

## U.S. Graduate Applicant:

A "U.S. graduate" applicant:

- is a citizen or permanent resident of the United States (or applicant for permanent residency), or
- is an international student who has previously attended Texas A&M University in a degree-seeking program, and
- is a student who holds a bachelor's or professional degree (or equivalent).

Application Dates/ Deadlines for Summer and Fall 2013 and Spring 2014 Terms- Vary by major. Please contact the departmental graduate advisor for the semester deadline pertaining to your degree program. (Click [here](#) for a listing of departments)

\*\*\*APPLICANTS ARE PERMITTED TO APPLY TO ONLY **ONE** DEGREE-SEEKING PROGRAM PER SEMESTER\*\*\* After a decision has been returned on the first degree-seeking application, you may then submit another application (and application fee), if desired.

<u>Documents Needed/ Required Credentials</u>	<u>Admission Criteria/ Additional Information</u>
<p style="text-align: center;"><i>All materials must be received by the application deadline of your particular department.</i></p> <p>Checklist:</p> <ol style="list-style-type: none"> <li>1. Application</li> <li>2. Application fee</li> <li>3. Official transcripts</li> <li>4. Official test scores</li> <li>5. Copy of permanent resident card/I-551/I-485 (if applicable)</li> <li>6. Letters of recommendation</li> <li>7. Statement of purpose</li> <li>8. Resume or curriculum vitae</li> <li>9. Document ID sheet</li> </ol> <p><b>1. State of Texas ApplyTexas Application</b> – Completed.</p> <ul style="list-style-type: none"> <li>• Please select the U.S. Graduate Application option.</li> <li>• Applicants to Mays Business School (except non-degree seeking applicants) should use one of the program-specific on-line applications; click <a href="#">here</a> for the MBA program and <a href="#">here</a> for the MS, MLERE, and PhD graduate programs.</li> </ul> <p><b>2. A nonrefundable \$50 application fee</b> is required.</p> <ul style="list-style-type: none"> <li>• Check, money order, or approved credit cards are accepted. Checks or money orders (U.S. dollars) should be made payable to Texas A&amp;M University. Checks or money orders are accepted provided they display an agency bank in the United States and have magnetic ink character recognition (MICR) routing numbers at the bottom.</li> <li>• The \$50 fee required of U.S. citizens or permanent residents may be waived only in exceptional cases for low-income applicants and McNair Scholars. To receive the waiver, low-income applicants must submit a letter from their financial aid advisor or other officer qualified to verify financial need. McNair Scholars must submit a letter from their McNair Program Director verifying their status as a McNair Scholar in good standing to receive the fee waiver. Waiver request documentation should include the applicant's full name, address, date of birth and application semester, and should include the name and title of the verifying officer and date of the request. Documentation should be sent to Graduate Admissions at the address listed below. International students are not eligible for fee waivers.</li> <li>• The Departments of Chemistry, Biochemistry, and Chemical Engineering may pay the application fee for those applying to a graduate program in their departments.</li> </ul>	<p><b>Admission Review</b></p> <p>Graduate admission decisions are made by each of the individual Graduate Departments and are competitive; thus, you should contact the specific department or program prior to applying to discuss your intent to apply. The decision to admit an applicant to a program of study leading to a graduate degree is the shared responsibility of an academic department, an intercollegiate faculty (where applicable) and/or a college.</p> <p><b>Know Your Responsibilities</b></p> <p>It is the responsibility of each graduate student to:</p> <ul style="list-style-type: none"> <li>• Know specific degree requirements as established by Texas A&amp;M University or the student's department, college or school.</li> <li>• Enroll in the appropriate coursework to complete the degree plan.</li> <li>• Maintain the appropriate standards to continue in graduate studies.</li> <li>• Be acquainted with the Texas A&amp;M University Student Rules.</li> </ul> <p><b>Graduate Expectations</b></p> <p>Graduate students must maintain a grade point ratio (GPR) of 3.00 (B average based on a 4.00 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate coursework (300- and 400- level) completed at Texas A&amp;M University and eligible to be applied toward a graduate degree.</p> <p><b>Continuous Registration Requirements</b></p> <p>Students may satisfy the requirements for continuous registration (for those in degree programs requiring a thesis, dissertation, internship or record of study) by registering either <i>In Absentia</i> or <i>In Residence</i>.</p> <ul style="list-style-type: none"> <li>• Additional requirements for <i>In Absentia</i> or <i>In Residence</i> registration vary by degree program; students are directed to check the degree program description for the degree which they are pursuing</li> </ul>

**3. Official Transcript(s)** are required from each college or university attended. College work from one institution posted on the transcript of another institution will *not* be accepted.

- The electronic format for sending transcripts is preferred; otherwise, the transcript(s) must be mailed from the Registrar in a sealed and signed school envelope that is addressed to the applicant. If the Registrar will not release your transcripts to you in a sealed envelope, transcripts may be sent by the Registrar directly to:

**Graduate Admissions Processing  
Texas A&M University  
P.O. Box 40001  
College Station, TX 77842-4001**

Credentials sent via overnight mail (or presented in person) should be sent to:

**Graduate Admissions Processing  
Texas A&M University  
General Services Complex  
0200 TAMU  
750 Agronomy Road, Suite 1601  
College Station, TX 77843-0200**

- An official statement of the award of the degree or diploma is required for each degree completed.
- Photocopies or other duplications of a transcript, such as notarized, faxed or scanned copies are not considered official.

**4. Official Test Scores** – GRE scores should be sent directly from the Educational Testing Service to Texas A&M University (Code 6003). Contact the department to which you are applying for information regarding the reporting of GMAT scores.

- Scores should be from a test date within five years of the date the application is received by the Office of Admissions and Records.

**5. Permanent Resident Card** – Permanent residents must submit a copy of the front side of their Permanent Resident card or proof of issuance of an I-551. Applicants for permanent residency must submit a copy of their I-485 indicating that an application to adjust status to permanent resident is pending with U.S. Citizenship and Immigration Services.

#### **Typical Departmental Requirements**

Contact your [department of interest](#) to review additional requirements.

**6. Letters of recommendation (3)** - You may submit electronic letters of recommendation through the Applicant Information System (AIS) after you have submitted your application for admission and have received your UIN.

- These should be from individuals who are familiar with your academic achievement and potential.
- If you have been out of school for a number of years and are unable to contact former professors, you may submit non-academic references (e.g. employers).

**7. Statement of purpose** – Applicants are required to submit a statement of purpose. If you choose not to submit the essay at the time you are completing the application, you may send a copy by mail with your application supporting documents.

**8. Resume or curriculum vitae** – Graduate applicants may be required to submit a either a resume or curriculum vitae to their departments.

**9. Appropriate Document ID sheet** - To ensure that your official transcripts and other supporting documents are processed in a timely and efficient manner, please include the appropriate Document ID Sheet with all documents you submit in support of your application.

#### **Bacterial Meningitis Vaccine**

**ALL** new students under age 30 are required to show evidence of a bacterial meningitis vaccination within five years from the start of the semester for which they intend to enroll. More information will be available at time of admission.