MASTER’S AND DOCTORAL DEGREE-SEEKING APPLICANTS

Applicants applying for a master’s or doctoral degree must at least hold a four-year baccalaureate degree from an acceptable regionally accredited institution. All applicants must have fulfilled the residency requirement of their degree-granting institution.

Application Requirements for U.S. Citizens

Students who want to apply for admission for a graduate-level program must submit the following documents to the The Graduate College:

1. An official admission application and non-refundable fee ($40 for degree seeking applicants) available on ApplyTexas.
2. Non-Texas State graduates must submit one official transcript from each senior level post-secondary institution attended. Some programs also require transcripts to be submitted from community colleges.
3. Specific program requirements at: http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html.

Although the GRE is not required for all students, some programs will continue to require the GRE or the GMAT.

See the “Admission Documents” section for more information on preferred scores.

Regular Admission Requirements

Regular degree-seeking admission, for most programs, may be granted if an applicant:

1. Has a minimum grade-point average (GPA) of 2.751 or higher on a 4.0 scale calculated on:
   a. The last 60 semester hours of undergraduate work at a four-year college or university before the bachelor’s degree, or,
   b. The last 60 semester hours of undergraduate work at a four-year college or university before the bachelor’s degree plus any graduate course work taken at an accredited college or university,
2. AND, meets any special requirements imposed by the graduate program for which an application is made.

Some graduate programs have higher GPA/GRE requirements and/or specific subject GPA requirements. Applicants should refer to our website at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html for additional information.

Only courses with letter grades or numerical equivalents will be used in calculating the grade-point average. Work earned in resident credit is evaluated, and resident credit must be earned at the school granting the degree(s). Regents’ external degrees will be reviewed on an individual basis by departments for admission consideration.

Conditional Admission

The graduate advisor in the degree program that an applicant seeks to enter may recommend to the dean of The Graduate College that the individual be “conditionally” admitted even though he or she may or may not meet the minimum requirements for admission. This recommendation is based on evidence that an applicant can successfully pursue graduate study and is governed by the stated admission policies in the prospective program. (Conditional admission is not available for all programs.)

If a student is conditionally admitted to a graduate degree program, the graduate advisor, with the approval of the dean of The Graduate College, will impose certain requirements. Each term the graduate advisor or department chair will review the student’s conditional status. When the student has met the conditions of his or her admission, he or she will be eligible for regular admission consideration to the program. If a student has not satisfied the conditions of admission, the graduate advisor and dean of The Graduate College will discontinue the student’s enrollment.

Graduating Seniors

If an undergraduate student at Texas State has a superior academic record and lacks 12 or fewer semester hours toward graduation, the student may apply for graduate admissions to a degree seeking program during the final term of undergraduate study. Graduate course(s) taken under this status will be applied to the student’s prospective master’s degree. The following requirements must be met:

1. The student must fulfill all graduate program admission requirements as stated for regular admission.
2. The graduate advisor in the student’s proposed major program must submit a recommendation to the dean of The Graduate College requesting that the student be admitted into the proposed major program of study as a graduating senior.

Since concurrent registration in an undergraduate and graduate program may affect financial aid awards, students should contact a financial aid officer prior to seeking graduating senior status.

Application Requirements for International Applicants

An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. 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 students, including permanent residents, differ from those for United States citizens.

In addition to meeting the Application Requirements for U.S. citizens listed above, international applicants must submit:

1. A non-refundable international/evaluation fee of $50. (The application fee for international students is $40 plus the $50 evaluation fee for a total application fee of $90.)
2. Two (2) official transcripts: one translated in English and one in the applicant’s native language in sealed envelopes from each college or university attended, mailed directly from the schools to The Graduate College. Texas State graduates are not required to request Texas State transcripts. The office of The Graduate College will provide them for the student. However, applicants must order transcripts for any college work not included on the Texas State transcript.
3. Official English proficiency exams scores. Refer to the “International Admission Documents” (http://mycatalog.txstate.edu/graduate/admission-documents/international) section of this catalog for...
more information regarding accepted exam types, minimum score requirements, and waiver criteria.

4. Additional documents as required by the preferred program of study.
Details are available by clicking the link below.

Please note that admission requirements are subject to change.
Please visit http://www.gradcollege.txstate.edu/steps.html for current information.

**International Students Transferring from Other Institutions in the United States**

International students transferring from other institutions in the United States must plan carefully and allow adequate time for submission of application materials and evaluation of credentials because of new immigration regulations governing school transfers. Students must follow the procedures outlined below. Failure to plan carefully may require students to leave the United States and return before transferring to Texas State.

1. Students transferring to Texas State from another SEVIS (Student and Exchange Visitor Information System) institution in the United States should verify the procedures to transfer out with the appropriate Designated School Official (DSO) at their current school. A Texas State "SEVIS Transfer In Form" must be completed by the student and a DSO from the current school and forwarded to Texas State. The DSO in the international student office of the current school will assign a release date to the SEVIS record for students who have decided to attend Texas State.

2. Following the release date, the Texas State International office will be able to issue a SEVIS Form I-20. Students must contact the International Office as soon as they receive their admission letter and have submitted the "SEVIS Transfer In Form" to arrange to have their I-20 created. According to immigration regulations, students must transfer to Texas State within 60 days of completing studies or ending Optional Practice Training (OPT) at the current school.

3. Students are required to start classes at Texas State during the term indicated in the admission letter issued by the Admissions Office and within five months from the date of completion at the previous school. Students unable to begin classes at Texas State within the five-month limit are required to leave the United States and may reenter using a new SEVIS Record and I-20 within 30 days before the program start date indicated on the Texas State I-20.

4. New Texas State transfer students are required to report to the Texas State International Office no later than 15 days after the program start date listed on the I-20 and in the admission letter issued by the Admissions Office.

5. After new transfer students have enrolled in classes at Texas State, the DSO at Texas State will update the student’s SEVIS record to reflect their enrollment and current address.

6. Finally, immigration regulations and procedures change frequently. Therefore, students should contact the DSO at their current school and at Texas State for any updates in transfer procedures.

If you have any questions regarding transfer procedures, please contact the Texas State International Office at International@txstate.edu or call 512.245.7966.