Congratulations on your decision to apply to the Materials Science & Engineering program at Stanford University.

In order to give you pointers on your application, we have compiled this screen-by-screen snapshot. If you have questions beyond this document please refer to our website “Admissions” link (http://mse.stanford.edu/), as well as Graduate Admissions (https://gradadmissions.stanford.edu/applying). International students may have specific questions answered by Bechtel (https://bechtel.stanford.edu/). If your search of these three sites still does not address your question(s), please address them to: matsciengr@stanford.edu.

We will not accept or return phone calls about the application process.

Tip #1:

Each page of the application will have the red, Stanford Graduate Admissions Student Affairs logo at the top.
Tip #3:
Name: Please be careful to list your name correctly. It will be picked-up by our computer systems in two ways:
- First Name + Last (family) Name (ex: John Smith)
- Last Name, First Name (ex: Smith, John)

Tip #4:
If your name on the Stanford application and the name on your GRE or TOEFL do not match, please send an email to matsciengr@stanford.edu. This will slow your application review process, but will not reject you from the pool of applicants.
TIP #5
You may scroll down the list and it will bring you to Materials Science, then click on the degree you are applying for – PhD or MS.
Tip #6

OR you can type in “materials” and it will bring up the two programs. Select one.

Program Selection

To search for your program, type a keyword into the Search box. Your program can be found on a partial match search. For example, searching for “Bio” will give you results for both Biochemistry and Structural Biology. Additionally, searching for “PHD” will give you results for all available PHD programs.

You may apply to only one degree program.

Program Choice

Search for a Program: materials

Show All Programs

Materials Science MS
Materials Science PHD

Tip #7

Select the term in which you want to start. Your only selection should be: Autumn 2018-19.

If you do not intend to attend in Autumn ’18, then please consider applying during the next cycle. Deferrals are rare and only granted in extreme cases.
Tip #8

PhD applicants should select from the drop-down list. If you have two or three interests, please prioritize them as first interest, secondary interest, lesser interest.

Please refer to our webpage to see what research we currently are engaged in that interests you the most (http://mse.stanford.edu/).

MS applicants do not select from the drop-down list.
Tip #9
Materials Science does not have departmental specializations.

Tip #10
Please note if you are an HCP applicant – this is a special part-time MS available for participating companies and their employees (http://scpd.stanford.edu/home).

Departmental Specialization
Please review the list of department specializations, if offered for this program, then make a selection. If no choices appear below, then Specializations are not offered by that program.

Honors Cooperative Program
The Honors Cooperative Program (HCP) is the only part-time graduate program offered by Stanford University, through the Stanford Center for Professional Development (SCPD). This program permits employees of member companies to pursue graduate degree programs on a part-time basis.

HCP students are fully matriculated graduate students of Stanford University. They have full student privileges, rights, and responsibilities. HCP applicants to degree programs are subject to the same admission requirements as other applicants, although application deadlines may differ.

The Honors Cooperative Program is available for the program to which you are applying.

Are you applying under Stanford’s Honors Cooperative Program?
☐ Yes ☐ No

If yes, then please provide the following:

- Sponsoring Company Name
- City
- Telephone
- Country

Half-way done with the application!
Tip #11

Please list the highest degree you have achieved or are currently working on FIRST. Contrary to the statement in the application, this might be a Master’s or Bachelor’s. List any lower degrees AFTER your highest degree (ex. Associates) – most current to least current. See examples on the next two pages.

Tip #12

We only require information about postsecondary institutions you have attended as a full-time student for one year or longer (i.e. three quarters or two semesters). These should also be listed, even if you did not obtain a degree.
Note the first listed Post-Secondary Institution, is the one where the Master of Science Degree was awarded.
The second listing is the Post-Secondary institution was where the undergraduate Bachelor’s degree was awarded.

A note about transcripts...Due to the high volume of applications we receive, we would like to encourage everyone to be environmentally conscious. Please request your transcripts in one of the following three manners:

- **Electronic delivery:** The use of secure electronically-delivered transcripts that are pass code protected is necessary. The document’s certified digital signature embedded in the document PDF assures us that it has been prepared by the college/university and that the document is original and unaltered. Please check with the registrar’s office of your college/university to see if they provide secure electronic certified transcript service. **Note:** Transcripts sent as email attachments are not accepted.

- **CollegeNET Document Service:** Applicants from international institutions are encouraged to use the CollegeNET Document Service within the graduate application to request and submit authenticated transcript(s) and other academic documents. This service provides certified documents to the department to which you are applying. Click here for additional information.

- **eTranscript Service:** Stanford students and alumni who have active SUNet IDs can use the eTranscript Service within the graduate application. See instructions in the application.
Tip #13

Due the volume of transcripts we receive, we would like to have all students submit their GPAs to us based on our 4.0 scale.

The MSE Admissions Committee has asked applicants to do the initial calculation, and enter the result in the Unconverted GPA box. They will check the accuracy of your calculations as they review files.

