GRADUATE STUDIES ADMISSIONS

Applying for Admission

Graduate Admission to Texas A&M University-Texarkana is open to qualified individuals, regardless of race, color, religion, sex, national origin, or educationally unrelated handicaps. Students may apply for admission to Texas A&M University-Texarkana by using (https://tamut.edu/Admissions/Apply/)custom online application on our website. (https://www.tamut.edu/admissions/graduate/)

Please answer all questions on the application **accurately.** If the university grants a student admission on the basis of incorrect information or omitted facts, which, if known, would invalidate the applicant's eligibility, that student's admission is invalid. The completed application, official transcripts from all previous colleges and universities, and supporting documents constitute the basis upon which authorities determine eligibility for admission.

In accordance with the Texas record-retention requirements, the Graduate Admissions office will keep an application for admission on file for one year. After that date, the office will destroy the application for admission and file contents.

Application Fee

Students applying for Graduate Admissions to Texas A&M University-Texarkana are required to pay a **non-refundable** application processing fee. Please allow 2-4 weeks for processing your admission application. Graduate Admissions must receive the application fee and admissions documents within 90 days of submission of the application to avoid cancellation. The applicant *must* review the admissions requirements and check his or her admission status online regularly to confirm receipt of the items Admissions requires for his or her admission file.

Domestic Applications - $30.00 Application Fee

International Applications - $50.00 Application Fee

Priority Deadlines

All graduate degree programs have different deadlines for submission. Please see the individual degree program for those specific dates.

Required Documents

Not all graduate degree programs require the same supplemental requirements, however, here are some of the requirements you may see on your admissions checklist:

- **Resume-** This document is used to assess the background experiences, activities, and possible skills that an applicant is able to document through work and life history. Care should be taken to tailor your resume to the program of study for which you are applying. Most resumes that graduate applicants submit are between 1-2 pages in length.
- **Letters of Intent/Interest**- This brief paper should allow the reader to better understand your rationale, life story and purpose in seeking this degree. Because effective writing skills are necessary to be successful in graduate school, program faculty typically review these papers from the perspective of your commitment and interest in the degree, as well as your overall skill and aptitude for effective and professional writing. Most letters of intent/interest that graduate applicants submit are between 2-4 pages in length.
- **Recommendation Letters**- Graduate school requires a multitude of different positive and effective professional attributes. Faculty attend to the suggestions, feedback and offerings by other professionals regarding your performance in previous institutions, work settings and other professional venues. Recommendation letters may be completed by former co-workers, instructors, supervisors, or any other professionals who can clearly attest to the work, study and/or professional habits and styles of the applicant.
- **Official Transcripts**- University policy forbids anyone from being fully accepted into a graduate degree program without first supplying the university with an official transcript from each and every college/university the applicant attended. It is important to note that ALL transcripts must come directly from the institution of record (mailed or hand delivered in an unopened envelope sealed by the issuing institution), and must be official. **To be accepted into the University, applicants must have an overall or last 60 SCH of 2.5 or higher. Degree programs may require a higher GPA for admission.**
- **In-Person Interviews**- The counseling program (both clinical mental health and school) require an in-person interview with the program faculty. This interview is typically 20 minutes in length and is used as a part of the overall assessment of fit within the field of professional counseling. The Adult and Higher Education program requires that all applicants meet with the program coordinator (Dr. Gaynell Green) for an in-person interview prior to full acceptance into the program. The Instructional Technology program requires that applicants complete an in-person, skype or phone interview prior to acceptance in the program.
- **Standardized Tests (GRE, MAT, GMAT)**- One of the predictors used nationally to determine aptitude and potential ability in meeting the academic rigors of graduate studies is the use of a standardized test. Some programs require official scores on these exams as a part of the overall assessment of applicants. The Testing Center offers the MAT on a regular basis throughout the school year. Please check the Testing Center (http://www.tamut.edu/Academics/Student-Support/Testing-Center/) website for more information on procedures for setting up a test and testing dates.

- **Other Materials**- Because the graduate level of education requires in-depth training regarding the program of study, some degree programs require additional documentation or information before making a final admissions decision.
- **International Students ONLY-** Additional requirements are required for international students. In addition to the items above graduate studies will need official TOEFL scores, Foreign Credentialing Evaluations on all foreign colleges/universities attended, and clearance from the International Student Services Office. An international student must have clearance from the International Student Services Office before an admission decision can be made. Visit the International Admissions (https://www.tamut.edu/admissions/international/) website to read all information on regulations for International Students.

All materials should be sent to:

Office of Graduate Admissions

graduatestudies@tamut.edu

7101 University Avenue
Texarkana, TX 75503

Non-Degree Students

Graduate students who are not currently seeking a degree should contact the Office of Graduate Studies and Research or a faculty member to discuss options. No more than 12 SCH earned as a non-degree seeking student may apply toward a graduate degree. Students should declare a change in status prior to the completion of the 12 SCH. Non-degree seeking students must submit an official transcript from the last college they attended and a transcript showing a bachelor's degree.

Graduate Studies Contact Information

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