

Thank you for your interest in our graduate program! You have asked a common question, below is a list of commonly asked questions and answers for your information. Please be aware that if you ask me a question in your email that is answered within this automated email, I will not reply to your email. I'll actually just delete it. This process will continue regardless of how many emails you send. If you ask a new question, I will reply and add this information for future students. Future students thank you for your question!

Please read this auto-email in its entirety.

Q. I am seeking a research position to pursue my MS/PhD in civil engineering. I feel I am very qualified; do you have any positions available?

A. Great, we are always looking for qualified applicants! Research positions are sometimes advertised so check faculty websites in your area. Please still apply to our program as many faculty look at the accepted applicants as a way to identify graduate students when they receive a new research grant.

Application process FAQ

Q. What are the minimum requirements for admission to the K-State CE program?

1. Graduate Record Examination (GRE) : 80th percentile rank on the quantitative section. The score must be sent directly from education testing services (ETS) to the K-State Civil Engineering Department.
2. TOEFL: 550 paper-based / 213 computer-based / 79 internet-based or IELTS: 6.5.
3. Three letters of recommendation on *official letterhead*. At least one letter must be from a faculty member who has direct knowledge of your academic work.
4. Statement of objectives, official transcripts, application fee, and an affidavit of financial support.

Q. I've completed my application and my references have been uploaded. Why haven't I heard anything?

A. You will receive a notification when your application is complete from the Graduate School within one week. If you haven't heard anything, your application is likely incomplete. Common issues are: recommendation letters not on official letterhead; not having at least one letter of recommendation from a professor; GRE scores not uploaded, etc. Keep in mind your application will likely not be *reviewed* in one week, but you should know if your application is complete within this time frame.

Q. I've completed my application, but I've noticed that at least one of my professional references have not been submitted. What do I do?

A. The CollegeNET system will allow you to log back in and resend the reference requests. Double check that you've typed the email address correctly.

Q. How do I calculate if my Quantative Score is in the 80th percentile?

A. The minimum of 80% is not based on the score you received out of a set number. The score is curved (adjusted) relative to the number of persons taking the test. The % is reported by your quantitative GRE score, which indicates % below, i.e., how many from

those who took the exam, are below you. This is equivalent to asking you to be in the top 20% of those taking the exam.

Q. I received or will soon receive my B.S. from K-State's CE department, do I need to submit official transcripts and take the GRE?

A. Trisha Brown (gradce@ksu.edu) can upload your transcript to your application so you do not have to pay the transcript request fee. You do not need to take the GRE if your cumulative GPA is over 3.0.

Q. I heard there is an application fee waiver for current K-State students, how do I get one?

A. The rumors are not true! The university does not allow us to waive the application fee under any circumstances for ANY applicant (K-State student, domestic, international).

Q. Is there any form that needs to be submitted or required information that must be included in the letter of recommendation?

A. No, just ask them to write a letter regarding your potential for graduate studies. Be sure to ask them to use their official letterhead. I encourage you to ask your letter writers if they will write you a positive letter of recommendation *before* putting their information into the CollegeNET system.

English Language Proficiency FAQ

Q. What are the requirements?

A. TOEFL: 550 paper-based / 213 computer-based / 79 internet-based or IELTS: 6.5..

Q. I have attached an official letter stating that my university was taught in English. Do I still need to take the TOEFL or IELTS?

A. Yes, if English is not the primary language in **your home country**, you are required to take the TOEFL or IELTS exam to meet application qualifications

Q. I have attached a transcript from another university in the US where I took an English Language Proficiency course. Do I still need to take the TOEFL or IELTS?

A. Yes, if English is not the primary language in **your home country**, you are required to take the TOEFL or IELTS exam to meet application qualifications

Q. I did not meet the minimum requirements, now what?

A. Those who do not meet the minimum proficiency standard may be recommended for enrollment in University English courses or for part-time English courses offered by the English Language Program (ELP) on campus. Those who are determined to need substantial work in English will be required to participate in the ELP. Intensive English training for students who have TOEFL scores below 550/213 is also available through the ELP. For information and application to this program write to Director, English Language Program, 205A Fairchild Hall, Kansas State University, Manhattan, Kansas 66505-1106; e-mail: elp@ksu.edu.

