Graduate School Mission Statement

The Graduate School facilitates graduate education by:

- Ensuring standards of excellence;
- Promoting diverse programs; and
- Assisting and supporting the recruitment, retention and graduation of quality students.

The staff of the Office of Graduate Admissions created this manual to make advising prospective students less confusing. We understand that this manual will not answer every question you may have, so please contact us by telephone or email. General inquiries may be sent to graduate.admissions@ttu.edu. We also welcome visitors to our office from 8 a.m. to 5 p.m. weekdays. Thank you for helping us better serve our graduate students!

Schedule of Advisor Availability (Fall 2009)

<table>
<thead>
<tr>
<th>Time</th>
<th>Paperwork</th>
<th>Phones/Walk-Ins</th>
</tr>
</thead>
</table>
| AM   | Evelyn Arnold  
Shelby L. Cearley  
Melanie Chaffin-Poeling  | Rebecca Enis  
Terri Kirkpatrick |
| PM   | Rebecca Enis  
Terri Kirkpatrick  | Evelyn Arnold  
Shelby L. Cearley  
Melanie Chaffin-Poeling |
# Graduate Admissions Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone ext</th>
</tr>
</thead>
<tbody>
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<tr>
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<td><a href="mailto:emily.matzke@ttu.edu">emily.matzke@ttu.edu</a></td>
<td>222</td>
</tr>
<tr>
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<td>Jan Roberson</td>
<td><a href="mailto:jan.roberson@ttu.edu">jan.roberson@ttu.edu</a></td>
<td>265</td>
</tr>
</tbody>
</table>
Graduate School Organizational Chart
## Graduate School Area of Study Admission Codes

### College of Architecture
- Architecture (Post-Professional)  ARMS  M.S.
- Architecture (Professional)  ARMA  M.A.
- Land Use Plan, Mgt. & Design  LUPH  Ph.D.

### College of Arts and Sciences
- Anthropology  ANTH  M.A.
- Applied Linguistics  APUS  M.A.
- Applied Physics  APPH  M.S.
- Atmospheric Science  ATMH  M.S.
- Biological Informatics  BINF  M.S.
- Biology  BOLY  M.S., Ph.D.
- Chemistry  CHEM  M.S., Ph.D.
- Chemical  CHEM  M.S., Ph.D.
- Communication Studies  COMM  M.A.
- Economics  ECO  M.A.
- English  ENGL  M.A., Ph.D.
- Environmental Toxicology  ENTO  M.S.
- Exercise and Sport Sciences  EXSS  M.S., Ph.D.
- Geosciences  GEOS  M.S., Ph.D.
- German  GER  M.A.
- History  HIST  M.A., Ph.D.
- Mathematics & Statistics  MATH  M.S., Ph.D.
- Microbiology  MICRO  M.S.
- Philosophy  PHIL  M.A.
- Physics  PHYS  M.S., Ph.D.
- Political Science  POLI  M.A.
- Psychology, Clinical  PSY  M.A.
- Psychology Counseling  PSYCON  Ph.D.
- Psychology, Experimental & 150 Hour Program  PSYEX  M.A.
- Public Administration  PUBA  M.A.
- Romance Languages  ROM  M.A.
- Sociology  SOC  M.A., Ph.D.
- Spanish  SPAN  M.A.
- Statistics  STAT  M.S.
- Technical Communication  TECH  M.S.
- Technical Communication & Rhetoric  TCRH  M.S.
- Zoology  ZOO  M.S.

