

# International Graduate Applicant

An “international graduate” applicant:

- is **not** a citizen or permanent resident of the United States (or applicant for permanent residency).
- is a student who holds a bachelor's or professional degree (or equivalent).
- has **not** previously attended Texas A&M University. (International students with a bachelor's degree from Texas A&M University or who have previously studied at Texas A&M University in a degree-seeking program should apply using the “U.S. graduate” application.)

Application Preferred Deadline for Term: Summer 2016      Nov. 1, 2015

Application Preferred Deadline for Term: Fall 2016      March 1, 2016

Application Preferred Deadline for Term: Spring 2017      Aug. 1, 2016

*Some programs may have earlier deadlines, please contact individual Department for more details.  
(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.

## Documents Needed

*All materials must be received by the application deadline of your particular department.*

Office of Admissions Checklist:

1. Application
2. Application fee
3. Official transcripts
4. Official test scores
5. Document ID Sheet

*Please visit your department of interest website to review departmental requirements.*

### **1. State of Texas ApplyTexas Application**

- Please select the International Graduate Application option.
- When completing the application, enter your name as it appears on your passport.
- Applicants to Mays Business School (except non-degree seeking applicants) should use one of the program-specific on-line applications; click [here](#) for the MBA program and [here](#) for the MS, MLERE, and PhD graduate programs.

### **2. A nonrefundable \$90 application fee** is required for International Applicants.

- Check, money order or approved credit cards are accepted.
- Checks or money orders (U.S. dollars) should be made payable to Texas A&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.
- The Department of Chemistry may pay the application fee to their programs for international applicants who are currently attending a U.S. college or university and will graduate with a bachelor's degree or higher. The Department of Biochemistry may pay the application fee for all applicants to Biochemistry.

### **3. \*Official Transcript(s)** are required from each post-secondary university or college attended. College work from one institution posted on the transcript of another institution will *not* be accepted unless courses were completed under an exchange program. (See “Where do I send transcripts?” below [for more details.](#))

**4. Official test scores** – GRE and TOEFL 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.

- GRE and GMAT scores should be from a test date within five years – two years for TOEFL – of the date the application is received by the Office of Admissions
- Applicants whose native language is not English are required to submit proof of English ability, which is satisfied by one of the following (departments may elect to accept only test scores to fulfill this requirement):
  - a. a minimum TOEFL score of:
    - i. 550 for paper-based testing (p-BT), or
    - ii. 80 internet-based testing (i-BT),
  - b. a minimum GRE Verbal score of 400 (GRE test version before August 1, 2011),
  - c. a minimum GMAT Verbal score of 22,
  - d. a minimum IELTS score of 6.0 overall band,
  - e. a minimum PTE Academic score of 53, or
  - f. completion of all years of a Bachelor's degree or higher at a an accredited university in the U.S.
- Tests should be taken at least eight weeks prior to the appropriate application deadline to ensure timely receipt and processing of results.
- After receipt of the University Identification Number (UIN) you may view receipt of your test scores in your Applicant Information System (AIS).
- There is no institutional code for the IELTS examination. Copies of test scores are not considered official, but they may help the University locate your official test scores and are therefore useful when the application is processed. Applicants should request their **official** IELTS scores be sent to:

**International Admissions Processing  
Texas A&M University  
P.O. Box 40002  
College Station, TX 77842-4002**

5. **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.

### **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 upload your essay via AIS.

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

### **General transcript information**

#### **Do you require degree statements?**

An official statement of the award of the degree or diploma is required for each degree completed.

#### **What makes transcripts official?**

Transcripts are considered official if they have an original signature of a school official or an original school seal. Accepted signatures include the Registrar, Principal, Controller of Examinations, or The Ministry of Education. In addition, we will accept documents that have been stamped as official by the embassy/consulate. U. S. transcripts must be sent directly from the institution electronically or indirectly by having them 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 us at the address below. Photocopies or other duplications of a transcript, such as notarized, faxed or scanned copies are not considered official.

#### **What about transcripts not in English?**

Applicants from an institution that does not issue a transcript in English must submit the official native language transcript with an official English translation. Official translations are prepared by a recognized translator and include all original seals and/or signatures; photocopies are not accepted.

#### **Do you accept educational evaluations?**

Evaluations of transcripts are considered unofficial.

#### **Do you accept consolidated or provisional transcripts/mark-sheets?**

Consolidated transcripts or provisional mark-sheets are not considered official. Please ask the Registrar to send individual mark-sheets that list grades earned in each term.

#### **What if I have only one copy of my transcript?**

Send the original copy with a request that it be returned to you upon completion of processing. Copies of official foreign transcripts on file at a previously attended U.S. institution are accepted, provided that the copies are verified by the U.S. institution as those accepted for admission.

#### **\*Where do I send transcripts?**

You may upload copies of your transcripts in the Applicant Information System (AIS) after you have submitted your application and received your Universal Identification Number (UIN) **via email**. Uploaded transcripts may be used for admission review. If admitted, you must send official transcripts directly to our office before you will be allowed to register for classes.

The mailing address specific to international documents is:  
**International Admissions Processing  
Texas A&M University  
P.O. Box 40002  
College Station, TX 77842-4002**

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

**International Admissions Processing  
Texas A&M University  
General Services Complex  
0200 TAMU  
750 Agronomy Road, Suite 1601  
College Station, TX 77843-0200  
Phone: 979-845-1060**

### **Admission Criteria/Additional Information**

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.

#### **Bacterial Meningitis Vaccine**

**ALL** new students under age 22 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.

**APPLY EARLY**  
**Applications received after  
Dec. 1 may experience a  
significant delay in  
processing.**