

Thank you for your interest in applying to a Penn Engineering Online degree program. We hope the following Application Checklist is helpful for you. If you have further questions please visit our comprehensive [FAQs](#), or contact the Penn Engineering Online Admissions Team at [online-admissions@seas.upenn.edu](mailto:online-admissions@seas.upenn.edu).

- Biographical information (part of the online application)
- Resume
  - Your resume should be in English and 1-2 pages in length (5 pages is the maximum).
  - We are interested in your functional job skills, breadth and depth of experience, demonstrated leadership, and any experiences with online learning. We are more concerned with what you have learned in your positions than we are with the length of time you've been in the workplace.
- Personal Statement
  - The personal statement should be a 1000-1500 word essay that answers the questions below. Please provide detailed and specific examples from academia, industry or research when possible.
  - What makes you interested in this degree program?
  - How will you benefit from the program?
  - Why will you succeed in the program?
  - How will you contribute to the community?
  - How do you plan to incorporate an average of 15 hours per week per course of studies into your lifestyle?
  - Please describe your career goals and how the curriculum will help to achieve them.
  - [For MCIT Online] Given that the program is designed for people without a CS background, if you feel that your resume could be perceived as overqualified, please explain why MCIT Online is right for you.
- Reapplicants** – Please address this additional required question (250 words):
  - For Penn Engineering Online reapplicants, discuss any updates to your candidacy since you last applied (e.g., additional coursework, changes in your professional life, and extracurricular/volunteer engagements) and explain why you are qualified for this online degree program.

- Letters of Recommendation
  - Submit official letters of recommendation from individuals who know you well and have evaluated you in an academic or work setting.
  - Letters must be submitted through the online system.
  - Letters of recommendation should not be from colleagues and/or friends. Applications with two or more such letters will be rejected.
  - Letters of recommendation should be written according to the following guidelines:
    - a minimum of two letters are required; a third letter is optional
    - must be written in English
    - on official letterhead of the writer's organization or institution whenever possible
    - include the writer's signature/name and organization
    - range anywhere from 500 to 1,500 words
  - Applicants may submit a third optional recommendation
  - For additional details, see our [Letters of Recommendation FAQs](#).
  
- Unofficial Transcripts
  - From **every** university or college attended where course credit was earned, including transfer credit transcripts.
  - Transcripts are to be uploaded in PDF format.
  - Transcripts must be translated to English if necessary.
  - Transcripts must include all courses taken, credit hours and grades earned.
  - Diplomas will not be accepted in lieu of transcripts.
  - If the grading is on a scale other than 4.0, please include documentation indicating the scale
  - Applicants with international transcripts should strongly consider submitting a transcript evaluated by a [NACES organization](#) such as [WES](#). Note that applicants should factor in additional time for third parties to evaluate transcripts before the final application deadline.

**\*If admitted, you will be required to provide official transcripts of all previous academic work to verify the information provided in your uploaded application documents. (Note: Official documents must be translated to English, if applicable, via WES or Educational Perspectives). Offers of admission and matriculation into the program are not binding until academic records are verified. If there are discrepancies between the self-reported academic work and official records, your offer of admission may be withdrawn or you may be removed from the program. Details regarding the process for submitting official transcripts will be sent to admitted students.**
  
- \$90 non-refundable application fee
  - This payment must be submitted with the online application

- Optional: GRE (MCIT Online accepts GMAT as well)
  - The GRE/GMAT is optional for Penn Engineering Online degree program. Exam results that are submitted with the application will be taken into consideration in the evaluation process and can have a favorable impact.
  - If you want your scores to be considered in your application, **we must receive your official test scores by the application deadline**. If we don't receive your official test scores by the deadline, they will not be taken into consideration.
  - Test must have been taken within 5 years of application submission.
  - You can use the following codes in order to send GRE scores to us:
    - Institution Code: 2888
    - Department Code: 1699
    - MCIT Online Major Code: 0402
    - MSE-DS Online / MSE-AI Online Major Code: 1699
  - GMAT scores can be submitted with the code G56-1P-16. [MCIT Online Only]
  
- English Proficiency Exam (International Applicants)
  - All international applicants, non-US Citizens, and non-US Permanent Resident applicants for whom English is not the native language must submit official scores for the Test Of English as a Foreign Language (TOEFL). The International English Language Testing System (IELTS) will not be accepted in place of the TOEFL.
  - We must receive your official TOEFL score directly from ETS by the application deadline.
  - Test must have been taken within 2 years of application submission.
  - A minimum score of 100 is required.
  - You can use the following codes in order to send TOEFL scores to us:
    - Institution Code: 2888
    - Department Code: 1699
    - MCIT Online Major Code: 78
    - MSE-DS Online / MSE-AI Online Major Code: 69
  
- TOEFL Waiver (International Applicants)
  - This requirement can be waived if the candidate has completed a bachelor's degree or master's degree where the medium of instruction at the institution is English, by the time of matriculation. All Penn Engineering Online Applicants will automatically be waived based on the criteria in their application.

**\*Due to the volume of applications, we are not able to switch out documents sent via email with the ones that have been submitted with your application. Applications are considered final upon submission. We will only upload additional transcripts that may be required for application evaluation.**

**\*Please note that all application materials become property of the University of Pennsylvania and will not be returned. Remember to retain a personal copy of your application materials.**