

Texas State offers several certificate programs. Applicants who hold baccalaureate degrees from regionally accredited institutions must apply through The Graduate College. All certificate course work must be completed within four years of initial enrollment.

Admission Requirements for U.S. Citizens and applicants with Permanent Resident status

Each certificate program's catalog or web page details the specific admission requirements. Minimally, the following are required:

- completed online application
- nonrefundable application fee (fee information found at <https://www.gradcollege.txst.edu/admissions/application-information.html>) baccalaureate degree from a regionally accredited university
- official transcripts (and marksheets if applicable) from **each institution** where course credit was granted

Admission Requirements for International Applicants

Texas State defines an on-campus international student as anyone who is in a non-immigrant visa status including H1-B visa holders. If you are not a U.S. Citizen, permanent resident, refugee, or asylee, you would be classified as an international student.

An online international student is someone who holds citizenship in another country, is not a U.S. permanent resident, and resides outside the U.S. while enrolling in an online program.

Students who are not on a visa and are graduating from a Texas high school after three years in residence in Texas (please review Senate Bill 1528) are considered domestic applicants.

In addition to meeting the application requirements found on each certificate's catalog or web page, international applicants or applicants with international credentials must submit:

- official transcripts from every institution attended: one in the native language of the country where the university is located and one certified English translation (if transcripts are issued in a language other than English).
- two copies of the graduation/degree certificate (diploma) showing the type of degree and the date in which the degree was earned, one in the native language of the country where the university is located and one certified English translation.
- official English proficiency exams scores

Refer to the International Admission Documents section of this catalog or The Graduate College for more information about these requirements.

F-1 Visa Enrollment Requirements

A master's level student under F-1 international student visa status must be enrolled full-time (six semester hours) in the fall and spring terms. A doctoral level student under F-1 international student visa status must be enrolled full-time (nine semester hours) in the fall and spring terms. The only exception to this rule is if you are currently under a Post-Completion OPT period and in good F-1 status. An F-1 student does not have to enroll during the summer if the student is eligible and intends to register for the

next term. A new initial F-1 student who has recently gained admission into the U.S. with a program start date to begin in the summer session must enroll full-time for that summer session. For more information go to international.txst.edu (<https://www.international.txst.edu/>) or contact International Student and Scholar Services at 512.245.7966 or international@txstate.edu.

Certificate Course Work

Students must maintain a minimum GPA of 3.0 in order to receive a certificate of completion for the program. A final course grade of "C" or higher is required for any graduate course that may be applied towards a graduate certificate at Texas State. All certificate course work must be completed within four years of initial enrollment.

Students who are later admitted to a degree program can petition up to six hours of certificate course work to count toward the degree as long as the course work is graduate-level and completed with a grade of "B" or higher.

Completion of Texas State Certificate

In order for students to receive their certificates, they must submit the graduation application (even though they are technically not "graduating" and are not eligible to participate in commencement) in the semester in which they plan to complete their certificate course requirements. Students in both a degree program and a certificate program who wish to apply for both programs at once must select both at the time the graduation application is submitted. Students who finish their certificate course requirements prior to their degrees can apply for the completion of a Texas State Certificate before they finish the graduate degree. Incomplete grades should be cleared through the University Registrar's Office at least ten days before the commencement date for which the certificate is to be awarded.

It is the student's responsibility to ensure completion of all certificate requirements as listed on the degree audit and required by the certificate program. It is also the student's responsibility to apply for completion of the certificate by the published deadline. Students who miss the application deadline must contact gcdegspcl@txstate.edu for assistance.