TEXAS STATE CERTIFICATE PROGRAM APPLICANTS

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

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

• completed online application
• $20 nonrefundable application fee
• OR
• $60 nonrefundable application fee for applications with international credentials
• baccalaureate degree from a regionally accredited university
• official transcripts (and mark sheets if applicable) from each institution where course credit was granted

Admission Requirements for International Applicants

An international applicant is defined as anyone who is not a United States citizen. All international applicants fall under regulations of the United States Department of Homeland Security. Federal law governs university rules regarding non-U.S. citizens; hence, admission requirements for international applicants differ from those for U.S. citizens.

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 and one certified English translation (if transcripts are issued in a language other than English).
• a copy of the graduation/degree certificate (diploma) showing the type of degree and the date in which the degree was earned
• official English proficiency exams scores

Refer to the International Admission Documents section of this catalog or the international applicant web pages for more information about these requirements.

F-1 Visa Enrollment Requirements

A student under an F-1 student visa must be enrolled full-time (9 hours) in the fall and spring terms. 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 been admitted for the summer semester must enroll full time for that summer session. Please contact the International Office at 512-245-7966 for more information.

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 and has not been applied towards another graduate degree program.

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 degree.

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