### College of Business Administration
- General Business  GBA  M.B.A.
- Business Administration  BUS  M.S.
- Business Administration  BUS  Ph.D.
- Accounting  ACCT  M.S.A.
- International Master of Business Administration  MBI  not accepting applications

### College of Education
- Biological Education  BEd  M.Ed.
- Counseling Education  CEd  M.Ed.
- Curriculum and Instruction  CEd  M.Ed.
- Educational Leadership  EdLD  M.Ed.
- Educational Psychology  EDPSY  Ph.D.
- Elementary Education  EEd  M.Ed.
- Higher Education  EdHED  M.Ed.
- Instructional Technology  EdIT  M.Ed.
- Language, Literacy  LLT  M.Ed.
- Secondary Education  SS  M.Ed.
- Special Education  SeEd  M.Ed.
- Multidisciplinary Science  MNS  M.S.

### College of Engineering
- Bioengineering  BENG  M.S.
- Chemical Engineering  CHEM  M.S., Ph.D.
- Civil Engineering  CE  M.S., Ph.D.
- Computer Science & 150 Hour Program  CS  M.S.
- Electrical Engineering & 150 Hour Program  EE  M.S.
- Environmental Engineering  ENV  M.S.
- Environmental Engineering & 150 Hour Program  ENV  M.S.
- Environmental Technology Management  ETM  M.S.
- Industrial Engineering  IE  M.S.
- Manufacturing Systems & Engineering  MS  M.S.
- Mechanical Engineering & 150 Hour Program  ME  M.S.
- Petroleum Engineering  PETR  M.S.
- Software Engineering  SWEN  M.S.
- Systems & Engineering Management  SYSM  M.S.
- Wind Science & Engineering  WSWE  Ph.D.

### College of Liberal Sciences
- Environmental Design & 150 Hour Program  ENDS  M.S.
- Environmental Design & Consumer Economics  CEED  M.S.
- Family & Consumer Sciences  FCS  M.S.
- Hospitality Administration  HA  M.S.
- Human Development & Family Studies  HDFS  M.S.
- Interior Design & Interior Studies  IDS  M.S.
- Interior Design & Interior Studies  IDS  M.S., M.A.
- Museum Science  MUSE  M.A.

### College of Mass Communication
- Mass Communications  MCOM  M.A.

### College of Visual and Performing Arts
- Art  ART  M.F.A.
- Art Education  ART  M.F.A.
- Architecture  ARTH  M.A.
- Art History  ARTH  M.A.
- Film and Media  FILM  M.A.
- Music  MUS  M.A.
- Music Therapy  MUS  M.A.
- Theatre Arts  THEA  M.A.
- Theatre Arts (Film, Theatre)  THEA  M.F.A.
- Technical Communication  TECH  M.S.

### Non-Degree Programs
- Post Graduate (Undergraduate only)  PGED  ND
- Graduate Certificate (12 hours available)  GCP  ND
- Continuing Professional Education Development (Concentration required)  CPED  ND
- Graduate Certificate Program (Concentration required)  GSC  ND
- Teacher Certification-College of Education (Concentration required)  TCC  ND
- Teacher Certification - Human Sciences  TCH  ND
- Graduate Certificate Program (Concentration required)  GCP  ND

### Dual Programs
- Agricultural Economics/Law  AGEC  JD/MS  M.S., M.B.A.
- Biotechnology/Law  BIOT  JD/MS  M.S., M.J.
- Environmental Toxicology/Law  ETOX  JD/LS  M.S., M.J.
- Environmental Planning/Law  PLP  JD/M.S.
- Public Administration/Economics  PAECO  M.P.A., M.S.
- Public Administration/Environmental Toxicology  PAET  M.P.A., M.S.
- Public Administration/Law  PAL  JD/M.S.

### Equal Access to Education
- Accounting  ACCT  JD/MS  M.S., M.S.
- Accounting/Securities  AS  M.S., M.S.
- Accounting/Taxation  ATX  M.S., M.S.
- Accounting/Real Estate  ARE  M.S., M.S.
Admissions Application Procedures For U.S. Citizens and Immigrant Permanent Residents

Please refer to the Graduate Catalog for additional admissions information, or visit our website, www.gradschool.ttu.edu

Steps for Admission to a Master's or Doctoral Degree Program

1. Complete an admissions application at least three months before the intended date of enrollment. To be considered for fellowships, please have complete materials into the Graduate School by February 1.

