



**Master of
Engineering
in
Technical
Japanese**

Application Checklist

The METJ Admissions Committee accepts applications year-round. Applications are considered in the order received. Admissions decisions are made once per year for studies beginning in September.

The deadline for applications is August 1. It is in your best interest to submit materials well in advance of the application deadline.

If you need help at any point in the application process, contact the Chair of the METJ Admissions Committee via email at metjapply@epd.engr.wisc.edu or call 608-262-0133.

Step 1: Inform Us of Your Intent to Apply

When you are ready to apply to the METJ program, your first step is to email the Chair of the METJ Admissions Committee at metjapply@epd.engr.wisc.edu.

In your email, state your intent to apply for admission and include your updated resume or CV, ensuring that it contains:

- Educational history (including GPA, awards and honors received)
- Professional work experience (including specific details on your engineering experience, technical training, and responsibilities)
- Listing of professional associations/memberships, advanced training (such as a PE license) and other noteworthy, engineering-related details

Step 2: Submit Your Formal Application and Transcripts

Complete the University of Wisconsin-Madison online application at <https://www.gradsch.wisc.edu/eapp/eapp.pl>

In the application, be sure to include:

- Your “Reasons for Graduate Study” essay
- Contact information for at least three professional recommendations, including at least one from a direct supervisor
- **Important:** Complete the application by submitting the application fee. **Applications submitted without paying the fee cannot be reviewed and will not be acted on.**



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The Chair of the METJ Admissions Committee will assist you in making your application as strong as possible based on your professional experience and certification. Contact the Chair of the METJ Admissions Committee via email at metjapply@epd.engr.wisc.edu or call the direct line at 608-262-0133.

At the same time, arrange to have 2 copies of your formal transcripts from each of your previous educational institutions sent directly to the METJ Admissions Office at:

METJ Admissions Committee
Attn: Gary Henderson
The Lowell Center, Room 314
610 Langdon Street
Madison, WI 53703

Step 3: The Admission Decision

Once your application materials have been received, the Chair of the MEPP Admissions Committee will schedule a phone interview with you. When completed, your application will be presented to the MEPP Admissions Committee for evaluation.

The committee will make one of the following decisions:

- Recommend admission immediately
- Defer consideration until the end of the admissions cycle (August 1)
- Request additional information before evaluating further
- Decline further consideration of your application