Application Instructions for Domestic Weekend Format Applicants (US Citizens, Permanent Residents, and H1/H4 Visa Holders):

1. Start the online graduate application [https://gradadmission.smu.edu/apply/](https://gradadmission.smu.edu/apply/).

2. Upload Statement of Purpose.

3. Upload Statement of Job Responsibility (Weekend Format only).

4. Upload Professional Resume.

5. Upload unofficial transcripts to application. Unofficial transcripts are acceptable for application purposes. Official transcripts will be required upon admission to SMU.

   If admitted, request from the Registrar of each college or university attended. If more than one college or university appears on your graduating transcript, you still need the official transcript from each and every school attended. Please send your official transcripts to the following address:

   Southern Methodist University
   Graduate Application Processing
   PO Box 518
   Dallas TX 75275-0518

6. Send GRE test scores required only in the following situations:

   - For Master’s-level applicants applying to one of the following degree areas: Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Engineering Entrepreneurship, Information Engineering Management, Mechanical Engineering, Operations Research
   
   - For Master’s-level applicants applying for Software Engineering or Security Engineering that don't have relevant work experience, the GRE is required
   
   - For all Doctoral-level applicants.

   **Minimum scores required:** Quantitative score in the 80th percentile - Each department may have higher standards. Contact the admissions office to find out if your department has a different GRE standard - lylegrad@mail.smu.edu
7. Send Letters Of Recommendation to Gradappmaterials@smu.edu.
   - Three (3) letters of recommendation **required only in the following situations:**
     i. For all Doctoral-level applicants.
     ii. For Master’s applicants the letters of Recommendation are optional and not required. If you wish to have them considered, please have the person writing your letter of rec email it to gradappmaterials@smu.edu.
     iii. Letters of recommendation should be written by current or past professors or employment supervisors.

8. Pay the $75 application fee. After submitting your application, you will be able to pay this fee from your application status page.

**Application Checklist:** Please use this checklist as your guide for ensuring all your application materials are complete.

- Complete graduate application [https://gradadmission.smu.edu/apply/](https://gradadmission.smu.edu/apply/)
- Statement of Purpose
- Statement of Job Responsibility (Weekend Format Only)
- Professional Resume
- Transcripts from each and every college or university attended (unofficial transcripts are acceptable for application purposes. Official transcripts will be required if admitted to SMU)
- Send GRE scores to Gradappmaterials@smu.edu (If applicable, see #6)
- Recommendation Letters (optional for master’s level students. Three required for doctoral level students. See # 7)
- Application fee - $75.00 (required, cannot be waived)
- If admitted, accept your offer of admission in your admission portal