

FAQ - GENERAL APPLICATION INFORMATION

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BEFORE

Q: What are the minimum test scores you require for the GRE?

A: Our department does not have a minimum GRE score requirement. However, many of our successful applicants receive Quantitative Reasoning scores on the 90th percentile or higher. Verbal Reasoning and Analytical Writing scores are also considered as part of the review process.

Q: Which versions of the GRE will you accept?

A: We will accept all valid versions of the GRE. Scores are valid for 5 years.

Q: Does the Department require a GRE Subject Test?

A: No, we do not require Subject Tests. We only require the GRE General Test in its entirety.

Q: What are the Institution and Department Codes for the GRE?

A: The institution code for UC Berkeley is 4833. Our departmental code is 68, if ETS asks.

Q: What happens if you receive my official GRE score report before or after my application is submitted?

A: You are required to submit a test registration code as part of your online application. If we have this, we will be able to match your scores to you. Please double check this code against the ETS website and make sure it is correct before submitting.

Q: How do I know if I need to submit TOEFL scores?

A: Please visit the [Graduate Division page](#) on this matter.

Q: What are the minimum test scores you require for the TOEFL?

A: For purposes of admission, your most recent score must be at least 90 for the Internet-based test (IBT), and 570 for the paper-based format (PBT). For more information, please visit the [Graduate Division page](#) on this matter.

Q: How do I obtain a Graduate Student Instructor (GSI) position or a Research Assistantship (GSR)?

A: If you are admitted to our program and accept our offer of admission, you can, at that time, apply for GSI positions or talk to faculty directly regarding the availability of open GSR positions. Please note that the following degrees have hiring restrictions and you should visit their pages to see more details: 5th Year MS and MEng.

Q: How do I apply for a merit-based fellowship?

A: Please complete the "Domestic Fellowship" section of the online application.

Q: Can the application fee be waived for me?

A: Please visit the [Graduate Division page](#) on this matter.

Q: What are the procedures to transfer into a graduate program in Mechanical Engineering?

A: We require all prospective students to apply to our program and do not have a separate "transfer" process. Also, depending on what you mean by transfer, there are many answers to this question:

If you wish to transfer with a bachelor's degree into our program, then please follow our normal procedure according to your final degree goal.

If you wish to transfer from a MS program to our PhD program, then please follow our normal procedure for PhD applicants.

If you wish to transfer from your PhD program to ours, you must follow the regular procedure for PhD applicants. For this option, please keep in mind that there are restrictions regarding how many units can be transferred over from your old program. More details can be found in the Graduate Student Handbook.

DURING

Q: Does the Department require that I calculate and list my grade-point-average (GPA) on the application?

A: We require that all applicants (including international) calculate and submit their Cumulative GPA on the 4.0 scale. In addition, domestic students must calculate their Advanced GPA.

International students who need to convert their grades to the 4.0 system may find the following pages helpful:

[ME's GPA Conversion Page](#)

[The WES International Graduate Conversion Guide for Higher Education College](#)

[Board's Conversion Chart](#)

Q: Where do I send the application fee?

A: Payments should be submitted by credit card only.

AFTER

Q: I applied after the deadline. Will my late application be accepted?

A: Unfortunately, we cannot accept late applications.

Q: Will I be notified when my application arrives or is complete?

A: During our open hours, we will do our best to check and see if applications are complete. However, with the volume of applications we receive, it is improbable that we will be able to check on all the documents before the beginning of January. If you have turned in the following items, please know that your application is complete: a completed online application, the application fee, 3 letters of recommendation, uploaded transcripts, GRE scores, and TOEFL scores (if applicable).

Q: How can I check on the status of my application and/or supporting documents?

A: If you would like to check your application status, or see exactly which documents have been processed for your application, please log on to your application.

Q: I want to replace an old document with a revised one. How do I do this?

A: Once you have submitted your application, you will no longer be able to update uploaded materials.

Q: I sent my GRE scores to the wrong department code. Will you be able to receive them?

A: As long as you sent it to a graduate program code at UC Berkeley (4833), we should be able to retrieve your scores which are sent to us electronically. We cannot retrieve scores sent to undergraduate programs.

Q: I sent my TOEFL to the wrong institution code. Will you be able to receive them?

A: As long as you sent it to a graduate program code at UC Berkeley (4833), we should be able to retrieve your scores which are sent to us electronically. We cannot retrieve scores sent to undergraduate programs.

Q: Can you check if you received my test scores?

A: All test scores received should be viewable by logging into your application.

Q: I've submitted my application. Can you please tell me if there are any other materials I am required to submit?

A: Please see the Required Materials section of the website.

Q: When will I know the results of the application process?

A: Applicants who are offered admission will be notified by the department as we make our decisions. We ask for your patience in this matter as we normally have about 1000 applications to review.

Q: How do I accept/decline an offer of admission?

A: If you are recommended for admission by the department, the Graduate Division then completes a final review of your application and sends you instructions on how to accept or decline our offer.