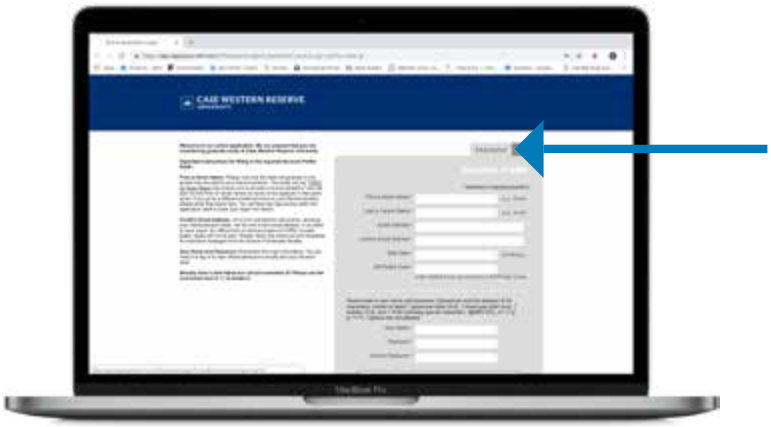
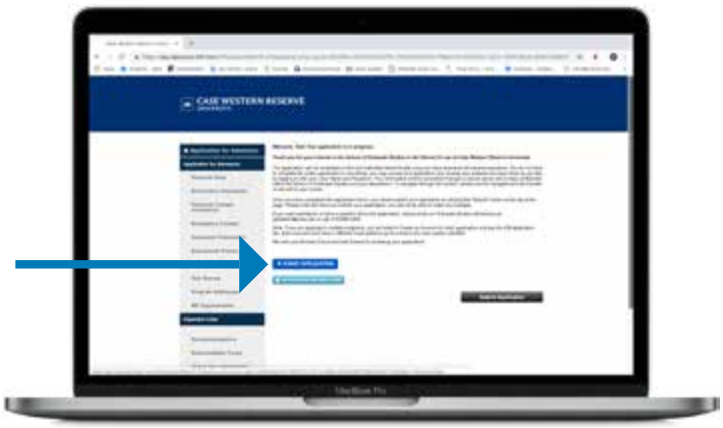
How to Apply to Online Engineering Master's Programs at Case Western Reserve University

1. Visit our online application portal to get started.
2. Click the "Create an Account" tab and enter all required information.
   (If you've already created an account, click the "User Login" tab and enter your credentials.)



3. Once you have successfully created an account, you will see a welcome page and will receive a confirmation email. Click the "Start Application" button to begin.



4. Complete the following application sections. (See the last page of this document for tips and common mistakes.) Click the "Save and Continue" button to advance through the application:
   - ☐ Personal Data
   - ☐ Enrollment Information – Choose your "Academic Program" from the drop-down menu. Biomedical Engineering, Mechanical Engineering, and Systems and Control Engineering are located in the "Engineering" section; Master of Engineering is located in the "Practice Oriented Masters" section. Choose your "Degree" from the drop-down menu: "MS (On-Line)" or "ME (On-Line)" depending on your program. For "Academic Plan 1," select the only available option in the drop-down menu.
   - ☐ Personal Contact Information
   - ☐ Emergency Contact
   - ☐ Additional Information
   - ☐ Educational History – Upload unofficial transcripts and test score reports at this time. You will be required to submit official transcripts when you are admitted to Case Western Reserve University
   - ☐ Upload Documents – Upload your CV/resume and your personal statement. See the application checklist for your program for details on what to include in your personal statement. This is also the section where you should submit a GRE waiver petition, if applicable.
     - Master of Engineering Checklist
     - Master of Science (MS) in Biomedical Engineering Checklist
     - Master of Science (MS) in Mechanical Engineering Checklist
     - Master of Science (MS) in Systems and Control Engineering Checklist
   - ☐ Supplemental – This section varies depending on the program you choose. Master of Engineering students will find the prerequisite form in this section.
   - ☐ Test Scores
     - GRE scores are required if you are applying to one of our MS programs. GRE waivers may available to qualified applicants; view admissions requirements for information on how to submit a GRE waiver petition.
     - TOEFL, IELTS or PTE scores are required for international students whose first language is not English.

       Note: The TOEFL institution code for Case Western Reserve University is 1105.

- ☐ Recommendations – You are required to submit two letters of recommendation. Your recommender can submit online or by mail; read the directions for details. Click "Recommendation Provider List," click "Add a Provider" and then enter your recommender's information. Click "Add Provider" when you're done and repeat for your second recommender. See tips and common mistakes below for important notes.
- ☐ Check Your Application – This page will inform you if you are missing any information. Complete any outstanding sections at this time. If you have completed all required sections, you will see a "Proceed to Submission" button.

5. Click "Proceed to Submission" to navigate to the confirmation page.
6. Check the box signifying that you understand the above information and click "Continue."
7. Click on the "Credit Card" button and enter your credit card information to pay the $50 application fee.
8. Final Step: Enter your name and the current date into the provided fields and click "Submit Application."
9. Congratulations! Expect a thank you email confirming receipt of your application.

Tips, Troubleshooting and Common Mistakes

International Students: You may have difficulty retrieving your university's school code in the Educational History section. Click the "Look Up" button next to the "Institution Code" field. If you are unable to locate your school, enter "Unknown" in the "School Name" field and click "Search." Select "3000000 | Unknown International University" when it appears. Then enter/type your school name and location information in the appropriate fields on the Educational History page