2. A $50 non-refundable application fee is required of all first time Texas Tech graduate applicants. Full time Texas Tech employees, their spouses, and dependents under age 25 may be exempted after completing the fee waiver form which is available in the Office of Graduate Admissions.

3. Provide official transcripts of all previous college level study and be in good standing at all institutions attended.

4. A Residency Questionnaire is required of all Texas Tech graduate applicants. The Residency Questionnaire is available through the Graduate School web site.

5. Contact the graduate advisor in the department to which application is being made. Additional tests, departmental applications, and/or recommendation letters may be required. Departments may have specific deadlines. Please check with them for specific information. Some of this information may be available through Graduate School web site links.

6. If you are an Immigrant Permanent Resident, you must provide a copy of the front and back of your resident alien card.

Applicants who cannot provide all documents required for admission to a degree program by the time of planned initial enrollment may be considered for nondegree admission (see below).

Steps for Admission as a Nondegree Graduate Student

1. Determine type of nondegree admission below:
   A. Graduate Temporary (GTMP). This temporary admission is designed to allow students to take up to 12 graduate hours before completing the application process to a degree program.
   B. Certification (CERT, FCSC). This admission is designed for students who seek certification (usually teacher certification) through the Colleges of Education or Human Sciences, but not a master's or doctoral degree. Students interested in certification must seek approval and further information from the college in which certification is sought.
   C. Graduate Certificate Program (GCRT). This admission is intended to meet the supplemental educational needs of professionals. A graduate certificate program is comprised of a set of courses that provide a coherent knowledge base. These courses may be derived from more than one academic program and may be more practice-oriented than the courses in a graduate academic program.
   D. Post Graduate (PGRD). This admission is restricted to students who have completed a bachelor's degree and desire to take only undergraduate courses without seeking an undergraduate degree.
   E. Continuing Professional Education Development (CPED). This is a professional development program, with the purpose of promoting and increasing the professional development required in specific field. Departmental approval is required.

2. Complete an admissions application at least three months before the intended date of enrollment.

3. A $50.00 non-refundable application fee is required. Full time Texas Tech employees, their spouses, and dependents under age 25 may be exempted after completing the application fee waiver form available in the Office of Graduate Admissions.

4. Provide official transcripts of all previous college level study and be in good standing at all institutions attended.

Steps for Graduate Students Who Have Previously Enrolled, But have Been Absent for a Major Semester

If a previously enrolled graduate student has not enrolled in a spring or fall semester, but within the year, the student may complete the "Request to be Re-Admitted" form which is available on the Graduate School web site. If a previously enrolled graduate student has missed 3 consecutive semesters, a new application must be completed and a $50.00 application fee is required.

For information concerning services for students with disabilities contact: AccessTECH, Texas Tech University, 214 West Hall or Box 45007, Lubbock, TX 79409-5007, Phone: 806.742.2405 or TTY: 806.742.2092/www.studentaffairs.ttu.edu/accesstech.

Texas Tech University/Office of Graduate Admissions, P.O. Box 41030, Lubbock, TX 79409-1030
Phone: 806.742.2787/ Facsimile: 806.742.4038/www.gradschool.ttu.edu

Last Updated 8-5-08
Admissions Application Procedures
For International Applicants

Please refer to the Graduate Catalog for additional admissions information, or visit our website, www.gradschool.ttu.edu

Please use your name as it appears on your passport on your application and all other communication with TTU.

The following requirements should be followed carefully in order for an applicant to be admitted to a master’s or doctoral program at Texas Tech University. Applicants should also check the websites of the departments to which they are applying to determine if the departments have any additional requirements.

Deadlines

- March 1 for fall semester
- September 1 for spring semester
- February 1 for summer session

Note that some departments may have earlier deadlines!

