

## **Fall 2020 Procedures For Master of Engineering Admitted Students**

All incoming Master of Engineering students must follow the instructions below by the respective deadlines in order to reserve their place at The Cooper Union for the Advancement of Science and Art for Fall 2020. If you cannot comply with these regulations, please contact the Office of Admissions at 212-353-4120 or [admissions@cooper.edu](mailto:admissions@cooper.edu) prior to **Wednesday, July 1, 2020**. When emailing our office regarding this matter, please put "Master of Engineering Compliance" in the email subjectline.

### **Wednesday, July 1, 2020:**

- **Graduate Accept/Decline Form**
  - This form serves as your official acceptance of our offer of admission.
- **Refundable (until August 1,2020) deposit for \$1,385.00.**
  - This deposit represents a one-time graduation fee (\$250), along with the student fee (\$960) and lab fee (\$175) for the Fall semester.
  - Deposit Payment Options:
    - To pay via Credit Card or Debit Card, please visit our [online enrollment deposit portal](#).
    - Checks should be made payable to *The Cooper Union*.
    - To wire your deposit electronically, please use our [Flywire service](#).
    - For questions or concerns regarding paying you deposit or setting up a payment plan, please email [bursar@cooper.edu](mailto:bursar@cooper.edu) or call 212-353-4154.
- **Citizenship Status Verification Form**
  - Please complete the Citizenship Status Verification Form and submit the appropriate documentation, i.e. copy of birth certificate, passport or permanent resident card (front and back).

### **Friday, June 5, 2020:**

- **Health Forms**
  - You must send a record of a physical examination by your physician, including a record of your immunizations as well as the form regarding your meningitis status. Please Note: New York State requires proof of immunization from measles, mumps and rubella before starting as a Cooper Union student. In addition, you should complete the Disability Accommodations form, if applicable.
  - While completing the Health and Disability forms, students are encouraged to make contact with the Dean of Students, Chris Chamberlin, if they have specific questions about physical or mental health issues and/or disability accommodation services. Please email the Dean of Students at [christopher.chamberlin@cooper.edu](mailto:christopher.chamberlin@cooper.edu) with any questions or concerns.

### **IMPORTANT INFORMATION TO NOTE:**

- Master of Engineering students are expected to register for every semester that you are in attendance, even if it is only for Thesis. You are only charged once for your thesis credits, the first time you register for them. Subsequent registration for these credits will not be charged.
- The Cooper Union requires that all students show proof of and maintain healthcare coverage. Students are automatically enrolled in Cooper's health insurance plan once they are registered for classes. There are limited options to waive the Cooper plan with a comparable plan. More information will be provided soon.
- International Students (those who are non-citizens or who are not permanent residents) are responsible for an additional non-refundable fee of \$1,005 per semester. Please be advised that all fees are subject to change annually without prior notice.
- For questions regarding your tuition bill, please contact the Office of Student Accounts at [bursar@cooper.edu](mailto:bursar@cooper.edu).