Application Guide & Checklist

**Application:** You may apply online through [www.applyweb.com/gonzagvc](http://www.applyweb.com/gonzagvc). Under "Online Application" returning students may start their application. New students may create a user ID under "Create Your Account". There is a $50 non-refundable application fee—this is waived for GU undergraduates & alumni.

**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. This may be uploaded with your application.

**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. Letters are to come from professors, supervisors & managers; however references from supervisors in the power industry will be given more weight. Please have your recommendation letters’ contact information ready when you apply online; there will be instructions within the application for requesting the letters.

**Transcripts:** Request and Submit Transcripts. One copy of official transcripts (unopened and sent directly from the university) from accredited, bachelor-degree granting universities is needed. If you are a GU undergraduate, you do not need to request your transcripts. If you list a school on the application, you must submit transcripts for that school, even if you only took one class there.

**Professional Resume:** Update your resume so that all information is accurate. Your resume can be submitted electronically to tandd@gonzaga.edu or uploaded in the online application site.

**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.**

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