Carnegie Mellon University
Modern Languages

GRADUATE
FREQUENTLY ASKED QUESTIONS

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STILL HAVE QUESTIONS?
Please contact ModernLangGradmail@andrew.cmu.edu

GRADUATE
FREQUENTLY ASKED QUESTIONS

WHEN IS THE APPLICATION DEADLINE FOR FALL ADMISSION?
Ph.D. Program: January 7
Masters Program: February 1

All transcripts and supporting material are due by the application deadline. All information will be posted to your file once you submit your online application. Please note that official transcripts and test scores are not updated as received until you submit your application.

All letters of recommendation are due by the application deadline.
All official GRE, IELTS and TOEFL score reports are due by the application deadline.

It is strongly suggested that you plan to take all required tests before November for the Ph.D program and January for the Masters program.

ARE THERE ADDITIONAL FINANCIAL AID FORMS TO COMPLETE?
Graduate students are permitted to apply for any financial aid for which they are eligible. For more information and financial aid application forms, contact The HUB.
https://www.cmu.edu/sfs/financial-aid/index.html

DO STUDENTS RECEIVE A TUITION WAIVER?
Students in the Ph.D. program are eligible to receive a partial to full tuition scholarship, as well as a living stipend.
Students in the Masters programs may receive a partial tuition scholarship.

I USED MY EMAIL ADDRESS AND PASSWORD, BUT I CANNOT ACCESS THE ONLINE APPLICATION. WHAT IS THE PROBLEM?
If your browser accepts cookies, and your computer is not behind a firewall, then you should be able to login successfully. Also, please make sure you are using the same website to login that you used to register. If you continue to have problems, please contact us:

I HAVE A QUESTION CONCERNING THE APPLICATION PROCESS. WHERE DO I GO FOR HELP?
Please email ModernLangGradmail@andrew.cmu.edu

WHAT IF ALL OF MY SUPPORTING DOCUMENTS DO NOT ARRIVE BY THE DEADLINES?
Supporting materials that arrive after the deadline may cause a delay in your application being reviewed. Your information will be updated as materials are received.

CAN I MAKE CHANGES TO MY ONLINE APPLICATION AFTER IT HAS BEEN SUBMITTED?
Prior to submitting, you may return and make any changes to your application. Once you submit your application, you may make changes to select sections: CV, Publication, Statement of Purpose, and Letters of Recommendation.

IF I APPLIED LAST YEAR AND WAS NOT ADMITTED, CAN I REAPPLY THIS YEAR?
Yes. You must create an entirely new application. It is possible to request that official test score reports and transcripts from the previous year be used if no changes have been made to them.

IS THERE SPRING ADMISSION?
No.

DO I NEED TO CONTACT A PROFESSOR BEFORE APPLYING?
No.

IS IT POSSIBLE TO COMPLETE A DEGREE ONLINE?
No.

IS IT POSSIBLE TO VISIT THE CAMPUS AND THE DEPARTMENT OF MODERN LANGUAGES?
We ask that you wait until you have been admitted to a program before you visit.

If I am admitted to a program, can I defer admission?
After you are admitted, please contact the program coordinator.

BIOGRAPHICAL INFORMATION

HOW DO I OBTAIN AN I-20 FORM?
Please refer to the Office of International Education page: https://www.cmu.edu/oie/ This page contains a wealth of information for international students accepted to Carnegie Mellon University.

I DO NOT CURRENTLY HAVE A VISA, BUT WILL NEED TO APPLY FOR ONE. WHAT DO I SELECT UNDER VISA STATUS?
Select the one that will most closely match your status when you arrive on campus. Most likely you will need an F1 visa; however, you should carefully review the information at the above link.

WHAT SHOULD I GIVE AS MY CURRENT ADDRESS?
Use the address where you will be available to receive mail through April. You may enter a permanent address if it differs from your current address. Do NOT enter a PO Box. The acceptance packets are sent by express mail (e.g. FedEx, UPS), and cannot be delivered to a PO Box address.