A completed application consists of the following:

a) The application fee of $75.00 dollars (may by paid by check drawn on a U.S. bank, international money order, cashier’s check, U.S. postal money order, traveler’s check, or U.S. credit card) and completed application. This nonrefundable application-processing fee is required of all international applicants seeking admission to the Graduate School. This fee cannot be waived or deferred.

b) The official Test of English as a Foreign Language (TOEFL) scores or official International English Language Testing Service (IELTS) scores, when applicable. Minimum acceptable scores for the TOEFL are 213 on the computer-based test, 79 on the internet-based test, and 550 on the paper test. The minimum acceptable IELTS score is 6.5. This test is waived only for graduates of U.S. universities or universities in countries in which the native language is English. Applicants who have completed at least two consecutive years at a college or university in the U.S. or in a country listed on: http://www.depts.ttu.edu/gradschool/admissions/appProc_Internat.php, are also exempted from the English proficiency requirement. Texas Tech University’s institution code for the TOEFL is 6827.

c) Original or certified copies of all college and university transcripts (mark sheets, examination results, etc.). An official English translation is required.

d) The original or certified photocopies of the degree certificate, diploma, or official statement that the degree has been granted. If the degree is not complete when the application is made, six semesters or three years of course work are required. After the degree is completed, a final transcript showing the degree awarded must be submitted. Texas Tech University requires a degree that is equivalent to a U.S. undergraduate degree. An official English translation is required.

If an applicant is accepted for admission by a department, the Office of Graduate Admissions will then determine if there is enough financial information to issue an I-20. If there is adequate financial information, the I-20 will be issued by the Office of Graduate Admissions and mailed to the applicant. If financial information is needed, it should be in the form of a bank statement converted to U.S. currency. A statement of support from the sponsor must accompany the bank statement. This statement should be sent to the Office of Graduate Admissions.

With exceptions noted on our web site, fellowships and assistantships for new students are available from the departments and not from the Graduate School. All correspondence regarding financial assistance should be conducted with the department to which the student is applying.

Texas Tech University/Office of Graduate Admissions, P.O. Box 41030, Lubbock, TX 79409-1030
Phone: 806.742.2787/ Facsimile: 806.742.4038/www.gradschool.ttu.edu

Last Updated 9-03-09
If enough materials present, credentials evaluated and decision status DD entered; Admission Decision worksheet (DOM & INTL) and Financial Assistance Form (INTL) auto-populate on Grad App Review Page.

For INTL, if ENGL below minimum score, decision status RL entered. Status auto-updated in Raiderlink; no denial letter sent.

If rejected, decision status code RJ entered. No denial letter sent. Status auto-updated in Raiderlink.

If "No Longer Applicant", decision status code WB entered. Status auto-updated in Raiderlink.

INTL - if accepted & have enough financial support documentation in Xtender, decision status NF entered. No "need financial information" letter sent.

Separate flowchart for addl INTL processing

Application Processing in Banner

Application Status Codes:
- I: Incomplete
- C: Complete
- D: Decision Made

Decision Status Codes:
- PE: Pending
- DD: Deferred to Department
- AD: Student Admitted
- CD: Student Admitted Conditionally
- GD: Graduate Admit
- NF: Need Financial Information
- RL: Denied-Low ENGL
- WA: Withdrawn Before Acceptance
- WA: Withdrawn After Acceptance

Yellow - Student
Green - Emily Matzke/Dede Brocklehurst
Orange - Database
Blue - Evelyn Arnold/Terri Kirkpatrick
Grey - Department
Purple - Peggy Duffey
Red - Shelby Caring/Heather Chaffin-Foosyard/Rebecca Endo

Application Submitted
Verified in Axiom then pushed into Banner
Entered into Banner

App coded
App status auto-coded C if all checklist requirements fulfilled
App status auto-coded I if any mandatory checklist requirement not met

IMG021 report run 1-3 times weekly to determine if there's enough material to evaluate
If not, app status remains I
If INTL & missing ENGL, decision status WS entered
If ENGL submitted, decision status PE entered
If yes, decision status PE entered

If not enough materials present to evaluate, decision status PE removed; status reset to either to app status I or to decision status WS

If enough materials present, credentials evaluated and decision status DD entered; Admission Decision worksheet (DOM & INTL) and Financial Assistance Form (INTL) auto-populate on Grad App Review Page.

