Dear Applicant:

Thank you for your interest in the Physics Department Graduate Program at the University of Utah. Enclosed are application materials and instructions. All materials should be returned by **February 1, 2004** for the 2004–05 academic year. Only **complete** applications submitted by February 1 will be considered (this includes official GRE scores) in the first round of offers. Late applications will be considered for second round offers.

Applications for admission to the graduate program are evaluated by the Physics Department Admissions Committee. As soon as your file is complete and has been evaluated by the departmental committee, you will receive a letter from the Physics Department letting you know its decision and recommendation. The recommendations of the Admissions Committee are then sent to the Graduate Admissions Office of the University of Utah. The formal decision on admission is made by the University’s Graduate Admissions Office, which will then notify you directly of its decision. (On rare occasions the Graduate Admissions Office may decide against the recommendation of the Physics Department; consequently this letter from the Physics Department does not constitute formal acceptance.)

Please send ALL required materials to:

Graduate Admissions Secretary  
University of Utah  
Physics Department  
115 South 1400 East, Room 201  
Salt Lake City, UT 84112-0830

If you apply online, your must do two things:

1. Notify the Graduate Admissions Secretary at admissions@physics.utah.edu and include your full name, the student ID issued to you, and your date of birth.
2. Pay the application fee online at the time you complete the application. If you do not pay the fee, your application will not be forwarded to the department and it may be deleted from the system.
THE FOLLOWING ITEMS ARE NECESSARY FOR A COMPLETE APPLICATION:
Please type or use ink to fill out all enclosed application forms.

1. **Letter of intent**: Please write a 500 word essay explaining your background and experience in physics. Give details on your future plans and goals in physics. Please state your interests clearly.

2. **Completed application form**: Read the application carefully. Omitted information can delay the processing of your application. Allow processing time of four to six weeks in the Admissions Office. Please state clearly the name of the department to which you are applying on the appropriate line of your application.

3. **Processing fee**: Send the completed application with the $40.00 application fee in check or money order payable to the University of Utah. (Students already matriculated at the University of Utah pay a $10.00 application fee and should check “Renewal.”)

4. **Official transcripts and diplomas**: Arrange immediately for the records office of each college previously attended (other than the University of Utah) to send two copies of all required transcripts and diplomas.

5. **Letters of recommendation**: Request confidential recommendations from at least three people who are familiar with the quality of your academic work or related industrial work. The letters should address your academic, research and teaching abilities. These should be mailed directly to the Physics Department.

6. **GRE Scores**: All applicants should arrange to take the General GRE and Physics subject GRE tests and have the results sent to the Physics Department. **Official** scores must be submitted before you can be accepted by the University of Utah. If you desire any additional information concerning GRE tests, write to:

   GRE Testing Headquarters  
   Box 1502  
   Berkeley, CA 94701

7. **Financial assistance**: If you are applying for financial assistance, we also require that you fill out the financial assistance form.
The University of Utah Physics Department offers a teaching assistantship to some students. This includes a tuition waiver as well as a nine month stipend. You must have the advanced GRE test score to be considered for this position. Teaching assistantships are available for students who have sent all of their admissions materials, by the deadline, and are approved by the admissions committee. The stipend for next year will be approximately $11,000 for the academic year PLUS tuition benefits for a total value of approximately $16,000, with a possibility for an additional $2,000 for Summer semester. You may qualify for a Level II teaching assistantship if you have good English speaking ability and have had some teaching experience. Level II teaching assistants will pay approximately $13,000 for the academic year. If you are applying for an assistantship, you must fill out the blue financial assistance form.

If you have any questions regarding admissions to the University of Utah, please contact:

Graduate Admissions Secretary
University of Utah
Physics Department
115 South 1400 East, Room 201
Salt Lake City, UT 84112-0830

phone: (801) 581-6901
fax: (801) 581-4801
e-mail: admissions@physics.utah.edu

Thank you, and we hope to hear from you soon.