



Application Instructions – U.S. Citizens and U.S. Permanent Residents

Application for Admission

A non-refundable application fee is required of all applicants. The current discounted fee for applications submitted online by **April 15th for Fall** or **October 15th for Spring** is \$50 payable by credit card. Applicants submitting their applications after these deadlines will be charged the full application fee of \$75.

GRE Examination - Required of all Applicants

Exceptions:

Applicants applying to the department of Economics and Business can submit GMAT scores in lieu of the GRE.

Scores:

You should obtain the best score possible. The higher your score, the more competitive your application can become.

www.ets.org/gre

Institution code **4073** should be used when requesting official GRE score reports from ETS.

Three (3) Letters of Recommendation

These can be submitted through our electronic application system or via the postal service.

Letters of recommendation that are submitted via email will only be accepted if they are sent directly from the recommender to grad.credentials@mines.edu (**No exceptions**)

Letters of recommendation should be solicited from sources knowledgeable of your academic and professional capabilities. They should also describe your qualifications for the specific degree program into which you are applying.

One Official Transcript

- 1) Transcripts are considered **unofficial** if they are not in a sealed envelope from the University.
- 2) Transcripts are considered **unofficial** if there is no verification of degree awarded.
- 3) International transcripts are considered **unofficial** if there is not a certified and stamped legal translation.

Statement of Goals

This should be uploaded to your online Application for Admission (Under the Educational Section).

This Statement is used to introduce yourself to the Graduate Admissions Committee. This Statement should be brief (1 to 2 pages), address professional and personal goals, any possible deficiencies in your transcripts or exam scores, research interests (if you are applying for a thesis-based program), as well as your reasons for choosing Colorado School of Mines.

Resume

This should be uploaded to your online Application for Admission (Under the Employment Section).

Your resume should contain a comprehensive list of your education, professional experience, publications, special projects, etc. **Important Note:** *Special trainings, publications, projects, internships, etc. should be included in your resume. Certificates (athletic, special trainings, internships etc.), published papers, etc. will not be included in your application packet.*

SENDING CREDENTIALS

Applications are reviewed with unofficial transcripts and test scores.

If you are accepted into the program the official credentials **must** be received by the Graduate Office before you can register for classes.

Unofficial credentials can be submitted:

By mail: Colorado School of Mines
Office of Graduate Studies
1500 Illinois Street
Golden, CO USA 80401

By email: grad.credentials@mines.edu

Note: Credentials to any other email address will not be accepted.

These must be in .pdf format at 300 dpi.

Electronic: You can upload your documents via the links under the **Educational Section** in your online application. These must be in .pdf format at 300 dpi.