If rejected, decision status code RJ entered. No denial letter sent. Status auto-updated in Raiderlink.

DOM - if accepted, decision status AD, CD (Graduate Admission conditions only) or GD entered. No admit letter sent. Status auto-updated in Raiderlink.

INTL - if accepted & not enough financial support documentation in Xtender, decision status NF entered. Amount needed entered on checklist. Status auto-updated in Raiderlink. No "need financial information" letter sent.

As of 9/11/2009
Graduate Admissions
Information for Graduate Advisors and Assistants

Updated May 2010

Graduate Admissions Team

Dean of the Graduate School
- Fred Hartmeister, J.D., Ed.D., M.B.A.
Associate Dean of Graduate Admissions & Recruiting
- Duane W. Crawford, Ph.D.
Unit Supervisor
- Peggy Duffey
Recruiting Coordinator
- Shannon Samson

Senior Advising Staff
- Shelby L. Cearley, Lead Advisor
- Melanie Chaffin-Poeling, Senior Advisor
- Rebecca Enis, Senior Advisor

Advising Staff
- Evelyn Arnold, Advisor
- Terri Kirkpatrick, Advisor
Graduate Admissions Team

Front Office Staff
• Dede Brocklehurst – Assistant Advisor
• Emily Matzke – Assistant Advisor
• Jan Roberson – Receptionist

Part-Time Staff
• Document Imaging Staff
• Graduate Assistants
• Student Assistants

General questions can be forwarded to the Graduate Admissions email address:

graduate.admissions@ttu.edu
Xtender

- Replaced FileControl
- Maintained by the Office of the Registrar along with Information Systems.
- Call IT Help Desk at 742-4357 to request access to the “Student” folder in Xtender or if you have problems viewing items in Xtender.

Cognos

- Replaced TechReports
- Maintained by Institutional Research & Information Management
- Two important reports:
  - IMG021 – Graduate Application Status
  - S07 – Students in Selected Majors

Banner

- Replaced TechNet, TechFIM, and TechHRS
- Various training sessions and downloadable materials available through AFISM: (http://www.depts.ttu.edu/afism/trainingv2/index.asp)
  - AFISM Knowledge Base (http://neon.tosm.ttu.edu/kb/default.php?)
- Banner 8 Release in March 2010
The objective of the Graduate School’s recruiting program is to help you and your department to attract the best students to your graduate programs. We are completely open to new and innovative strategies to connect with prospective graduate students.

Shannon Samson will provide recruiting materials upon request from departments. Graduate School scholarship/fellowship information available online and in your packet.
GEEP Funds

• 50/50 cost-share program between the dept/college & the Graduate School to assist departments in recruitment efforts.
  ▪ Student visits to campus
  ▪ Recruitment booths at national or regional conferences
  ▪ Departmental literature
  ▪ Other innovative ideas/activities
• Faculty travel to conference at which recruitment will occur is funded on no more than a 25/75 cost-share basis.

GEEP Funds

NO FOOD – NO FUN – NO FOOLING!!!

• Food and entertainment items are no longer funded by the Graduate School.
• The state Graduate Tuition fund precludes expenditures for food and entertainment.