Financial Aid FAQ

Q. Are there financial aid forms that I need to fill out?

A. No, there is not a form.

Q. I need financial aid to pursue my degree. How do I secure a graduate research assistant or graduate teaching position for funding?

A. Graduate research/teaching positions are given on a competitive basis. Getting financial assistance from the Civil Engineering Department will depend on 1) source of funding available, 2) our research needs, and 3) applicant qualifications. You will need to discuss funded research opportunities with your adviser. Faculty members will often advertise positions when funding is available. Be diligent and discuss funding opportunities with faculty members in your area of interest. Faculty members frequently identify students for positions by looking at our accepted candidates so please still apply. Someone may contact you!

Q. Can International students receive financial aid during their first semester?

A. Yes, all students are considered. The Affidavit of Financial Support form has nothing to do with getting an assistantship. It is strictly a required form for the Graduate School. You are encouraged to visit with faculty members once you are on campus to seek research opportunities.

Q. What is this affidavit of financial support form for?

A. Section I of this form must be completed and signed in order for you to be accepted into the graduate program; it is not required for your application to be reviewed by the civil engineering department committee. If you do not receive any support from the department all three sections must be filled out appropriately before your application can be forwarded to the Graduate School. It saves time and further delay if all three sections are filled out when sending this form with your application packet, but again it is not required for the initial review of your application. This form has nothing to do with the department's decision of giving support; it is a required form for the Graduate School.

Q. How long does it take to complete the on-campus MS program? What about for distance students?

A. Generally, it takes about 18 months to 2 years for full-time students. This depends but is generally 2 – 3 years. Many students elect to take one or two classes per semester depending on time constraints. If you take 2 classes per semester (Fall/Spring only) you will take 2.5 years to complete your degree.

Q. How long does it take to complete the PhD program?

A. Generally, it takes about 3 to 5 years for full-time students.

Q. I do not have an undergraduate degree in civil engineering, can I still apply?

A. Absolutely! But you will be required to rectify course deficiencies and appropriate prerequisites for an undergraduate degree in civil engineering before your application will be reviewed for our graduate program. Your application is on hold until this requirement is met.

Q. I have transfer credit from another university, can this be applied to my program of study?

A. Up to 9 credit hours may be transferred to KSU. After the first semester at KSU is completed your committee will review courses being transferred to decide if they will transfer or not. Students will need to have transcript(s) and course description(s) sent to the department.

Q. I am a distance student and do not know my faculty advisor.

A. Please let me know what area of concentration you are in and I will tell you who your assigned advisor is.

Q. I've been accepted into the graduate program and I need to be advised on what courses to take next semester. Can I come meet with you?

A. Congrats on your acceptance! I don't do any course advising for graduate students UNLESS you are following the Environmental Engineering path and you are my advisee. You need to see your academic advisor for all course-related questions. If you have an adviser in mind, you can go visit with them to see if they have any positions available. Otherwise, you will be assigned an advisor based on your focus (geotechnical, structural, materials, transportation, water, environmental). Your advisor will go over any and all required courses you must take.

Non-Degree seeking students

Fill out application, mark non-degree, and have transcripts of all college/university work sent to the department. The department needs to sign the application for approval and will forward to the Graduate School. Non-Degree seeking students can take up to **9** credit hours before officially applying to department.

<http://www.ce.ksu.edu/grad/> Graduate Programs in Civil Engineering with Handbook

<http://www.k-state.edu/grad/graduate-handbook/> - Graduate Handbook

Have a further question (not covered in the FAQ section) and want to talk with me?

Please send me an email (prathapp@ksu.edu) and schedule a time to come and see me for any Graduate School related question you may have or help you may need. Please do not come to my office without an appointment.

Prathap Parameswaran, Ph.D.

Associate Professor | Civil Engineering

Fornelli Engineering Professorship

Kansas State University | 1701C Platt St | Manhattan, KS 66506