

Senior Year Checklist

Woodruff School of Mechanical Engineering

Georgia Institute of Technology

It is your senior year and it is important that you are thinking about your post-graduation plans. The list below is a list of things that you need to think about during your senior year.

1. **Apply to Graduate**
 2. **Fundamentals of Engineering (FE) Exam / Engineer in Training (EIT) Certification**
 3. **Graduate School**
 4. **Full-Time Job Search**
 5. **Commencement**
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Apply to Graduate

- In order to officially graduate from Georgia Tech, you must apply to graduate using an on-line application process maintained by the registrar's office.
- Georgia Tech will not let you graduate without applying to graduate. If you forget to apply, then you will need to graduate during a later semester.
- **Due Dates:** You must apply to graduate the semester prior to graduation. Deadlines vary and can be found at: www.registrar.gatech.edu/students/deqinfo/dcprocess.php
- **Apply to Graduate Instructions:** www.me.gatech.edu/undergraduate/degrees_petitioning

Fundamentals of Engineering (FE) Exam / Engineer in Training (EIT) Certification

- Students are strongly encouraged to take this exam, but it is not required.
- The Fundamentals of Engineering (FE) Exam is the first step in obtaining a Professional Engineering (PE) License.
- Engineering in Training (EIT) certification occurs after you pass the FE exam, graduate with your engineering degree, fill out the state application and mail proof of all 3 to the state of Georgia.
- Taking this exam in Georgia will still allow you to earn your PE License in any state.
- The exam is a computer based exam, and can be taken throughout the entire year at a testing center.
- Students are eligible to take the exam if they are within 2 semester of graduation during the semester of the exam.
- The FE certification process contains 3 parts:
 - **Register for and Take the Exam** – The first step is to register for the exam through NCEES. NCEES is the company who offers the exam. The exam registration is approximately \$225.
 - **State of Georgia Application** – The ME department will offer free notary services and will get the PE signatures for you during fall and spring semesters. You should do this during your last semester at GT.
 - **Mail to the State of Georgia** – You will mail your transcript, state application and FE exam results to GA.
- **FE/EIT Registration Instructions:** www.me.gatech.edu/files/ug/eit_instruct.pdf

Graduate School

- **Before Applying**
 - Decide what major and area of specialization you are interested in.
 - Create a list of potential graduate schools which you are interested in applying to.
 - Look up the requirements and the programs available at each school. Ex: deadlines, requirements, etc.
 - Verify what semesters they will accept new students. Many schools only accept students in the fall semester.
 - Determine if any entrance exam is required. For engineering, the GRE is usually required. For an MBA, the GMAT is usually required.
 - Doing undergraduate research is a great way to enhance your application. We strongly recommend this for students going to graduate school. www.me.gatech.edu/undergraduate/research
- **Application** – Each application is unique. However, most applications require:
 - Transcript to show your overall GPA
 - GRE Scores (register for the GRE at www.gre.org)
 - Essay or biosketch (including the [Statement of Purpose](#) and the [Personal Statement](#))
 - Recommendation Letters (usually at least 3 letters of recommendation are required)
 - MS/PhD intent
 - Application itself – often times you will need to indicate your intended research area or area of interest
- **Funding for Graduate School** – Generally application deadlines are earlier if you are applying for funding and an additional application may be required. Several types of funding exist. The main types of funding are Fellowships, Graduate Research Assistantships (GRA) and Graduate Teaching Assistantships (GTA).
 - **Funding Information for Ga. Tech:** www.me.gatech.edu/graduate/admissions
 - **Fellowships** – Top students are encouraged to apply for fellowships. The websites below has resources about fellowships, both Georgia Tech and outside fellowships. www.fellowships.gatech.edu

