Thanks for Your Interest in Penn Engineering Online!

We're excited you are considering our online master's degree programs! Here's a handy checklist to help you complete the required elements of your application. If you have any questions, check out our FAQs or email us at online-admissions@seas.upenn.edu.

☐ **Biographical Information**
- You'll provide this information as a part of the online application.

☐ **Resume**
- Must be in English
- Should be 1-2 pages long (5 pages max)
- Highlight your job skills, experience, leadership, and any online learning you've done. For each role, it is more important to include what you've learned rather than how long you held the position.

☐ **Personal Statement**
- Write a 1000-1500 word essay addressing these points:
  - What makes you interested in this specific degree?
  - How will you benefit from the program?
  - Why will you succeed in the program?
  - How will you contribute to the Penn Engineering community?
  - How do you plan to incorporate an average of 15 hours per week, per course of study, into your lifestyle?
  - Please describe your career goals and how this program's curriculum will help to achieve them.
  - [For MCIT Online] Given that this program is designed for people without a CS background, if you feel that your application could be perceived as overqualified, please explain why MCIT Online is the right fit for you.

☐ **Reapplicants**
- If you've applied before, write a 250-word essay explaining:
  - 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.

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☐ **Letters of Recommendation**
  ○ Submit official letters from people who have evaluated your work in some capacity in an academic or professional setting.
  ○ Recommendations should come from someone higher up in your organization, not from friends or coworkers.
  ○ Must be submitted through the online application portal.
  ○ Minimum two letters, third is optional.
  ○ Guidelines:
    ■ In English, on an official letterhead, signed.
    ■ 500 - 1500 words.

☐ **Unofficial Transcripts**
  ○ You are required to submit transcripts from every college/university where you earned credits, including transfer credits.
    ■ Must include all courses, credits, and grades.
  ○ Upload transcripts as PDFs.
  ○ Documents must be in English or translated.
  ○ Diplomas are not considered.
  ○ If grading is not on a 4.0 scale, include documentation explaining the scale.
  ○ For international transcripts, we recommend a [NACES evaluation](#) (such as [Educational Perspectives](#) or [WES](#)) at the time of application.
  ○ Note: If admitted, you will need to provide official transcripts for verification (including a required NACES evaluation for all international transcripts). Discrepancies between self-reported academic work and official records can lead to admission withdrawal. Please see our website for additional details.

☐ **Application Fee**
  ○ $90 non-refundable fee, paid online at the time of application submission.

☐ **Optional: GRE/GMAT**
  ○ Optional but considered if submitted.
  ○ Official scores must be within 5 years and submitted by application deadline.
  ○ Use these codes:
    ■ GRE:
      ● Institution Code: 2888
      ● Department Code: 1699
      ● Major Code: 0402
    ■ GMAT:
      ● Select "University of Pennsylvania, School of Engineering and Applied Science - Graduate Admissions"

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☐ **English Proficiency Exam**
- ○ If you are not a US citizen or permanent resident, or English is not your native language, you are required to submit a score from one of the accepted English Proficiency test providers:
    - ■ TOEFL, IELTS, or DuoLingo
        - ● Required Minimum Scores:
            - ○ TOEFL: 100
            - ○ IELTS: 7.5
            - ○ DuoLingo: 135
- ○ Applicants will need to request for the testing center to send their scores electronically directly to University of Pennsylvania School of Engineering and Applied Science. Please see the website for details based on your selected test provider.
- ○ Official scores must be received by the application deadline.

☐ **English Proficiency Exam Waiver**
- ○ The English Proficiency requirement is waived for candidates who have completed a prior degree at an institution where the primary medium of instruction is English. If you fall into this category, your requirement will automatically be waived during the online application process.

☐ **Key Notes**
- ○ We cannot revise or replace application documents once they are submitted.
- ○ All submitted materials become property of the University of Pennsylvania and will not be returned, so we recommend that applicants keep personal copies of all documents.

Good luck with your application!