

# Options Application Form

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- Early Admission students must apply for entry into the Department of Mechanical Engineering separately from their application into an Option. Admission into the Department and into an Option are separate processes; one does not guarantee the other.
- Should the Option Coordinator wish to proceed with your application and schedule an interview with you, this will be communicated via email. It is important that you provide a reliable email address that you check frequently. Interview schedules will be on a first-come, first-served basis.

## Submission Deadlines:

- Early Admission (first year students only): **February 28<sup>th</sup>, 2017, at 11:59pm**
- Regular Admission (second and third year students): **March 31<sup>st</sup>, 2017, at 11:59 pm**

<b>First Name:</b>		<b>Last Name:</b>	
<b>Student Number:</b>		<b>Phone:</b>	
<b>E-mail:</b>			

## Option Applying for (check 1):

- Biomedical
- Mechatronics
- Thermofluids

## Admission Type (check 1):

- Early
- Regular

I acknowledge that taking an Option requires students to take courses according to the regular co-op schedule, regardless of if they are in co-op or not, as most courses are offered only once per year. This means that completing your degree will take a total of five years (including first year and Mech 2).

**Sign here:**

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## Application Package:

The Application Package is an opportunity to present yourself in the best light possible. In your package you should include (in the following order):

- o Application Form
- o Letter of Intent (addressed to the respective Option Coordinators) explaining why do you want to join, and why would you be an asset to the Option.
  - 2016W Option Coordinators
    - o Biomedical: Dr. Hongshen Ma
    - o Mechatronics: Dr. Mu Chiao
    - o Thermofluids: Dr. Patrick Kirchen
- o CV or Resume
- o Transcript
- o (Optional) Up to 5 pages of supplemental material
  - o Should be things you have done – don't create something just for this.
  - o Often takes the form of photos, schematics, screenshots, or other illustrations accompanied by brief descriptions.
  - o Use your discretion to determine what experiences you have had are relevant.
  - o May include reference letters, media articles, or similar.
  - o Must be present in 8.5 x 11" static form (no links, videos, media, objects)
  - o Any supplemental material exceeding the page count will be truncated.

## Submission:

Send electronically to [students@mech.ubc.ca](mailto:students@mech.ubc.ca) by the due date.

- o Must be submitted as a single file in PDF format.
- o Must be named "<Last name>, <First name>, <Student #>, <Option>. pdf"
- o Reduce the file size to "screen" resolution (72 dpi)
- o If possible, we prefer you create the .pdf electronically (i.e., directly from Word, etc. and then stitched together) rather than printing and scanning.