## 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 2016 and Spring 2017 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.

### Documents Needed

**Office of Admissions Checklist:**

- 1. Application
- 2. Application fee
- 3. Official transcripts
- 4. Official test scores
- 5. Copy of permanent resident card/I-551/I-485 (if applicable)
- 6. Document ID sheet

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

### 1. State of Texas ApplyTexas Application

- Please select the U.S. Graduate Application option.
- 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 $50 application fee is required.

- 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 $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.
- The Departments of Chemistry, Biochemistry, and Chemical Engineering may pay the application fee for those applying to a graduate program in their departments.

### 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 unless courses were completed under an exchange program.

- 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 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 Phone: 979-845-1060

- 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.
- 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).
### Admission Criteria/Additional Information

#### Admission Review
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.

#### Know Your Responsibilities
It is the responsibility of each graduate student to:
- Know specific degree requirements as established by Texas A&M University or the student's department, college or school.
- Enroll in the appropriate coursework to complete the degree plan.
- Maintain the appropriate standards to continue in graduate studies.
- Be acquainted with the Texas A&M University Student Rules.

#### Graduate Expectations
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&M University and eligible to be applied toward a graduate degree.

#### Continuous Registration Requirements
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 In Absentia or In Residence.
- Additional requirements for In Absentia or In Residence registration vary by degree program; students are directed to check the degree program description for the degree which they are pursuing.

#### 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.