

# Gonzaga University School of Engineering & Applied Science

## Master of Engineering in T&D Engineering

### Application Guide & Checklist

**Application:** You may apply online through Zagweb. The address is [Zagweb.gonzaga.edu](http://Zagweb.gonzaga.edu). Under “Apply for Admission” returning students may start their application. New students may create a user ID in this window as well. There is a \$50 non-refundable application fee—this is waived for GU undergraduates & alumni. You may pay online at:

<https://commerce.cashnet.com/GUEngineeringGradAppFee>

**Letter of Intent:** Write a 1-2 page letter of intent, explaining why you should be admitted to the T&D master’s degree program. Please include your experience and current position in the power industry.

**GRE: The GRE is required for admission. (This requirement is waived for students who have earned the T&D Certificate or have a current PE license).** On the day of the test, request that your scores be sent to Gonzaga University. It is recommended that you schedule the exam at least one month in advance to allow for registration and exam prep.

### **Confidential Recommendations: Request two letters of recommendation**

Recommendation letters must be mailed directly to the program in a sealed envelope from your recommender, emailed from a professional email address or faxed. Letters are to come from professors, supervisors & managers; however references from supervisors in the power industry will be given more weight.

**Transcripts: Request and Submit Transcripts.** One copy of official transcripts from bachelor degree granting universities is needed. If you are a GU undergraduate, you do not need to request your transcripts.

**Professional Resume:** Update your resume so that all information is accurate. Your resume can be submitted electronically to [tandd@gonzaga.edu](mailto:tandd@gonzaga.edu).

**When to Apply: You may apply at any time.** Students may be admitted to the program prior to the start of any T&D 8-week session. We do not specify deadlines for admission; however, we recommend that you complete your application three months prior to the semester you wish to start. Once you have formally been admitted to the METD program, you have six years to complete your coursework and graduation requirements.

### Questions? Contact Us.

**PHONE:** 509-313-5701

**FAX:** 509-313-5871

**EMAIL:** [tandd@gonzaga.edu](mailto:tandd@gonzaga.edu)

### Mail:

T&D Engineering

Gonzaga University

502 E. Boone Avenue, Ad Box 26

Spokane, WA 99258-0026

**WEBSITE:** [www.eng.gonzaga.edu/tandd](http://www.eng.gonzaga.edu/tandd)