WHEN TO APPLY
Undergraduate students wishing to pursue the Co-Terminal degree can begin the application process once they have completed 90 credits (101 credits for B.Arch. students) of coursework towards their undergraduate degree with an overall GPA of 3.0 or above. This includes any credits received through Advanced Placement, courses in progress, or transfer from another institution. Students must be accepted prior to the end of the 1st semester of the senior year. For students with a normal BS graduation of May, the application deadline is November 15. For students with a normal BS graduation of December, the application deadline is May 1. Deadline dates apply to seniors only.

Applications must be submitted to the Office of Graduate Education (OGE) by the dates above — late applications will not be considered. Be sure to consider the time it takes for the departmental review, and factor that into your application timeline.

REQUIREMENTS
- Speak with your potential graduate department about additional requirements (recommendations, statement of background goals, GRE, etc.) and see the Graduate Admissions website for a list by department.
- Completion of 90 credits, including AP, IP and transfer credits. (101 for B.Arch students)
- Overall GPA of 3.0 (individual programs may have higher GPA requirements)
- 4th and 5th Year Planner with appropriate academic load:
  - Per the Rensselaer catalog, graduate students should take no more than 15 graduate credits per semester. When taking undergraduate and graduate courses concurrently, this rule should be adhered to as closely as possible.
- Approved Plan of Study
- CAPP Report
- Completed application with all required signatures

APPLICATION PROCESS
1. Meet with undergraduate advisor to ensure completion of undergraduate course requirements along with planned graduate coursework within 10 semesters.
2. Meet with potential graduate department (contacts may be found on the Co-Terminal Requirements page).
3. Submit application with ALL signatures (undergraduate advisor, graduate advisor, Graduate Program Director) to the graduate department you plan on applying to. If written justification is needed for your admission, please have the GPD include it in a separate memo with the completed application.
4. Graduate department will submit approved application to the Office of Graduate Education.
5. Follow up with graduate department in regards to the status of the application and any changes that need to be made.
6. Once a decision has been made by OGE, approvals are forwarded to the Office of Graduate Admissions to notify you of the acceptance. All denials will be forwarded to the department.

BEFORE SUBMITTING
- Is my application complete with all required materials and signatures?
- Have I met the departmental deadline? If there is no departmental deadline, have I met OGE’s deadline?
- Do my 4th & 5th Year Planner and my Plan of Study match?
- Are my semester course loads in compliance with OGE requirements? (For more information, please see OGE’s website.)
- Have I spoken with a Financial Aid Officer to clarify my expected aid?

ACADEMIC ORIENTATION
Co-Terminal students are required to participate in the Graduate Student Academic Orientation coordinated by the Office of Graduate Education before the semester of admission. (Note: Your orientation may be earlier than your first planned graduate course.) All graduate students must attend the in-person seminar, usually scheduled the Thursday before classes start and also complete an online component located on Rensselaer’s Learning Management system. Registration is required (ADMN-6700) – one registration covers both the in-person and online components. It is a zero credit course, so there is no cost to register, but a Satisfactory (S) or Unsatisfactory (U) grade will be assigned at the end of the semester.

Do not send instructions page to the Office of Graduate Education. Please keep for your records!
Application for Rensselaer Co-Terminal
BS-MS/ME/MBA Program

PROGRAM OF INTEREST_________________________________________ DEGREE____________
Electrical Engineering, Biology, Computer Science, etc. MS/ME/MBA

INTENDED AREAS OF RESEARCH/SPECIALIZATION, IF APPLICABLE
Astrophysics, Bioinformatics, Nanotechnology, etc.

SECTION I: PERSONAL DATA

RIN: 66 __________

MR. / MS. __________________________________________________________
Last Name/Surname First Name/Given Middle, Jr., III, etc. Former/Other Name

PERMANENT ADDRESS __________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
City State/Province Postal Code Country

PHONE NUMBER (__) ___________ cell home work EMAIL ADDRESS ____________________________

CURRENT MAILING ADDRESS ___________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
City State/Province Postal Code Country

DATE OF BIRTH ______________ COUNTRY OF BIRTH __________________________

CITIZENSHIP □ United States Citizen □ Permanent Resident of U.S.- Green Card #_______________
□ Citizen of __________________________ Native Language ___________________________
Type of Visa: □ F-1 □ J-1 □ Other (specify)____________ Expiration Date: ___/___/______

Have you ever been convicted of a felony? □Yes □No (If yes, please attach a separate statement.)

