadline and criteria, how many transferable credits, etc.** Whether within or outside Notre Dame a student must apply and be admitted just like students who are finishing their undergrad degree. Information re: the application procedure can be found at the Graduate School website, Admissions: <http://graduateschool.nd.edu/html/admissions/index.html>

When admitted, the student can transfer credits as follows after completing fall and spring semesters:

- Up to 6 credit hours from an unfinished Masters for a ND MS or PhD
- Up to 9 credit hours from a finished Masters or PhD to a ND Masters
- Up to 24 credit hours from a finished Masters or PhD for a ND PhD
- Detailed information can be found at:

[http://graduateschool.nd.edu/html/policies/index.html#transfer\\_credits](http://graduateschool.nd.edu/html/policies/index.html#transfer_credits)

## TRANSCRIPTS

**Transcript copies accepted?** Yes, but they will need to follow up with originals.

**Number of sets needed?** 1

## VIEWING APPLICATION

**How soon can the department view the application and subsequent materials after submission?** Automatically.

## WAITING LIST

**Could you give me more information about the waiting list? What shall I do to increase the possibility for admission? Where am I ranked?** After the admits have determined to accept or decline our offer (April 15 is the deadline and it takes awhile to receive final results), if there are any spots open we turn to those on the waiting list. Currently there are over 100 on that list, unranked. If you have been placed on the waiting list the chances of coming off that list are unlikely. In the case of an offer, you will be notified immediately so it will not be necessary to contact the office. All disapproved applicants will be sent a hardcopy letter by mid-May from the Graduate school if the application fee was paid. [There is nothing that can be done at this point if your application is complete to increase the possibility for admission.](#)

## WAIVER SUBMITTED & ALL MATERIALS – SYSTEM STATUS SAYS

**\*INCOMPLETE\***

The system does not automatically equate that a waiver = payment. The Graduate School has to manually manipulate the system which may take a few weeks to be reflected in your status. Rest assured this will not interfere in the processing of your application.

## WAIVER OF ACCESS FORM

**Where is the Waiver of Access form to print?** Forms are no longer printed. When emailing your recommender via your online app, you are asked if you do or do not waive your right to see the letter. That's it.

## WITHDRAWING APPLICATION

**Is there any procedure for me to withdraw the application?** Notify the Graduate Coordinator who will let the Graduate School know and they will pull your application from AY and Banner.

