1. Prepare your **required materials**.

- **GRE Scores** - All three sections of the GRE are required. Take the exam between July 2011 and November 2016. Send your scores electronically to Institution Code 4833.

- **Proof of English Proficiency** - If your previous degree is from a university in a non-English speaking country, then you need to take the TOEFL or IELTS exam. Take the exam between June 2015 and November 2016. Send your scores electronically to Institution Code 4833.

- **Statement of Purpose** - Why are you applying for this program? What will you do during this degree program? What do you want to do after and how will this help you?

- **Personal History Statement** - What from your past made you decide to go into this field? And how will your personal history help you succeed in this program and your future goals?

- **3 Letters of Recommendation** - Your letters could include details about your goals, research accomplishments, technical and leadership skills, academic work, etc. We suggest to give your recommenders at least a few weeks to write your letters and upload them as PDFs through the link (provided from your online application).

- **Unofficial Transcripts** - Please do not mail transcripts. Simply upload unofficial transcripts as PDFs through the online application. Transcripts not in English or Spanish must be translated prior to uploading to the application.

- **GPA** - If you attended a university outside of the USA, please leave the GPA section blank.

- **Resume** - Please also include a full resume/CV listing your experience and education.

2. Complete the online application.

- Start your application through this [link](#) and fill in each relevant page.

- Upload the materials above, and send the recommender links several weeks prior to the application deadline to give your recommenders time to submit their letters by December 15, 2016.

- Enter your exam scores into the application. It is fine for us to receive your official scores electronically after the deadline as long as we have your scores in the application.

3. Pay the application fee ([waivers](#) available).

4. Submit your online application before the deadline of December 15, 2016, 11:59pm Pacific time.