Graduate Application for Admission: Step by Step

Step 1: Establish a UT EID

A UT EID is required to access the Cockrell School of Engineering Application for Graduate Admission. 
Please note: we do not accept the ApplyTexas application.

- Visit the Get a UT EID Page.
- You may already have a UT EID. Provide your personal information to check. If you do not have a UT EID, one will be generated for you.
- **Do not** click the “I need a UT EID” link on the first screen of the application for admission to get a UT EID. You will receive an error. Use the link above.

Step 2: Use Your UT EID to Login and Create an Application for Graduate Admissions

- Log in to the Cockrell School Application for Graduate Admission
- Review the General Instructions for All Graduate Applicants
- Select **US Graduate** or **International Graduate**
  - Applicants with Permanent Resident status or International Applicants who have previously attended UT Austin should select **US Graduate**
  - US and Permanent Resident applicants can contact gradus@austin.utexas.edu with general application questions
  - International applicants can contact intladm@austin.utexas.edu with general application questions
- Select the semester of entry
  - The Biomedical Engineering department accepts applications for **fall admission only**
  - PhD applications may be accepted for spring admission with a faculty nomination
- Choose the major to which you want to apply: **Biomedical Engineering**
  - Do not choose ECE Biomedical Engineering
- Click **Select Major and Create Application to Continue**

Step 3: Complete the Application

The Application for Admission does not need to be completed in one sitting. You can save the application and return to it at a later time. **Important:** Once documents are uploaded to the application, you cannot change them or delete them. **Upload final versions of your documents only.**

- Complete each section. Use the guide on the left of the screen to navigate between sections. Before submitting the application, ensure it is complete.

**Education Information:** Please note that you will need to submit a transcript for each college or university you list on your application. Do not have transcripts sent to UT. Do not send transcripts to the department, as we cannot upload them to your application. For the purposes of your application, you have two options:
- Order an **official paper transcript** from your registrar’s office. Scan and upload a copy of the official paper transcript to the Document Upload System (more on that later).
- Order an **official electronic transcript**. The electronic copy can be uploaded via the Document Upload System as well, but it **must not** be encrypted or password protected.
- Former UT Austin students will be charged an additional fee and all transcripts on file with the UT Registrar will be duplicated for your application.
- If admitted, an official transcript will be required to be submitted before you can enroll.

**Learn more about submitting your transcripts**

**A downloadable PDF is also available**

For questions about transcripts, contact gradtranscript@austin.utexas.edu

**Test Scores**: Official test scores are a requirement of the application for admission.
- Test scores must be valid at the application deadline, or December 1 for fall admission. Invalid test scores are not accepted.
- Enter self-reported scores on the application for admission. Request official scores be sent to UT Austin. Our code is 6882 for GRE and TOEFL scores. Selecting a department code is not necessary.
- The BME department **does not** accept IELTS scores for English proficiency. The TOEFL is required. Some applicants may be exempt.

**Learn more about submitting your test scores**

For questions about test scores, contact giatest@austin.utexas.edu

**Employment**: Upload a copy of your resume. A resume is **required** for all BME applicants.

**Honors and Awards**: If you need to list more than three awards, please send a list, along with your UT EID number, web application number, full name, and date of birth to the Graduate Admissions Office (address at the end of this document). **Do not** send materials to the BME department.

**References**: Enter your reference information in the form. An email will be sent to each reference asking them to upload a letter of recommendation. We recommend you follow up with each reference separately to ensure they received the email notification. If they did not, it may be in the spam folder.

- **What if my letters are submitted late?** BME requires all documents be submitted by the deadline of December 1 for full consideration. Follow up with your references as needed to ensure recommendations are submitted on time.
- For technical assistance with the recommendation letter system, contact gradref@austin.utexas.edu

**Essays**: Download the BME Essay template. Login to the UT Box site with your UT EID to access the document. BME **requires** the use of the essay template for full consideration. Essays cannot be edited once uploaded.

**Step 4: Submit the Application**

Certify and submit the application. Within about **48 hours after you submit**, you will receive a link to the Document Upload System where you will upload transcripts and supplemental documents. **Important**: All documents, including transcripts, must be uploaded by the application deadline. For this reason, plan to submit your application early.
Once the application is submitted, you will not be able to modify, edit, or otherwise change the application or uploaded documents. **Please ensure your submission is accurate and complete.**

**Step 5: Complete Outstanding Tasks at the MyStatus Page**

After submitting your application, it is important to check the MyStatus page to complete any outstanding requirements. You will receive access to the MyStatus page & Document Upload Page about 48 hours after you submit your application. Incomplete applications will not be accepted.

**Access the MyStatus page here**

**Tips for Using the MyStatus Page**

**Outstanding tasks.** The MyStatus page will list all outstanding tasks in two categories: To do (required) and Recommended. Failure to complete all required tasks means your application may not be reviewed by the admissions committee. It is your responsibility to monitor your MyStatus page and ensure your application is complete.

**Submitting Transcripts.** Transcripts that are incomplete, missing pages, or password protected will be rejected. A note will be present on the MyStatus page alerting you to resubmit your transcripts. It looks like this:

Transcripts are reviewed typically within 2-3 days of submission. We recommend you check the MyStatus page to ensure they are accepted. For questions or issues related to uploading documents, contact gradupload@austin.utexas.edu.

**Step 6: What to Expect Next**

Once your application and all outstanding tasks are complete, your MyStatus page will show your application as In Review. The BME Admissions Committee makes all final admissions recommendations to the Graduate School.

Admissions decisions are typically determined by the end of March for fall admission. Due to the number of applications we receive each year, we are not able to give specific feedback on applications beyond what you
can find on your MyStatus page. The Graduate Coordinator cannot predict admittance. All applicants will receive a decision.

The University of Texas at Austin adheres to the Council of Graduate Schools April 15th Resolution, which states that students are under no obligation to respond to offers of financial support prior to April 15 for fall admission.

**Contact Information**

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For all other questions and information about the Department of Biomedical Engineering:

**Lacy White, M.S.**
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lacy.white@utexas.edu
(512) 475-8500

Visit our Frequently Asked Questions page