University at Buffalo
The State University of New York

Department of Computer Science and Engineering

APPLICANT'S COVER LETTER

Applicants must complete this Cover Letter and include it with the supporting materials packet.

Please print or type the Applicant's name as it appears in the online application (& Passport, if you are an international applicant) and enter email address.

Mr. / Mrs. / Miss (circle one)

_____
| Family Surname | Given First Name | Middle Name |

_____
| Email Address | Alternative Email Address |

The Applicant is applying for one of the following programs: ☐ MS ☐ PhD

Has the Applicant completed the online application by December 15? ☐ Yes ☐ No
(Do not include a print-out of the application)

Is the Applicant applying for departmental financial funding based on merit? ☐ Yes ☐ No

ETS TEST CODES

Graduate Record Exam (GRE) Institution Code for SUNY at Buffalo is 2925 & CSE Dept. code is 0402.
Test Of English as a Foreign Language (TOEFL) Institution Code for SUNY at Buffalo is 2925 & CSE Dept. code is 78.

All Applicants must submit supporting materials by December 31 (postmarked). The enclosed packet of documents includes:

Check one box only:
- ☐ Application processing fee - $50 USD paid online
- ☐ Application processing fee - $50 USD enclosed

Check one box only:
- ☐ Curricular Interests section – (inside online application)
- ☐ Area Selection Form enclosed – (print form at CSE website)

Check one box only:
- ☐ Personal Statement – (inside online application)
- ☐ Statement of Purpose – (submit hard copy)

Check one box only:
- ☐ 3 Letters of Recommendation – (submit electronically)
- ☐ 3 Letters of Recommendation – (submit hard copies)

- ☐ Original university transcript(s) from undergraduate & graduate school (<u>do not</u> include any secondary school materials)
- ☐ Original proof of degree(s) from undergraduate & graduate school, if conferral is not indicated on transcript(s)
- ☐ Original GRE score report has been ordered (exam must be taken within 5 years of entry date)

All International Applicants must submit additional supporting materials with the above items and include:

- ☐ Original certified translation in English for each transcript with school seal
- ☐ Original certified translation in English for each proof of degree with school seal
- ☐ Original TOEFL score report has been ordered (exam must be taken within 2 years of entry date)
- ☐ International Applicant's Financial Form
- ☐ Original financial documents with bank seal dated within 1 year of entry date
- ☐ Passport Bio-page
- ☐ Current I-20 form & current Visa, *if the Applicant is an international student within the USA already*

All Applicants must return this Cover Letter form with the packet of supporting materials and mail it directly to:

University at Buffalo
Department of Computer Science & Engineering
Attention: Graduate Admissions
Bell Hall Room 201
Buffalo, New York 14260-2000   USA

06/2009ydp