SECTION II: ACADEMIC INFORMATION

Name of institution(s) Attended. List all universities you have attended, regardless of whether or not a degree was completed. Grade point average (GPA) must be provided- incomplete or falsified transcript or GPA information may result in denial of admission.

1. Rensselaer Polytechnic Institute
   Institution Name
   Normal BS Grad. Date Major Degree GPA

2. ____________________________
   Institution Name
   Dates of Attendance Major Degree GPA

3. ____________________________
   Institution Name
   Dates of Attendance Major Degree GPA

Have you ever been expelled or suspended from a post-secondary institution? □Yes □No
(If yes, please attach a separate statement.)

OGE Staff Initials: __________________________ Date Received by OGE: __________

July 2015 - OGE
SECTION III: CERTIFICATION

A. APPLICANT:
I hereby certify that the information given by me on this application is complete and accurate in every respect, and the information I have submitted as an applicant for admission is my own work. I understand and agree that any misrepresentation may be cause for denial or revocation of admission or subsequent dismissal from Rensselaer. Furthermore, I understand that credits applied to the BS degree cannot be used toward the MS/ME/MBA degree.

I understand that speaking with a Financial Aid counselor during the application process is highly recommended to determine financial aid eligibility. I can confirm that I (a) have met with a financial aid representative and am clear on the aid that I will be receiving if admitted, or (b) have declined to meet with a financial aid representative and am prepared to pay for whatever is not covered by my financial aid once admitted.________

I am aware that upon acceptance I will be required to attend the Graduate Student Academic Orientation, coordinated by the Office of Graduate Education, held the Thursday before classes begin before my semester of admission. An acceptance letter will be sent by the Office of Graduate Admissions listing my semester of admission. I will verify my start term on this acceptance letter.________

SIGNATURE OF APPLICANT ____________________________________________    DATE ____________________

B. UNDERGRADUATE ACADEMIC ADVISOR:
We* recommend __________________________________for admission to the Co-Terminal BS- MS/ME/MBA Program, and verify that the student has accumulated _______ credit hours (including AP credits, transfer Credits and courses in progress) for the BS degree; that no credits used for the BS degree can or will be used toward the graduate degree; and the student’s current cumulative GPA is _______.

**Before signing, please review completed Planner and Plan of Study**

- Number of semesters remaining in undergraduate program: ___________
- List of courses on undergraduate CAPP Report being applied to the graduate degree:

<table>
<thead>
<tr>
<th>Course Number/Title</th>
<th>Credits</th>
<th>Course Number/Title</th>
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*SIGNATURE OF UNDERGRADUATE ACADEMIC ADVISOR ____________________________________________

Print Name ____________________________ Date ________________

*ENDORSEMENT OF GRADUATE ACADEMIC ADVISOR ____________________________________________

Print Name ____________________________ Date ________________

*ENDORSEMENT OF GPD/DEPARTMENT HEAD ____________________________________________

Print Name ____________________________ Date ________________

APPROVAL OF THE OFFICE OF GRADUATE EDUCATION

_____________________________ ________________  _______________________
Signature Print Name Date

Start Term: ____________________________
Please note that any course applied to the undergraduate degree should be labeled UG and any course being applied to the graduate degree should be labeled G. Be sure that the information listed matches what is listed on the CAPP report and Plan of Study. Courses can only be applied to one degree - credits cannot be split or shared between the undergraduate and graduate degrees.

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UG Credits: ________  G Credits: ________  Total Credits: ________

Total UG: _________  Total G: ___________  Total Credits: ___________

Please contact your potential graduate department for the Plan of Study form and instructions.