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: mseadmissions@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 #2:
Starting with the first page of the application through page 15 there is a “Contents” guide on the left. This allows you to see where you are at and what is coming up.
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 mseadmissions@stanford.edu. This will slow your application review process but will not reject you from the pool of applicants.

TIP #5
Please note that most dates in the United States are done MONTH/DAY/YEAR (not “day/month/year”)!
TIP #6
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 #6a

OR you can type in “materials” and it will bring up the two programs. Select one.
Stanford University - Application for Graduate Admission

The sections of this application must be filled out sequentially. To assist you with planning your application, section names are outlined on the menu on the left. You may save and exit the application at any time. To log out, simply close your browser. If you encounter technical difficulty, click on the “Contact our Help Desk” link at the bottom of the page.

* Indicates a required field.

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 Display

You have successfully chosen a program. See details below

Your Selection: Materials Science PHD

Term: Test Term Autumn

Change Your Selection

Page 5 of 15

< Previous Save Save & Exit Next >
Tip #7

Select the term in which you want to start. Your only selection should be: Autumn 2020-21.

If you do not intend to attend in Autumn ’21, then please consider applying during the next cycle. Deferrals are rare and only granted in extreme cases.
The final list of Materials Science & Engineering that you see should be (this was being edited while we were creating the tips & tricks):

- Biomaterials
- Computation & Theory Methods
- Electrical Materials
- Energy & Environmental Materials
- Magnetic & Spintronic Materials
- Mechanical Analysis Methods
- Novel Characterization Methods
- Novel Synthesis & Fabrication Methods
- Photonic & Plasmonic Materials
- Photonic & Plasmonic Materials
Tip #8

Don’t forget to complete the Supplement Information Section of the Application.

Please visit the MATSCI webpage to learn more about MATSCI Department Faculty members and their research. http://mse.stanford.edu/

Please visit Stanford’s School of Engineering webpage to learn more about Outer Department Faculty members and their research. https://engineering.stanford.edu/
Research & Impact
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 allows professionals to pursue graduate study on a part-time basis. HCP students are fully matriculated graduate students of Stanford University with all 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
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.

The second listing is the Post-Secondary institution was where the undergraduate Associates 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.

Please avoid sending us hardcopy transcripts!
Tip #13

Due to 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 asks 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:

mseadmissions@stanford.edu

*Don’t forget to upload your unofficial transcripts.*
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.”

Continuation of page 8 of 15
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.
The continuation of page 8 is self-explanatory.
Tip #18

For 2020-2021 Admission Only

We are aware that some students are unable to take the GRE test due to COVID-19. Because of this disruption, the submission of GRE scores for this application cycle is optional.

To bypass the GRE portion of the application, please do the following:

(For Ph.D. Applicants) Please mark “I have a future GRE General Test Date” and list December 4th, 2020 as your test date.

(For MS Applicants) Please mark “I have a future GRE General Test Date” and list January 8th, 2021 as your test date.

All applications will receive full consideration, whether GRE scores have been submitted or are not submitted.

If you have completed your GRE and want to submit your scores, please mark “I have taken the GRE General Test” then follow the instructions to submit the scores online and official scores via mail.
TIP #4
GRE scores for this application cycle is optional.

If your name on the GRE or TOEFL and your name on your application do not match, please send an email to mseadmissions@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 18 cont. ..
If you have already completed your GRE, please enter the scores. In addition, you will need to send a hard copy from ETS to the Stanford University Grad Admission Dept.
Tip #21

Take your TOEFL well BEFORE the application deadline!

TOFEL: We are still requiring TOFEL Scores. Adequate command of spoken and written English is required for admission. Applicants whose first language is not English must submit an official test score from the Test of English as a Foreign Language (TOEFL). Stanford accepts only ETS (Educational Testing Service) scores. For information regarding Minimum TOEFL Requirements, Exemptions, and Waivers Please Visit: https://gradadmissions.stanford.edu/applying/starting-your-application/required-exams

If the TOEFL Test is None Applicable to you or you have been Exempt from the Test, please leave this section blank. Please email mseadmission@stanford.com of your excuse of the exam (after you have submitted your admission application).

U.S. citizenship does not automatically exempt an applicant from taking the TOEFL if the applicant’s first language is not English.
The continuation of page 10 is self-explanatory.
Tip #22

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.
The continuation of page 12 is self-explanatory.
Tip #23

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

  Minimally THREE (3) letters/evaluations are required by people who are qualified to evaluate your graduate potential.  
  ONE (1) of these should be a faculty member from the last school you attended fulltime.  
  You may substitute work associates or others who can comment on your academic potential (not your social potential).  
  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.

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.
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 stand out 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.
Bonus - Application Fee Waiver

You can apply for a Fee Waiver: https://engineering.stanford.edu/students-academics/equity-and-inclusion-initiatives/prospective-graduate-students/fee-waivers#-text=Applicants%20who%20do%20not%20qualify%2C%20or%20permanent%20residents%20to%20apply.
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.
Dear Joe Smith,

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: mseadmissions@stanford.edu

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

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:
Statement of purpose and unofficial transcript(s) uploaded with the online application.
Recommendation letters submitted online by at least three (3) recommenders.
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.
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 113
Stanford, CA 94305-4034

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

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 15 (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
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 2021. We will have an invitation-only visit day for PhD admits in late February 2021. All PhD admits are asked to make their decision on attendance as soon as possible, but no later than April 16, 2021.

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, 2021.

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.

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Congratulations! You have successfully completed the Stanford application!