



Application Procedures and Inventory Listing

Name _____

Social Security Number - -

How To Use This Form

Applicants to Loyola's **Graduate Programs in Computer Science and Software Engineering** are required to use this and accompanying forms. Loyola provides an inventory listing, transcript request and recommendation forms, as well as an application-filing envelope to help applicants complete the application process. **Please include this form when you submit your application.**

Completing Your Application

A complete application is one that includes the following documents:

- Completed and signed application form
- Non-refundable fee of \$50
- Introductory Course Waiver Request Form (required to waive introductory foundation courses)
- Official transcripts from each college or university attended
- Current resumé or vitae
- Two letters of recommendation (professional references only)
- Essay responding to questions on application form
- WES Evaluation is required only for International applicants who have pursued college or university study outside the United States. Official transcripts must be submitted to World Education Services (www.wes.org) for translation of grades and credits.
- TOEFL Score Report (required only if English is not your native language)
- International student supplemental documents (required only if you need a student visa)

Transcripts from studies not conducted in English must be submitted with a certified English translation.

Deadlines

- Fall Semester – September 1
- Spring Semester – January 1
- Summer Session – May 15

Inventory Listing

You may submit items separately or use the envelope provided. Before sealing the envelope to send your application documents to Loyola College, make certain that all appropriate boxes have been checked on this form. Remember to include the inventory listing with the application packet you send to the Office of Graduate Admission.

- ☐ Signed application form
- ☐ Non-refundable \$50 application fee
- ☐ Introductory Course Waiver Request Form
- ☐ Transcripts in unopened envelopes—Number of institutions attended _____
- ☐ Current resumé or vitae
- ☐ Letters of recommendation in sealed envelopes (optional)
- ☐ Essay responding to question on application form
- ☐ WES Evaluation—**required only for college or university studies pursued outside the United States**
- ☐ TOEFL Score Report—**required only if English is not your native language** (Send unofficial scores with application—official scores must be sent directly from testing agency. Loyola's institution code is 5370).
- ☐ International Student Supplemental Forms—**required only if you need a student visa**

Please send all required documents to: Office of Graduate Admission, Loyola College in Maryland, 215 Knott Humanities Center, 4501 North Charles Street, Baltimore, MD 21210-2699; Telephone: 410-617-5020 or 800-221-9107 ext. 5020; Fax: 410-617-2002. Please use the application-filing envelope provided. Indicate **Computer Science and Software Engineering** in the "Program Name" box. On-line applications are available at www.loyola.edu/graduate