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 must be returned by February 1, 2004 for the 2004-05 academic year. Only complete applications received by February 1 will be considered (including official GRE and TOEFL scores) in the first round of offers. Due to changes in the process of obtaining a visa, we only admit foreign students for Fall Semester. There are no exceptions to this due to rules and regulations issued by the State Department and INS.

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, you must do two things:
1. Send notification to the Graduate Admission Secretary at admissions@physics.utah.edu, please include your full name, the student ID number issued to you and your date of birth.
2. Pay for your application fee at the time you complete the online application. If you do not pay the fee, your application will not be forwarded to the department and may be deleted from the system.

THE ITEMS LISTED BELOW 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. *The application form must be accompanied by a photograph taken within the past year.*

3. **Processing fee:** Send the completed application with the $60.00 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 “Renewal” application fee.)

4. **Official transcripts and diplomas:** Send TWO copies of all required transcripts and diplomas of each college previously attended (other than the University of Utah). *These records must be sent directly from the registrar of each college directly to the University of Utah; students must not send these documents themselves or they will be considered unofficial documents.* Unless academic transcripts and diplomas are issued in English by the institution itself, authorized English translations must accompany the official documents in their original language. (Academic credentials in non-European languages need to be submitted only in official literal and exact English translations.) Each of these documents must show: a) the name and address of the institution you attended; b) the date you entered; c) the date you left; d) the system of grading used, indicating the highest and lowest passing mark; e) the following information about each subject studied: i) the period of time in which the subject was studied, including beginning and ending dates; ii) the descriptive title of the subject; iii) the total number of hours per week spent in lecture, in discussion, and in laboratory; iv) the final grade or mark attained in the subject.

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. These letters should be in English or accompanied by an English translation.

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 the GRE tests, write to:

   GRE Testing Headquarters  
   Box 1502  
   Berkeley, CA 94701

7. **TOEFL Scores:** Certification must be submitted indicating that you have demonstrated the ability to speak, write, and understand English well enough to pursue regular university studies without further English instruction. Acceptable scores on the *Test of English as a Foreign Language* (TOEFL) grants this certification. A score of at least 500 (paper-based) or 173 (computer-based) is required. *Official scores also must be submitted to the University of Utah before you can be accepted.* Information and application forms may be obtained by writing to:

   TOEFL Educational Testing Service  
   Princeton, NJ 08540

Registration for the TOEFL must be arranged at least one month in advance of the testing date. All foreign students are required to take an additional examination in the English language upon arrival at the University. In the event of a failure to pass the examination, the University reserves the right to withhold the student’s registration.

8. **Financial statement** (on the application form): Yearly expenses incurred by foreign students attending the University are approximately $19,064.00. This includes tuition and fees, housing,
food, and incidental expenses. It does not include books and supplies. Students from abroad are strongly cautioned against coming to the University expecting to meet expenses by part-time employment. In addition to the difficulty of finding suitable work, a person in the United States on a student visa and attempting to secure employment needs an official work permit from the U.S. Immigration and Naturalization Service. It is not the policy of the Immigration Service to issue a work permit during the student’s first few months on campus, and even after that period, there is no assurance that a work permit will be issued.

9. **Financial assistance.** If you are applying for financial assistance, we also require that you fill out the blue financial assistance form.

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**TEACHING ASSISTANTSHIP**

The University of Utah Physics Department offers teaching assistantship to some students. This is a tuition waiver as well as a nine-month stipend. You must have an 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 $20,000 for the academic year, with a possibility for an additional $2,000 for Summer semester. **If you are applying for an assistantship, you must fill out the 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 S. 1400 E. Rm. 201  
Salt Lake City, UT 84112

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

Because of the increasing difficulty in obtaining student visas, we ask that you also complete the questions on the following page and send them in with your application. If we suspect that you will have difficulty in obtaining a visa, we will request the assistance of Senator Hatch. He has been very successful in his interactions with the US Embassies around the world. **DO NOT CONTACT HIS OFFICE DIRECTLY** – **ALL COMMUNICATION WITH HIS OFFICE SHOULD GO THROUGH THE PHYSICS DEPARTMENT.**

Thank you, and we hope to hear from you soon.
Due to increased difficulty in obtaining student visas, please complete the following questions as completely as possible (use additional pages if necessary). If we suspect you will have difficulty obtaining a visa, we will need this information.

1. What family ties do you have remaining in your home country (parents, siblings, etc.)?

2. What responsibility do you have to these family members (do you take care of them, are they ill, aged, etc.)?

3. What other ties do you have to your home country (friends, job opportunities, etc.)?

4. What are your goals after completion of your graduate degree at the University of Utah?

5. What assurance do we have that you will return to your home country after completion of your graduate degree at the University of Utah?