# Caltech

## SUPPLEMENTAL FORMS AND DOCUMENTS

In addition to a completed application form, applicants are required, where applicable, to submit several additional supporting documents.  These include:

➢ ESSAYS

The personal essays provide admissions committees an opportunity to learn about an applicant's background, goals and aspirations. They also serve as an example of aptitude in scientific exposition. As such, these essays must be written entirely by the applicant. The use of artificial intelligence (AI) tools to generate text for essays is not acceptable and could lead to rejection of the application or rescindment of admission. The graduate program supports the AI policy developed by Caltech's Undergraduate Faculty Admissions committee, available here. We expect all applicants to adhere to the Caltech Honor Code, which states that "No member of the Caltech community shall take unfair advantage of any other member of the Caltech community." There is no specified length of the essays, but in general they should not exceed two pages.

➢ LETTERS OF RECOMMENDATION

Three letters of recommendation from individuals familiar with your academic and/or work performance are required for all applicants.

➢ TRANSCRIPTS

Transcripts from all colleges or universities attended are required. Transcripts may be sent directly from the Registrar of the institution you attended or transcripts issued directly to the applicant, and so marked, are acceptable, and can be submitted online following the electronic submission process. If you attended Caltech as an undergraduate, you must request an official transcript from the Office of the Registrar.  We cannot obtain one on your behalf.

Please provide an explanation of any nonstandard grading systems. International transcripts or records of all courses, seminars, and examinations, including grades, scores, grading scales, and conferrals of degrees, must be in English. All translations must be complete versions of the original records.  An official transcript documenting the award of an undergraduate degree is required prior to enrollment in the graduate program at Caltech.

➢ RESUME OR CURRICULUM VITAE

Attach a CV or resume that includes the following, if applicable:
1) Teaching, professional, and vocational experience (include military service, but omit summer or part-time work not relevant to your professional goals)
2) Research experience
3) Major academic recognitions, honors, and memberships in scientific, professional and honorary societies
4) Professional activities
5) Significant extracurricular activities

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6) Conference presentations
7) Titles of publications, major papers, or theses authored or co-authored; if published provide citation.  <u>Do not</u> upload the entire document as the admissions committee often does not have the time to read a large file. It is preferred that you either list or provide links or a URL where publications can be located.