

# ADMISSION PROCEDURES

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Each applicant for admission is responsible for ensuring that an application through ApplyTexas, CommonApp or Scarlet (for UTSA Online programs) and all required application materials (nonrefundable application processing fee, SAT or ACT test results sent directly from the testing company, official transcripts, etc.) are on file in the Undergraduate Admissions Office by the application deadlines. An admission decision is not made until the applicant's file is complete. All documents submitted in support of an application become the property of UTSA and cannot be returned. Offers of admission are valid only for the semester indicated in the acceptance letter.

Students who are admitted for any semester and do not register for courses or withdraw before the census date must submit a new application and nonrefundable application processing fee to apply for any future semester. Any subsequent applications must be in accordance with current admission requirements. New transcripts, test scores, and other supporting documents may be required since files for admitted students who do not register are not retained indefinitely, and to ensure the application file reflects the applicant's complete academic record prior to enrollment at UTSA.

UTSA reserves the right to decline admission to applicants with criminal convictions.