Graduate Application Materials

Deadlines:
It is in your best interest to complete your application as soon as possible.

In order to be considered, all application materials (online application, application fee, personal statement, transcripts, GRE (TOEFL/IELTS for international applicants) exam scores, and all three letters of recommendation) must be received no later than the following dates:

<table>
<thead>
<tr>
<th>Enrollment Term</th>
<th>Priority/Financial Support Consideration Deadline</th>
<th>Final Application Deadline</th>
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<tbody>
<tr>
<td>FALL</td>
<td>DECEMBER 15</td>
<td>JANUARY 15</td>
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<tr>
<td>SPRING</td>
<td>SEPTEMBER 15</td>
<td>SEPTEMBER 15</td>
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<tr>
<td>SUMMER</td>
<td>DECEMBER 15</td>
<td>DECEMBER 15</td>
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Admission Requirements:

1. Applicants must meet the Graduate School minimum requirements. More information can be found here.
   1a. M.E. in Environmental Engineering (online/distance degree only) applicants please see application instructions and requirements here: http://environment.engr.wisc.edu/

2. Master’s Degree Applicants (see application material requirements below)
   A bachelor’s degree from an ABET-accredited engineering program or from a recognized international institution is preferred for a degree in CEE.
   **Applicants who do not have a bachelor's degree as specified above may be admitted to Option C — Master’s Option for Students without Civil Engineering Bachelor’s Degrees. To become eligible for this program plan, applicants must meet these requirements, some of which may be completed as deficiencies after admission. As a general rule, students with more than 12 credits in deficiencies are not admitted to the program. Rather, they are encouraged to enroll as special students until more of their deficiencies are satisfied. All plans of study within this option must be approved by the department faculty/advisor.

3. PhD Degree Applicants:
   See application material requirements below.
4. Re-Entry applicants:
   If you were enrolled as a graduate student but have had a break in enrollment for a minimum of a fall or spring term, you will need to re-apply to resume your studies. Please review The Graduate School requirements for re-entry students [http://www.grad.wisc.edu/education/admissions/reentry.html](http://www.grad.wisc.edu/education/admissions/reentry.html)

   ***Please know that you will also need to follow the CEE department policy for re-entry students. Before filling out the online application, please ask your previous faculty advisor to contact/e-mail the CEE Graduate Admissions Coordinator in Student Services. They will need to verify that they would like the Graduate Admissions Committee to review your application and also verify that they are willing to advise you if you are re-admitted. The CEE Graduate Admissions Committee may ask for updated material. Please also abide by the CEE department application deadlines for the appropriate term.

Application Materials (must be completed online):

1. Graduate School Application Form and Fee:
   Applicants must submit an online application to the UW-Madison Graduate School. Application can be found [here](http://www.grad.wisc.edu/education/admissions/reentry.html). You will also need to submit the application fee directly to the Graduate School. Once submitted online, applicants should **NOT** send in a paper copy of their application. The CEE admissions office does not process applications until the application fee has been paid.

2. Supplemental Application Questions:
   Within the online application, you will also need to click on and complete the supplemental application section required by the Civil and Environmental Engineering program.

3. Statement of Purpose: A statement of purpose for graduate study must be submitted through an applicant’s online UW-Madison Graduate School application. Please be concise and limit this important document to 1,000 words. Information you may want to include: Technical areas of interest, coursework emphasis, research experience, professional goals, faculty members you are interested in working with and any other items relevant to your qualifications for graduate school.

4. Letters of Recommendation:
   Three letters of recommendation must be submitted through an applicant’s online UW-Madison Graduate School application.

5. Graduate Record Examinations (GRE): [Graduate Record Examinations (GRE)](http://www.grad.wisc.edu/education/admissions/reentry.html)
   General Test scores are required for all applicants. Scores need to be sent directly from Educational Testing Service (ETS) using the **Institution code 1846. No department code is required. Scores are only accepted if they are within five years of the start of the admission term.**
6. English Proficiency Scores (TOEFL, IELTS, MELAB):

Scores are required unless the applicant meets at least one of the following:

- English is the exclusive language of instruction at the undergraduate level;
- OR
- They have earned a degree from a regionally accredited U.S. college or university not more than 5 years prior to the anticipated semester of enrollment;
- OR
- They have completed at least two full-time semesters of graded course work, exclusive of ESL courses, in a U.S. college or university, or at an institution outside the U.S. where English is the exclusive language of instruction, not more than 5 years prior to the anticipated semester of enrollment.

**TOEFL** scores are accepted if they are within two years of the start of the admission term. Applicants should request that the Educational Testing Service (ETS) send their official TOEFL scores electronically to the UW-Madison (Institution Code: 1846, no department code is needed). If your name, date of birth, and gender from your exam does not exactly match your application information, please email the Student Services Office: ceegradadmission@engr.wisc.edu

**IELTS** scores: If applicable, applicants should request that IELTS mail their official scores directly to the CEE Graduate Admissions Office. See address below.

7. **Transcripts:** Upload PDF copies of transcripts from each institution to the electronic application.

Send official transcripts **AFTER** you receive notification of application recommendation to the Graduate School. If your application is recommended to the Graduate School, one official transcript from each institution you have attended (undergraduate and beyond) must be mailed directly to the CEE Graduate Admissions Office. An “e-transcript” will be accepted if your institution offers an electronic transcript service. International academic records must be in the original language accompanied by an official English translation. Documents must be issued by the institution with the official seal/stamp and an official signature. See below mailing address.

**Do Not Mail:**

- Application material which should be uploaded to your electronic application
- Financial documents: International applicants should **not** send financial documents until requested by the Graduate School. This information will be requested via a message through your [MyUW portal](#) upon a positive admission recommendation from the department.
Monitor application status:
Monitor the status of your application by visiting the “Grad Application Status” window within your MyUW portal. If you are new to UW-Madison, you will first need to activate your NetID by visiting the NetID Account Activation site. You will need your 10-digit UW-Madison campus ID number and your date of birth to complete the NetID activation process. Your application will remain pending until the Admissions Committee has made a final decision about your application.

Admission Decision:
We anticipate most decisions will be made by mid-November for Spring term applications or by mid-April for Fall term applications. We will e-mail you with the committee recommendation as soon as we receive it. You will be initially notified by email with the department’s admission recommendation. If the department’s admission recommendation is favorable, you will receive an official letter of admission from the Graduate School if/when you have been officially admitted. Official letters of admission will only be mailed out if you complete all the tasks required by the Graduate School. Messages will be communicated to you through your MyUW portal.

Funding:
At UW-Madison there are four types of financial support, which include: (a) fellowship, (b) project/program assistant, (c) research assistant, and (d) teaching assistant. You will only be notified by email and/or letter of department funding offer if, and only if, you have been selected to receive department funding. Please visit the Graduate School’s Office of Fellowship & Funding Resources for additional information.

Frequently Asked Questions

Good Luck!

On behalf of the Civil and Environmental Engineering Department, the Graduate Admissions Team wishes you good luck during your graduate application process.

Mailing Address:
CEE Graduate Admissions Office
1150 Engineering Hall
1415 Engineering Drive
Madison, WI 53706