WHAT DO I DO IF MY EMAIL ADDRESS OR CURRENT ADDRESS CHANGES BEFORE THE END OF THE SEMESTER?
You may change your current address, email address and password in your submitted application until the application deadline. If there is any change after this date, please send an email to ModernLangGradmail@andrew.cmu.edu, and the Graduate Program Coordinator will make the necessary updates. It is very important that you maintain a valid email address in your submitted application.

TEST SCORES

WHAT ARE THE GRE AND TOEFL INSTITUTION AND DEPARTMENT CODES?
GRE: Institution code, 2074; Department code- not needed.
TOEFL: Institution code, 2074; Department code not needed.

Please refer to the GRE testing schedule to determine test dates. No application will be considered complete until we have received these scores. GRE scores will not be accepted if more than two years old.

I USED THE WRONG CODES. WHAT SHOULD I DO?
Please have them sent again with the correct codes as stated above. If you used only the Institution code your scores will reach the admissions office.

WHAT IS THE RECOMMENDED TOEFL SCORE?
A successful applicant will normally have a total iBT score of at least 105 (minimum subject score is 25).

AM I REQUIRED TO SUBMIT A TOEFL SCORE?
If your first language (mother tongue) is not English, then you MUST submit a TOEFL.

I HAVE A DEGREE FROM AN INSTITUTION IN WHICH THE SOLE LANGUAGE OF INSTRUCTION IS ENGLISH, DO I NEED TO SUBMIT A TOEFL?
Yes. A TOEFL is required if English is not your first/mother tongue.

I READ ABOUT THE RECOMMENDED TOEFL SCORE, HOWEVER, MINE IS BELOW THE RECOMMENDED SCORE. IN THIS CASE, IS IT MEANINGLESS FOR ME TO APPLY?
Admission may be possible but difficult. If you feel in any way that your application is below our minimum requirements, then we would advise you to not apply. The program is highly competitive and you will be competing for a spot against others who, are at or above the minimum.

I HAVE REQUESTED MY TEST SCORES AND TRANSCRIPTS BE SENT, BUT MY APPLICATION HAS NOT BEEN UPDATED?
You must first SUBMIT your application before receipt of test scores or transcripts will be updated. They must be matched and updated manually, which may take several days once you submit your application.

WHAT SCORES SHOULD I ENTER IF I HAVE TAKEN THE GRE TEST MORE THAN ONCE?
Please enter the scores from your most recent test.

DO YOU ACCEPT THE DUOLINGO ENGLISH TEST?
We do not accept Duo Lingo English proficiency test at this time.

EDUCATION

I AM IN A FIVE YEAR PROGRAM AND WILL BE AWARDED A MASTERS DEGREE. DO I ENTER THIS IN THE UNDERGRADUATE OR GRADUATE SECTION OF COLLEGES/UNIVERSITIES?
This information should be entered in both sections.

WHAT FORMAT DO I USE TO ENTER MY GPA AND COLLEGE/UNIVERSITY POINT SYSTEM?
Please enter your GPA exactly as given by your College/University, e.g. 3.5, 4.9, 9.6, etc. In the box to right indicate the Point System that your College/University uses, e.g. 4.0, 5.0, 10.0, etc.

WHAT SHOULD I ENTER IN THE "CLASS RANK" FIELD?
If you would like to give us your rank within your department or university, enter it here. For example, you could enter "2nd of 109 students in Computer Science Department", or "45 of 1450 students in School of Engineering". The response here should preferably be short. If you want to give us more details about your ranking, please give it in the Resume. Remember that this is an optional field, and you should feel free to leave it blank, if you do not have this information, or if you do not wish to share it.

TRANSCRIPTS
Submit official transcripts. This can be done electronically through your university's electronic transcript service or via sealed hard copy.

