

# Caltech

## TRANSCRIPTS

Transcripts should be submitted online following the electronic submission process. For the purpose of applying, official, sealed copies of your transcripts are not required and scanned copies of an original transcript or university generated web printouts are accepted. Please note, however, that any electronic submissions must be official copies from the school or college attended. Hand-typed listings of courses prepared by the applicant will not be considered. If admitted, official transcripts documenting attendance at each college and university and the degrees awarded will be required prior to enrollment in the graduate program at Caltech.

If you attended Caltech as an undergraduate or as a graduate student in the past, you must request an official transcript from the Office of the Registrar. We cannot obtain one on your behalf. If you are currently enrolled, you may upload an unofficial copy of your transcript via REGIS.

For nonstandard or international grading systems, please provide an official university key or legend with your transcript upload. 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 and certified versions of the original records.

## LETTERS OF RECOMMENDATION

Three letters of recommendation from individuals familiar with your academics, research and/or work performance are required for all applicants. We prefer that you utilize the system functionality to register your reference writer following the online instructions. Once you register your reference writer, he or she will automatically be sent an email with instructions on how to upload a letter on your behalf. Applicants can view which letters have been received via the online checklist.

Recommendation letters should address the following information:

- 1) How well is the applicant known and in what capacity?
- 2) Does the applicant have the intellectual capability, experimental ability, fundamental training, creativity, and motivation to be successful as a student at Caltech?
- 3) Would the applicant be encouraged to do doctoral research under the recommender's supervision?
- 4) If English is not the native language, how well does the applicant read, write, and converse in English?
- 5) How does the applicant compare to any previous students who have come to Caltech for their graduate work?