Full-Time Job Search

- **Searching for a full-time job can be a very time consuming task. Do not underestimate the time it takes.**
- **When to Begin Your Job Search**
 - Students should begin their job search two semesters prior to graduation.
 - **Example:** Students graduating in the spring should start looking the beginning of fall semester.
 - **Summer Graduation Exception:** Students graduating in the summer should start in the fall.
- **Preparing for your Job Search**
 - **Workshops** – Career services offers workshops during all semesters about job search strategies, resume writing, networking, etc. This will get you started in your job search.
 - A current workshop listing is at: <http://career.gatech.edu/>
 - General job search hints are at: <http://career.gatech.edu/job-search-resources>
 - **Resumes**
 - **Resume Writing Workshops:** <http://career.gatech.edu/c2d2-video-series>
 - **Resume Outline:** <http://career.gatech.edu/crafting-resume>
 - **Walk-In Resume Help:** <http://career.gatech.edu/hours-operation>
 - **Career Services Library** – The Career Services Library contains resources on topics such as resumes, cover letters, networking, interviewing, and job searching. <http://career.gatech.edu/career-tools>
 - **Resume Blitz** – Every fall semester (usually the 2nd or 3rd week of school) Career Services organizes a Resume Blitz. Human resources reps and engineers from companies come in and evaluate resumes.
 - **Optimal Resume Help** – Resources to help you create a resume, practice interviewing and building websites. <https://gatech.optimalresume.com/>
 - **Practice Interviews** – It is strongly recommended that students go through sample interviews prior to official interviews. Career services offers practice interviews.
 - **Interview Help:** <http://career.gatech.edu/system/super-block/interview-tips>
 - **Practice Interviews:** <http://career.gatech.edu/practice-interviewing>
 - **Salary Information** – You can view salary and placement information for students who graduated in previous semesters. https://webapps.gatech.edu/cfcampus/adors/commencement/salary_report.cfm
- **Starting your Full-Time Job Search**
 - **Employer Information Sessions** – Employers who are coming to Georgia Tech usually offer information sessions. If you are interested in a particular company, you should attend these information sessions. Always be prepared with a resume when attending an information session.
 - **Current Employer Info. Sessions:** <http://career.gatech.edu/employer-information-sessions>
 - **Employer Profiles:** <http://career.gatech.edu/researching-potential-employers>
 - **Job Listings**
 - **Georgia Tech Job Listings** – Employers who are coming to campus or looking specifically for Georgia Tech students use CareerBuzz. On CareerBuzz you can submit your resume to companies, sign up for interviews & apply for jobs. Info. is at: <http://career.gatech.edu/careerbuzz-job-board>
 - **External Job Listings** – You should not just rely on Georgia Tech to find a job. Websites outside of Georgia Tech can be found at: <http://career.gatech.edu/employment-job-links>
 - **Departmental E-mails** – Some companies contact the department directly about full time jobs. These will be e-mailed directly to the students.
 - **Career Fairs**
 - **Fall Career Fair (All Majors):** This is the main career fair for current students. It is usually held the Monday and Tuesday after Labor Day. Several weeks before the career fair, a list of attending companies is posted on the web. Business attire is required for career fairs. <http://career.gatech.edu/>
 - **Alumni Career Fair:** The alumni associate has a career fair every spring. This is mainly targeted at alumni, but graduating seniors are also allowed to attend. <http://gtalumni.org/>
 - **Departmental Career Fairs:** Many departments offer career fairs through out the year. Pay attention to emails from your advisors and on-campus advertising to find out these dates. ASME usually hosts 1-2 career fairs annually.
 - **NSBE Career Fair:** Every January, the National Society of Black Engineers (NSBE) sponsors a career fair in the spring. All students are welcome. More information is at: www.gtsbe.org
 - **Virtual Career Fairs:** Several virtual career fairs are held during the year: <https://www.careereco.com/Fair/UpcomingFairs#1>

Commencement

- **Commencement Information:** www.gatech.edu/commencement/
 - **Caps and Gowns:** www.commencement.gatech.edu/students/regalia
 - **Information for Parents:** www.commencement.gatech.edu/parents-guests
 - **Graduation Checklist:** www.commencement.gatech.edu/students/graduation-requirements
- **Other information**
 - **Graduating Senior FAQs:** www.registrar.gatech.edu/students/deginfo/degcandfaq.php
 - **Transcripts** – Students can order transcripts with their degree listed on it the Friday after Commencement. Instructions: www.registrar.gatech.edu/students/formlanding/transcript.php