

# CREDENTIALS, APPLICATION DEADLINES, AND FEES

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Each applicant for admission is responsible for ensuring that all required official application materials (completed application form, nonrefundable application fee, test results, credentials evaluations, required transcripts, etc.) are on file in the Graduate School by the application deadlines. Admission is not granted until the applicant's file is complete. Documents submitted in support of an application become the property of UTSA and will not be returned.

## Credentials Transcripts

All domestic and international students must list every domestic and foreign college and university previously attended on the application for graduate admission. Although courses taken at a previous institution are recorded on another institution's transcript, transcripts must be submitted for each institution. An official transcript (i.e., one bearing the official seal of the school and the Registrar's signature) from each institution attended must be sent to UTSA before the second term of enrollment. In addition, official transcripts (i.e., one bearing the official seal of the school and the Registrar's signature) from the institution conferring the last degree must be on file with UTSA before the second term of enrollment. Students submitting transcripts with coursework in progress are required to provide an updated final transcript. A course-by-course official credential evaluation from NACES or other UTSA-approved agencies must also be submitted for all foreign post-secondary coursework attempted. An applicant with an undergraduate degree from the UTSA is not required to provide an official transcript from UTSA.

## Declaration of Previous Work Attempted

All students applying to UTSA must list all domestic and foreign institutions attended on their UTSA application for admission. Failure to do so may result in the rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from the UTSA, or other appropriate disciplinary action. Students are not at liberty to disregard previous college work attempted.

## Graduate Admissions Tests

Graduate programs at UTSA use selective entrance requirements in their admission of students. In addition to the University-wide admission, each graduate degree program specifies additional admission requirements, which may include scores on the Graduate Record Examination (GRE®) aptitude test, the Graduate Management Admission Test (GMAT®), or other standardized examinations.

Information on the GRE may be obtained from the Educational Testing Service (<http://www.ets.org/gre/>), P.O. Box 6000, Princeton, NJ 08541-6000, or by calling 1-866-473-4373. GMAT information may be obtained from the Graduate Management Admission Council (<https://www.gmac.com/>) or by calling 1-800-717-GMAT. The institution code for UTSA is 6919 for both the GRE and the GMAT.

At the time the student enrolls, the test score must be less than five (5) years old. UTSA Testing Services office also has information available

on the GRE, GMAT, LSAT, and other tests. Applicants should refer to individual degree descriptions for additional admission requirements.

Consistent with Texas Education Code, Section 51.842(b), any degree program that uses an applicant's performance on a standardized test, other than scores obtained on the Test of English as a Foreign Language (TOEFL) required of international applicants, to make decisions about admission or the award of competitive scholarships will compare the applicant's test score with those of other applicants from similar socioeconomic backgrounds, to the extent such information is available. If an applicant's performance on a standardized test is used for that purpose, it will be considered together with other criteria when making an admission or competitive scholarship decision and will not be used as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant.

## Deadlines

Graduate application deadlines vary by program. The graduate admission application, forms, deadlines, and program admission requirements are available on the Graduate Admissions website (<https://future.utsa.edu/graduate/>). It is the applicant's responsibility to ensure that their application meets the deadline set by the graduate program. Applicants should also note some programs grant admission only for specific semesters.

Students enrolling in cooperative or joint programs between UTSA and other institutions must satisfy admission requirements (including deadline dates) of the other institutions as well as those of UTSA.

## Master's Application Deadlines

Applicants for admission as master's degree-seeking or special (non-degree-seeking) graduates may apply for admission as early as nine months before the beginning of the semester in which they wish to begin graduate study. Because of the time needed to prepare graduate summaries, applicants are encouraged to have their admission file completed at least one month before the application deadline.

Master's application deadlines may vary by program. Some master's programs may have priority application deadlines. Please contact the appropriate academic program or visit the Graduate Admissions website (<https://future.utsa.edu/graduate/>).

## Doctoral Application Deadlines

Doctoral application deadlines may vary by program. It is the applicant's responsibility to ensure that their application meets the deadline set by the doctoral program. Applicants should also note that most programs grant admission only for the Fall semester, but some do offer Spring admission. Consult the Graduate Admissions website (<https://future.utsa.edu/graduate/>) for application deadlines and application requirements.

## Non-refundable Application Fees

Domestic applicants	\$50
International applicants	\$90

A non-refundable application processing fee is charged per application. Applicants may apply simultaneously to more than one graduate program, but a fee will be required for each application.