



MST APPLICATION INSTRUCTIONS

The Institute uses a self-managed application system. You are responsible for making arrangements for the necessary materials to be sent to the Graduate Office. Use the following information as you prepare the materials to support your application. All forms should be completed in ink (or typewritten) in English. It is recommended that applications with all supporting documentation be received by the Graduate Office no later than six months prior to the desired date of admission. Each of these items (numbered 1 through 5) are essential; your application will not be considered until all items are received.

- 1) The ***Application Form*** must be complete, signed and accurate to the best of your knowledge.
- 2) If you complete an Online Application Form, complete the information page and send it (**along with your \$45 application fee if not paid by credit card online**) and **all supporting documents to the NMT Graduate Office**. The Application Fee (check or international money order) must be made payable to: New Mexico Institute of Mining and Technology. **The \$45.00 fee is non-refundable, and will not be waived.**
- 3) You must provide an official copy of your **transcripts** for **each** university or college you have attended. Do not assume that any transcript is irrelevant to your areas of study. Do not open the transcripts. (Transcript envelopes that have been opened, or tampered with, will be rejected, and the application packet will be returned without processing). Order your transcripts early.
- 4) The **Study Plan** (part of the online application) is your opportunity to tell the program faculty why you wish to participate in **the MST program**. **It need not be extremely detailed, but should provide information about your** areas of interest, education, and goals. The MST program can provide more information on their expectations if you need..
- 5) You must have **at least** one (1) **letter of recommendation**. It is preferable to have your department chair or principal provide the letter. Be sure the letter addresses your interests and abilities related to your pursuit of an MST degree at New Mexico Tech. Recommendations are to be provided on the forms provided here. You are responsible for completing the top of each form (name, program, etc.). This information assures that all materials relating to your application are easily identifiable. Completed forms are to be placed in sealed envelopes by the recommender. **Instructions for Recommendation Envelopes** follow.

If you have any questions about the application procedure, contact the Graduate Office (graduate@nmt.edu).



INSTRUCTIONS FOR RECOMMENDATIONS AND RECOMMENDATION ENVELOPES

At New Mexico Tech, letters of recommendation are an exceedingly important part of deliberations leading to acceptance or rejection of applicants. If these letters do not speak directly to the preparation of the applicant for graduate study or if the authenticity of the letter is in question, applicants are typically rejected.

Applicant: Provide the identifying information (below) on each recommendation envelope. Give an envelope and a copy of this sheet to each Recommender. Your Recommender may wish to return this directly to the Graduate Office. If so, provide a stamped, addressed envelope for that purpose.

Recommender: Please enclose your signed recommendation form in the envelope provided by the applicant. Supporting letters attached to the recommendation forms provided must be presented on the official stationery of the recommender. Seal the envelope, sign it across the seal, cover your signature with transparent tape, and return it to the applicant. If you prefer, you may mail the recommendation directly to the Graduate Office. The student should provide you with a stamped, addressed envelope for that purpose.

Graduate Office
New Mexico Institute of
Mining and Technology
801 Leroy Place
Socorro, New Mexico 87801-4796

Information that is to appear on the Recommendation Envelope:

Applicant's Name
(please print clearly)

New Mexico Tech Graduate Department/Program

(Please sign on seam on back of envelope)

**GRADUATE OFFICE
801 LEROY PLACE
NEW MEXICO TECH
SOCORRO, NEW MEXICO 87801**

STUDENT: Fill out top portion of form and give form to your reference.

LETTER OF RECOMMENDATION FOR:

_____ (Last Name) _____ (First Name) _____ (Middle Name)
Applicant for Admission to _____ (Department or Program) _____ (M.S. or Ph.D.)

APPLICANT: Before you give this form to an instructor or other person acquainted with your qualifications for graduate work, please check and sign.

hereby waive ***my right of access to this letter of recommendation.***
 do not waive

_____ (Applicant Signature) _____ (Date)

REFERENCE: After filling out this form, please mail it directly to the address above.

We are particularly interested in the applicant's ability to carry on advanced study and research, as well as their potential for pursuing a successful graduate career in the chosen field.

I. Rate the applicant on each of the following items, using a five-point scale: 5-truly outstanding (top 10%); 4-superior; 3-above average; 2-average; 1-below average; x-inadequate knowledge to rate.

_____ Intellectual capacity	_____ Ability in oral expression
_____ Mastery of fundamental knowledge in major field	_____ Ability for research
_____ Motivation and drive	_____ Potential as a teaching assistant
_____ Scholarship	_____ Emotional maturity and stability
_____ Writing ability	_____ Self-reliance and independence

II. Please check the educational level of the representative group with whom the applicant is compared:
____College juniors ____College seniors ____First year graduate students ____Advanced graduate students

III. Briefly indicate the time period and nature of your contact with this student.

IV. How do you view this applicant's prospects for success in graduate study? Circle the appropriate description.

Possible Masters Prospect	Average Masters Prospect	Strong Masters Prospect	Possible Ph.D. Prospect	Good Ph.D. Prospect	Excellent Ph.D. Prospect
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V. Some gifted individuals have mediocre scholastic records. In your opinion, is the applicant's scholastic record an accurate index of his/her scholastic ability? ____Yes, ____No, ____Don't know. If your answer is "NO", please explain briefly, possibly giving consideration to the applicant's performance in independent study or in research participation programs. (You may expand on your answer in section VI.)

VI. Please express your assessment of this applicant's qualifications for graduate study and any important accomplishments. Would you be willing to admit the applicant to your own graduate programs? Or, would you employ this applicant? If you prefer, you may attach a separate letter addressing these points.

Date _____ Type or Print Name _____
Institution _____ Signature _____
Address _____ Position _____
Telephone Number _____ Email Address _____



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Applicant for Admission to _____
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II. Please check the educational level of the representative group with whom the applicant is compared:
_____ College juniors _____ College seniors _____ First year graduate students _____ Advanced graduate students

III. Briefly indicate the time period and nature of your contact with this student.

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Possible Masters Prospect	Average Masters Prospect	Strong Masters Prospect	Possible Ph.D. Prospect	Good Ph.D. Prospect	Excellent Ph.D. Prospect
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VI. Please express your assessment of this applicant's qualifications for graduate study and any important accomplishments. Would you be willing to admit the applicant to your own graduate programs? Or, would you employ this applicant? If you prefer, you may attach a separate letter addressing these points.

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Date _____ Type or Print Name _____
Institution _____ Signature _____
Address _____ Position _____
Telephone Number _____ Email Address _____



NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY

MST Application Material Checklist

Arrange to have the following materials sent directly to the Graduate Office (address below):

- For International Students -- Official TOEFL Scores

The following materials are to be placed in an envelope and sent to:

Graduate Office
New Mexico Institute of Mining and Technology
801 Leroy Place
Socorro, New Mexico 87801-4796

- Your completed and signed application forms
- The \$45.00 Non-Refundable Application Fee Made Payable to New Mexico Institute of Mining and Technology, if this was not paid by credit card online.
- One sealed Official Transcript from each College Attended
- At least one sealed Letter of Recommendation, signed across seal and taped.
- Other Data you may want to include

PLEASE NOTE: To be assured of consideration for financial support, completed MST applications must be received by February 15 for the summer and fall semesters, and by September 15 for the spring semester. To be assured of consideration for admission, completed applications must be received no later than August 1 for the fall semester, January 2 for the spring semester and May 30 for the summer semester. To allow enough time for the admission decision and acquisition of passports and visas, international students are advised to make sure their application, supporting documents, and application fee are in the Graduate Office by April 1 (for summer and fall semester) or by October 1 (for spring semester).