GEEP Funds

• Accounting paperwork prepared by dept & routed through the Graduate School.
• Commitments must be encumbered and/or expended in the fiscal year the funds are requested and awarded. If you determine that the entire amount requested will not be needed, please notify this office.
• When the activity/project has been completed, a short report must be submitted to the Graduate School. The report should address how successful the activity has been. The quality of your feedback may influence future funding.
The Graduate Admissions Process

Application Processing

Two types of applicants:
- Domestic
- International

Two types of admission:
- Degree-seeking
- Non-degree-seeking

Other Paper Applications

Change of Program or Degree Level
- “Request to Change the Current Study Objective” form

Change of Initial Entry Date
- “Request to Change the Initial Entry Date” form

Request to Be Re-Admitted
- “Request to Be Re-Admitted” form
- New application
Application Requirements

• Application – two types
  ▪ ApplyTexas Application
  ▪ Paper application
• Application Fee
  ▪ Domestic - $50
  ▪ International - $75 (effective September 1, 2009)
• Residency Questionnaire
• Passport Bio Page (int’l only)

Official Transcripts

• We evaluate all transcripts (domestic & international), including:
  ▪ Verifying accreditation of the issuing college/university,
  ▪ Determining degree equivalency, and
  ▪ Calculating GPAs.

• From each undergraduate/graduate institution attended
• Must be submitted in original language & be accompanied by English translation
• If bachelor’s degree incomplete at time of application, at least 6 semesters or 3 years of coursework required.
• Final transcript showing the degree awarded must be received before the end of the first semester.
Official Diplomas from Foreign Colleges

- From each *foreign* undergraduate/graduate institution attended (original language & English translation)
  - Provisional Certificate for Indian applicants whose diplomas have not been awarded yet
  - Diploma & Certificate of Graduation for Chinese applicants

All test scores are posted upon receipt on SOATEST in Banner.

- Source of “HARD” or “TAPE” means score is official.
- Source of “STUD” means score is unofficial.

English Proficiency Scores

- TOEFL – two versions
- IELTS – academic version only

English Proficiency Waivers:

- Applicants from English proficiency-exempt countries, or
- Applicants who received a degree from a U.S. college/university or a college/university in a country on the English proficiency exempt list, or
- Applicants who successfully complete an Intensive English program before enrolling in coursework and are certified to be ready for university-level classroom experience by IEP Director
Additional Information

• F-1 visa holders must be in a degree-granting program or in the CERT or GCRT programs.
  • They cannot be a PGRD or CPED student.
  • They can only be a GTMP during OPT.
• J and H1B visa holders can be GTMPs.

Additional Information

• F-2 visa holders cannot enroll in or register for classes. B-2 visa holders can enroll in IEP but not in academic classes.
• They must be accepted into a degree-granting or intensive English program and then apply for a change of visa.
• Changing from an F-2 to an F-1 takes a minimum of 4 months or more.

Application Processing

The following are forwarded to the department if we receive them:

• Letters of recommendation
• Personal statements/essays
• Resumes/CVs
• Items of personal/professional achievement
1. Admission Decision Worksheet
   - Created for all applicants when all Graduate Admissions-required materials received and file has been evaluated
   - Auto-populates on the Graduate Application Review Page with decision status of “DD”.

2. Financial Assistance (FA) Form (Int’l only)
   - Required for all admitted int’l students even if no assistance awarded.
   - If awarding a teaching assistantship, all new international teaching assistants (ITAs) must attend the ITA Workshop during the summer.
Denied Applicants

- Two types of denials:
  - RJ (Denied Admission) – either departmental or Graduate Admissions rejection
  - RL (Denied-Low ENGL Proficiency) – Graduate Admissions rejection due to low TOEFL or IELTS score

Admitted Applicants

- Three types of acceptance:
  - AD – Student Admitted
  - CD – Student Admitted Conditionally (Graduate Conditions Only)
  - GD – Graduate Admit
- Other decisions:
  - WB – Withdrawn Before Acceptance
  - WA – Withdrawn After Acceptance
  - NF – Need Financial Information