You may wish to use the following websites to calculate your non-standard GPA:

http://wes.org/
http://www.foreigncredits.com/Resources/GPA-Calculator/
http://www.back2college.com/gpa.htm

Please send an email with the calculated GPA and a screen shot of the conversion to: matsciengr@stanford.edu

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Tip #14

What follows is the GPA calculation info from Graduate Admissions’ FAQs.

How to Convert Your GPA

If your school uses a 4.0 grading scale and

1. has reported your grade point average (GPA) to you, please enter that value as the GPA, using two decimal points (e.g. a 4.0 should be entered as 4.00);

   or

2. has not reported your GPA to you, enter a 0.00 for the GPA and please explain why the GPA cannot be reported. This information should be included in the Additional Information section within Document Uploads on page 15 of the application.

   or

If your school does not use a 4.0 grading scale, enter a 0.00 for the GPA and please enter your average grade score on the school's scale as the Unconverted GPA "value" and enter the actual grading scale as the unconverted GPA "scale".
Tip #15
Stanford Materials Science finds students who apply for fellowships get good experience in “grant” writing and shows initiative!

Tip #16
If you post “submitted” publications, we will not update them during the admission review process – please do not send “updates.”
Diversity has been a core value at Stanford since the university’s founding in 1891. That year, Stanford opened its doors to men and women from diverse religious, national, and racial backgrounds in its quest to train useful citizens. The diversity of Stanford’s first class reflects our commitment to provide opportunities for advancement to any deserving student. We value the rich perspectives, skills, and ideas people from varied backgrounds bring to the Stanford community. Diversity is woven throughout Stanford and is reflected not only in our people, but also in the curricula and research enterprises. The teaching and research of our faculty provide opportunities to engage deeply in concerns related to diversity in every sphere of life. Today diversity at Stanford, in its myriad forms, is essential to maintaining our educational excellence. Diversity leads to better ideas, more informed decisions, and enriches the learning and research environment.

You might wish to briefly explore in a short essay what you bring to this core value at Stanford and particularly in the School of Engineering – Materials Science Department. This might be: first in family to attend graduate school (or university), gender, religious, national, and/or racial, among others. For some students a good explanation of what you contribute to Stanford’s diversity, could gain them access to funding.
Tip #18

Take your GRE well BEFORE the application deadline!

We suggest you take it in early summer or at latest by the end of August. Should there be issues at ETS or at Stanford you do not want your GRE scores to be delinquent and hold-up an application review.

TIP #4
(repeated)

If your name on the GRE or TOEFL and your name on your application do not match, please send an email to matsciengr@stanford.edu. This will slow your application review process, but will not reject you from the pool of applicants.

TIP #20

Materials Science does not require a GRE Subject Test.
Tip #21

Take your TOEFL well BEFORE the application deadline!

We suggest you take it in early summer or at latest by the end of August. Should there be issues at ETS or at Stanford you do not want your scores to be delinquent and hold-up an application review.

Exemptions are granted to applicants who have earned (or will earn, before enrolling at Stanford) a U.S. bachelor’s, master’s, or doctoral degree from a college or university accredited by a regional accrediting association in the United States, or the international equivalent degree from a university of recognized standing in a country in which all instruction is provided in English. Therefore, applicants with degrees from the U.S., Australia, Canada (except Quebec), New Zealand, Singapore, Ireland, and the United Kingdom (England, Scotland, Northern Ireland, Wales) are exempt from taking the TOEFL and do not need to submit the TOEFL Waiver Request form.

Applicants with degrees from institutions in countries other than those listed above and in which English was the only language of instruction must submit the TOEFL Waiver Request form in order to be evaluated for a waiver to the TOEFL requirement.

U.S. citizenship does not automatically exempt an applicant from taking the TOEFL if the applicant’s first language is not English.
As mentioned in a previous tip, Materials Science finds students that research and apply for grants/fellowships as taking initiative. Additionally, students find the application process good training for actual grant writing in the future.
Tip #23

Pay CLOSE attention to the statements by Graduate Admissions, including:

1. Minimally THREE (3) letters/evaluations are required by people who are qualified to evaluate your graduate potential.
   a. ONE (1) of these should be a faculty member from the last school you attended fulltime.
   b. You may substitute work associates or others who can comment on your academic potential (not your social potential).
2. DO NOT list any reference more than once or your application will not move forward.

Consult the Activity Status page of the application process if you need to make changes to these recommenders.

It is YOUR responsibility to get your recommenders to submit their info in a timely manner – BEFORE the final application deadline!
### Tip #24

You’ll know your recommender is “approved” when you see the following screen.

```plaintext
Your recommendation request has been successfully submitted!
Manage your recommenders
```
Tip #25

Materials Science does not require more than THREE recommendations. Having more will not necessarily help (or hinder) your application.

NOTE: You cannot remove the recommender after sending the request.

