Step-by-step application instructions for the Computational Science and Engineering (CSE) certificate program

1. Note: You can send requests to the people who are writing letters of recommendation for you without completing your entire application.

2. Click this link to go to UNM's online application system:
   https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=unmgrad

3. Select the Create Account tab on the right side of the page and enter the required information. After selecting a password, you will be emailed a PIN number that you'll use to log into the system. You will use that PIN number as your login every time you access the UNM online application system.

4. Log in to the system. You'll be asked to agree to the Terms of Use and Privacy Policy. Then, click the blue **Start Application** button. On the next page, you'll see another blue **Start Application** button – click that one too, which will take you to the Personal Information page. Fill out the form as required. Press **SAVE AND CONTINUE** at the bottom of the page.

   a. DOMESTIC STUDENTS: Next, go to Additional Information and enter the required information. We encourage students to indicate their ethnic and racial background, especially if they are from an underrepresented group. Press **SAVE AND CONTINUE** at the bottom of the page.

   b. INTERNATIONAL STUDENTS: Next, go to International Information and enter the required information. We encourage students to indicate their ethnic and racial background, especially if they are from an underrepresented group. You will also need to enter your TOEFL score on this page. Press **SAVE AND CONTINUE** at the bottom of the page.

5. Next, go to Educational Background. Starting with the most recent university you attended, enter all institutions you've attended at the college level and send an OFFICIAL transcript for each one to the Office of Admissions at UNM (see directions on Educational Background page.) The GPA must be entered in format #.## (e.g., 3.57). If you don't have two digits after the decimal, you will receive an error message.

   a. **YOU MUST UPLOAD COPIES OF ALL TRANSCRIPTS THAT CONTAIN REQUIRED PRE-REQUISITE COURSEWORK** (can be unofficial or official copies). Even though the system says these are optional, they are not. If you fail to do this, your file

will not be eligible for admission. Press **SAVE AND CONTINUE** at the bottom of the page.

   b. You will later use the <u>Relevant Coursework</u> page to describe which courses on your transcripts meet the pre-requisites.

6. Go to <u>Program of Interest</u>. You will make the following selections:
   a. College/School = School of Engineering
   b. Department = Graduate Certificate Programs (SOE)
   c. Program/Major = Computational Science and Engineering
   d. Degree = PDCERT Computational Science and Engineering
   e. Interest = General (PDCERT-CSCE)
   f. Select the entry term for which you wish to be considered
   g. Select the year (year that you would start the program)
   h. Press **SAVE AND CONTINUE** at the bottom of the page.

7. Go to <u>Relevant Coursework.</u>

   1. Enter the courses that meet the pre-requisite requirement for one year of physics or chemistry
   2. Enter the courses that meet the pre-requisite requirement for one year of differential calculus
   3. Enter the course that meets the pre-requisite requirement for one course in either differential equations, applied statistics OR numerical methods
   4. Enter the course (or note equivalent experience) that meets the pre-requisite requirements for one course in computer programming

   Press **SAVE AND CONTINUE** at the bottom of the page.

8. Go to <u>Assistantship Interest</u> if you are interested in a one or two-semester assistantship appointment, and upload the following as one document:

   a. A brief statement (no more than a page and potentially only a few paragraphs) that describes your interest and qualifications for the position. Applicants should be sure to describe their experience working with UNIX systems and, if applicable, high performance computing systems, as well as including how the position will help advance their education in computational science and engineering. In this statement, please also indicate if you would like to be considered for a 10-hour or

20-hour assistantship, and if this assistantship would supplement an existing assistantship or fellowship with a computational science and engineering focus.

  b. A brief, 1-2 page CV

  Press **SAVE AND CONTINUE** at the bottom of the page.

9. Go to <u>Recommendations</u>. Select **RECOMMENDATION PROVIDER LIST**. Enter ALL INFORMATION of the three people you have asked to write recommendation letters for you (names, work addresses, work phone numbers, email addresses, title, employer, relationship to you). For the question, "Do you wish to waive your right to examine this letter of recommendation," we advise students to say 'yes,' unless there is a strong rationale to indicate otherwise. The system will email your recommenders a link where they will answer a few questions and upload their letters.

    a. All recommenders must submit their letters using the online system. If there are extreme circumstances when this is not possible (e.g., a recommender is in a location with no internet access), contact the admissions coordinator, Tracy Wenzl: twenzl11@unm.edu

10. Go to <u>Check your Application</u> and make sure the system says your application is complete. Before you submit, use this checklist to be sure that you have entered everything required for the Computational Science and Engineering certificate. *Once you submit your application, you cannot make changes!*

    ☐ <u>Personal Information</u>: all contact information entered correctly
    ☐ <u>Educational Background</u>: uploaded unofficial transcripts for all relevant pre-requisite and graduate work
    ☐ <u>Program of Interest:</u> selected PDCERT Computational Science and Engineering
    ☐ <u>Relevant Coursework:</u> all pre-requisite coursework has been entered here, and matches uploaded transcripts
    ☐ <u>Assistantship Interest:</u> Uploaded statement of interest and CV
    ☐ <u>Recommendations</u>: contact information for **exactly three** letter writers has been correctly entered

    Once you are sure you've completed all requirements listed above, view your application in PDF form, just to be sure everything looks right.

        a. Step 1: Confirmation – read and agree to the confirmation statement and press **CONTINUE**.
        b. Select your method of payment (check or credit card) and press **CONTINUE**

a. If paying by credit card, you'll be taken to the form where you enter payment information

b. If paying by check, you'll need to mail your check to the address provided on screen

c. Final Step: Signature – read the statement and enter your name as your signature

d. If you did not already, print your payment receipt using the link provided on screen

After submitting, you can

- Access the system to monitor receipt of your recommendation letters
- Send reminders to anyone who has not submitted a letter of recommendation
- Applications will be considered for admission at any time, but will only be considered after the application file is complete, including all letters of recommendation

If you experience difficulty during the application process, you may contact the following resources:

- **For technical/system difficulties: Hobson's – use the "Technical Support" link at the bottom of the UNM Graduate and Professional Programs home screen**
- Center for Advanced Research Computing: 505-277-8249
- Admissions Office: 505-277-8900 or 1-800-225-5866, ext. 1