HOW MANY TRANSCRIPTS SHOULD I SEND?
Please mail ONE official copy only of your transcript from each college or university attended, whether or not you received a degree. If you submit a transcript from a foreign country, you must include an English translation. Do NOT send copies of awards and certificates with the transcript. You may mail the transcript yourself, if it is in a signed and sealed envelope from the university, or you may have your university mail it directly. You are also required to upload a copy of your transcripts in the online application.

WHAT HAPPENS IF MY TRANSCRIPTS OR TEST SCORES ARRIVE BEFORE MY APPLICATION?
All supporting documents that arrive before you submit your application will be kept on file. Please note that transcripts will not be marked as received in your online application until you have actually submitted your application. They must be matched and updated manually.

I HAVE REQUESTED MY TRANSCRIPTS AND TEST SCORES BE SENT, BUT MY APPLICATION HAS NOT BEEN UPDATED.
NOTE: Official Transcripts and some academic scores must be matched and updated manually, which may take several days once you submit your application.

WHERE DO I MAIL MY TRANSCRIPTS?
If your College or University issues only hard copies of your transcript, please use the address below.

Department of Modern Languages
Carnegie Mellon University
Posner Hall 341
Pittsburgh, PA 15213-3891 USA
Attention: Vera Lampley Graduate Programs

Send electronic copies of your transcript to ModernLangGradmail@andrew.cmu.edu
If your transcript is not in English please provide a translated copy with the original.

RESUME AND STATEMENT

IF I AM APPLYING TO TWO PROGRAMS, CAN I SUBMIT A DIFFERENT STATEMENT OF PURPOSE FOR EACH PROGRAM?
Yes.

I HAVE ALREADY UPLOADED MY RESUME/STATEMENT OF PURPOSE, BUT NOW I HAVE MADE REVISIONS AND WOULD LIKE TO SUBMIT THE NEW VERSION. WHAT SHOULD I DO?
You can simply upload the new Resume/Statement of Purpose, even if your application has been submitted. It will override the original one. However, you may not make any changes to your application after the application deadline.

RECOMMENDERS

MY RECOMMENDERS HAVE NOT RECEIVED THE EMAIL REQUESTS OR THE REMINDER EMAILS THAT WERE SENT. WHAT SHOULD I DO?
First, make sure that you typed the correct email address, and then ask them to check their spam filters. If the email cannot be found, please ask them to send their letters in pdf format to ModernLangGradmail@andrew.cmu.edu. They must put: Upload recommendation letter for (your name) in the subject line. Uploads will not be completed here until early January. Remember that our offices are closed from December 23-January 6. We appreciate your patience.

I AM WONDERING WHETHER THE RECOMMENDER FOR LANGUAGE PROFICIENCY SHOULD BE A DIFFERENT PERSON THAN THOSE I HAVE LISTED TO COMPLETE THE ACADEMIC RECOMMENDATIONS. IN OTHER WORDS, CAN I HAVE ONE PERSON SERVE AS BOTH?
Yes. However, they must fill out both forms and submit them separately.

IF I SUBMIT AN ONLINE APPLICATION, CAN MY RECOMMENDERS USE THE PAPER RECOMMENDATION FORM?
No. Recommenders must submit their letters online. Contact ModernLangGradmail@andrew.cmu.edu if a recommender is having problems uploading the form.

WHAT SHOULD I DO IF THE DEADLINE IS APPROACHING OR HAS PASSED AND ONE OR MORE OF MY RECOMMENDERS HAS NOT SUBMITTED THEIR RECOMMENDATION?
You may send a reminder notification to your recommender via your Application Status Page from your submitted application. It is your responsibility to make certain that the letters are submitted by the application deadline. Applications without three letters of recommendation not received by the deadline may not be considered.

IF I AM A NATIVE SPEAKER OF CHINESE, SHOULD THE RECOMMENDER CONSIDER ENGLISH AS MY SECOND LANGUAGE AND EVALUATE ENGLISH, INSTEAD OF CHINESE?
Yes. The form is an assessment of your second language.