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Recommenders 4-5 are optional. If an additional recommender is entered, all recommender information must be completed for that recommender. If you decide not to send a request to this recommender, clear all fields that you have entered. You will not be able to remove the recommender after sending the request.

Recommender 4

- **First Name**
- **LastName**
- **Address (Line 1)**
- **Address (Line 2)**
- **City**
- **Country**
  - **Please Select**
- **Postal Code**
- **State**
- **Email**
- **Phone Number**
- **Institution or Employer**
- **Title or Position**
- **Field/Discipline**
- **Relationship to you**
- **Waive Your Right to Review?**
  - **Submit Recommendation Request**
Tip #26

Remember in your Statement of Purpose, we want to get a snapshot of YOU (in two pages or less – single space, 11-12pt font, 1-inch margins is acceptable). For example:

- What made you decide to apply for the Materials Science program? What are your aims/goals?
- What kind of courses, work, or research have you done that directly relate to your aims/goals?
- What are your future plans, and how can our Materials Science program help you get there?
- Is there anything we need to know about you that you think make you standout from others?

Tip #27

If there is anything else you would like to add that you think was not covered in the application, you may attach one more, additional document.
Application Fee Waiver

Applicants who are U.S. citizens or Registered U.S. Permanent Residents may be eligible for a waiver of the application fee.

About the fee waiver: [https://sites.stanford.edu/grad-diversity-council/fee-waiver](https://sites.stanford.edu/grad-diversity-council/fee-waiver)

If your fee waiver has been approved by Graduate Admissions, Office of the University Registrar, we will notify you through an email.

[Click Here to enter your personal Waiver Code](#)
Tip #28

Please do not wait until 11:45pm PST to submit your application on the deadline day.

If there are any internet or application issues you do not want to be eliminated because you delayed applying.
Congratulations! You have successfully completed the Stanford application!

Once you submit, you can sit back and wait. Your patience is appreciated!

We will not review any applications until AFTER the respective program deadlines.

We review ALL applications that make it through the initial checklist – we will contact you if we have any questions.

The PhD application deadline occurs first and takes priority. Unfortunately, the deadline also coincides with several other major events including: Autumn finals, Winter Break (Stanford is closed for two weeks), and the start of Winter Quarter. Our aim is to have our offers of admission to candidates by early February, 2018. We will have an invitation-only visit day for PhD admits in late February, 2018. All PhD admits are asked to make their decision on attendance as soon as possible, but no later than April 15, 2018.

The MS application deadline occurs later and also coincides with major events including: Winter finals and Spring Quarter start. We will make every effort to make offers of admission by the first of April. All MS admits are asked to make their decision on attendance as soon as possible, but no later than April 30, 2018.

We understand that the waiting process can be stressful, but we ask for your patience and request that you DO NOT contact us about your application status.

Responding to inquiries slows down the review process, making it that much of a longer wait for everyone.
Dear Just Testing,

PLEASE SAVE OR PRINT A COPY OF THIS MESSAGE FOR IMPORTANT REFERENCE

Thank you for your application for graduate study in the Department of Materials Science and Engineering. Please read this message carefully, and if you have any further question after, email: matsciengr@stanford.edu

Please do not email with status questions, as this slows our review progress. We will contact you if more information is needed.

1) Completion of the application.
   Your application is only considered complete when all required materials are received by the appropriate application deadline. A completed application includes:
   a.) Statement of purpose and unofficial transcript(s) uploaded with the online application.
   b.) Recommendation letters submitted online by at least three (3) recommenders.
   c.) Self-Reported GRE and if applicable TOEFL test scores uploaded with the online application.
      Official test scores must be sent to Stanford University by the ETS.
      Our institution code is 4704, NO DEPARTMENT CODE IS NEEDED.
   d.) Two (2) copies of your official transcript from each college or university you have attended for one year or longer. E-transcripts are accepted. Hardcopy transcripts should be mailed to:

       Student Services Office – Admissions
       Department of Materials Science and Engineering
       496 Lomita Mall, Durand Building, Room 111A
       Stanford, CA 94305-4034

2) Paper recommendations are not accepted. No other documents to be included within the application.

3) Notification of application status.
   We do not notify applicants or reply to inquiries about your application status after submission. You can confirm status of your application online using the application checklist verification feature.
   a.) Decision letters will be posted in the online application system.
   b.) If you are admitted, you will be notified by email first and then by an official admission letter.
      1) PhD decisions will be announced in early February. PhD applicants who are not admitted but have requested to be considered for MS admission will be evaluated and notified in late-March/early-April.
      2) MS decisions will be announced in late-March.
   c.) If you are not admitted, you will receive notice by email.

Please do not call or email with status questions unless you have not heard by April 14 (PhDs) or April 30 (MS).

We hope you find the above information helpful. Thank you for applying to Stanford Materials Science and Engineering.

Student Services
Department of Materials Science and Engineering