If your grades are recorded in the original transcript as percentages, do not give these percentages as a letter grade on the application form; also, do not omit ANY classes for which you have been given a grade (i.e., include even physical education, military training, etc.):

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>credits</th>
<th>grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programming in C</td>
<td>3</td>
<td>80</td>
</tr>
<tr>
<td>Urban planning</td>
<td>4</td>
<td>95</td>
</tr>
<tr>
<td>Geomorphology</td>
<td>2</td>
<td>78</td>
</tr>
<tr>
<td>Remote sensing</td>
<td>3</td>
<td>88</td>
</tr>
</tbody>
</table>

\[
\begin{align*}
\text{Programming in C} & : 3 \times 80 = 240 \\
\text{Urban planning} & : 4 \times 95 = 380 \\
\text{Geomorphology} & : 2 \times 78 = 15 \\
\text{Remote sensing} & : 3 \times 88 = 264 \\
\end{align*}
\]

Total credits: 12
Total GPA: 1040
\[
\frac{1040}{12} = 86.7\%
\]

Your GPA would be 86.7% or 87%

*NOTE: If you do not calculate your GPA as requested, the processing of your application will be delayed until the required format is submitted.*

**Application fee:**
The application fee cannot be waived nor can payment be delayed. We regret that we will not be able to review any application for which the fee has not been paid. There are no exceptions.

**GRE and TOEFL:**
Although we will accept photocopies of GRE and TOEFL scores, any admission would be subject to the submission of official scores from ETS.

**Notification:**
If you include an email address, you will be notified of receipt of your application materials. If no email address is included, you will be notified via snail mail ONLY if something is missing from the application packet.

Please do not email faculty members with requests as to your status. They are not involved with day-to-day handling of applications and would only forward your request to the Director of Graduate Studies assistant.