WHAT IF I WANT TO SUBMIT MORE THAN THREE LETTERS OF RECOMMENDATION?

Three letters of recommendation are required; however, space is provided for you to submit up to five. At least two should be from faculty or recent employers. Recommenders should know you relatively well and be able to evaluate the quality of your previous work.

WHO SHOULD I ASK TO WRITE LETTERS OF RECOMMENDATION FOR ME?

The admissions committee wants to know about your ability to do independent research. You should select letter writers who can best speak to that point. Professors who interacted with you extensively in smaller classes are also a good choice. Employers are sometimes appropriate, but letters that are simply character references will not provide good support for your application.

MY RECOMMENDERS HAVE NOT SUBMITTED THEIR LETTERS. CAN I SUBMIT MY APPLICATION BEFORE THEY SUBMIT?

Yes. Do not wait for the letters before submitting your application. Recommenders have a longer period of time to submit their letters.

SUPPLEMENTAL INFORMATION

I HAVE A PAPER THAT HAS NOT BEEN SUBMITTED FOR PUBLICATION OR WAS NOT ACCEPTED FOR PUBLICATION, BUT I WOULD STILL LIKE FOR THE COMMITTEE TO CONSIDER IT IN MY APPLICATION. SHOULD I LIST IT HERE?

Yes. However, published papers are viewed more favorably in the admissions process.

DOES THE REQUIRED "A SAMPLE OF THOUGHTFUL ANALYTIC WORK OR A RESEARCH PAPER" HAVE TO BE RELATED TO MY RESEARCH INTERESTS IN SLA PROGRAM? OR IT COULD BE MY PREVIOUS RESEARCH PAPER (NOT RELATED TO MY CURRENT RESEARCH INTERESTS)?

Submission should reflect your current interest.

WHAT IS THE EXACT DEADLINE FOR PH.D. APPLICATION IS. IS IT 12 P.M.(MIDDAY) OR 12 A.M.(MIDNIGHT) ? OR ANY OTHER SPECIFIC TIME?

It is 11:59 p.m. eastern standard time.

THE DEADLINE HAS PASSED, AND I HAVE JUST RECEIVED NOTICE THAT A PAPER LISTED ON MY APPLICATION HAS BEEN ACCEPTED FOR PUBLICATION. HOW CAN I ADD THIS INFORMATION?

You will still have access to update these documents in your application via the Application Status Page. Login and update your publication, even after the deadline. If you have any issues uploading your new document, please contact ModernLangGradmail@andrew.cmu.edu.

APPLICATION FEE

HOW MUCH IS THE APPLICATION FEE?

The application fee is $50.00

CAN I PAY THE APPLICATION FEE BY CREDIT CARD?

You may pay the fee by credit card or by check. Instructions for paying online are on the Welcome Page of the application. If you do not want to pay by credit card with the online application, you may pay by check or money order drawn on a U.S. bank and made payable to Carnegie Mellon University. Please include your email on the check or money order and mail to:

Department of Modern Languages
Carnegie Mellon University
Posner Hall 341
Pittsburgh, PA 15213-3891 USA
Attention: Vera Lampley Graduate Programs
DO NOT SEND CASH.

APPLICATION STATUS

HOW AND WHEN WILL I BE NOTIFIED IF I AM ADMITTED?
Our Admission Committee reviews applications during the months of January and February. You will be notified directly not later than March 15 as to whether or not you have been admitted. We realize that waiting is very difficult. However, we request that you do not call our offices to inquire about the status of your application.

HOW DO I TRACK CHECK THE STATUS OF MY APPLICATION?
Please do NOT send email to ask the status of your application.
Use your email address and password to access the Application Status Portal. Receipt of the required documents (score reports, transcripts, and letters of recommendation) will be indicated in the corresponding section. Please allow two to three weeks past the deadline for all documents to be recorded. We receive a large volume of mail, and it does take time to process each application. Our offices are closed during the Christmas and New Year holidays (Dec. 23 - Jan. 6) which may further delay processing.