Letters

- Applicants receive an eRaider activation email
  - Also indicates that all updates about decision status will be available only on Raiderlink
  - Only scheduled correspondence regarding decisions
  - Only int’l admit letters printed/mailed
Other Items for Consideration

Residency vs. Tuition Waivers

- Texas Residency is determined by the Office of Graduate Admissions.
- Waivers are processed by Student Business Services.
- International students & residency
- Residency redetermination

Other Items for Consideration

- House Bill 1641 (Effective 2001)
- Int’l Teaching Assistants (ITA) Workshop
- New Int’l Student Check-In & Orientation
- Registration
Graduate Application Review for Advisors

The Graduate Application Review page lists all applicants for a given department, major, and term. It is a snapshot of information from Banner, and it also contains links to an applicant’s Admission Decision Worksheet and Financial Assistance Form.

New faculty/staff needing access to the Graduate Application Review must complete the Application Review Request form online at http://www.depts.ttu.edu/gradschool/admissions/appRevReq.php.

- Choose Department, Major and Term and click “List of Names”. Note: the Major drop-down box will only show the majors which have current applicants. For example, if your department offers 4 majors, but you can see only 3 majors in the drop-down box, the fourth major has no current applicants.
- Names are listed alphabetically, and the last name appears first. Click on a name to review the information available.
Information about your applicants is arranged by the following tabs:

- **General Information**: This tab will contain biographical and contact information for the applicant.
- **Requirements**: This tab includes information about the status of application requirements for the student.
Graduate Application Review for Advisors (cont.)

- **Institutions Attended**: This tab provides information about previous institutions that the applicant has attended, as well as the dates attended and degrees awarded.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Attended</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>McGill University</td>
<td>August 15, 2005 to May 1, 2009</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>South Plains College</td>
<td>September 1, 1991 to May 14, 1994</td>
<td>Associate of Arts</td>
</tr>
</tbody>
</table>

- **Test Score**: The most recent GRE, GMAT, TOEFL, and IELTS scores will be available from this tab. All test scores received are available on form SOATEST in Banner.

- **Xtender | Worksheet | Financial (Intl)**

  - A link to Xtender is provided for your convenience. You will need to enter the applicant’s name.
  - If the words “Worksheet” and “Financial (Int’l)” are ready for printing, they will be red. You can then click the link to open the forms to print the Admission Decision Worksheet (all applicants) and Financial Assistance Form (international applicants only), make the decision, sign it, and return it to the Office of Graduate Admissions.
Admission Decision Worksheets & Financial Assistance Forms

Banner worksheets do not include the same information as Plus worksheets did. Free-form text entry is limited. It is not possible to include the prior college major that is entered on SOAPCOL (Prior College History; similar to Plus screen 211).

You must use print the worksheet using this link, not the printer icon or CTRL-P.

Prior college degree/GPA; cannot list previous majors

Please note any remarks in this section.

Test score history; only includes most recent test scores.

We recommend the Graduate School ACCEPT this applicant.

( ) No conditions

( ) Conditions

We recommend the Graduate School REJECT this applicant.

( ) The student is no longer an applicant.

Graduate Advisor: ___________________________ Date: ____________
Admission Decision Worksheets & Financial Assistance Forms (cont.)

- Prior college majors are located on the Majors, Minors, Concentration tab on SOAPCOL.
- Majors are only entered for the schools where the applicant received a degree.
- The majors table lists only TTU majors. XMJR (External Major) is used when the applicant’s major is not offered at TTU.

For Financial Assistance forms, a signature is no longer required on this form, as the Graduate School pays the express mail fee.

A returned Financial Assistance Form is required for all international applicants, even if no assistance is awarded.

This question must be answered before we can process an I-20 for an applicant who receives an assistantship.
Worksheets for Same Major/Same Term Applications

Due to a coding issue with the review page, the Graduate Application Review Page only allows one worksheet per major (regardless of degree level) per semester. An example is below. The applicant would be listed twice on your list of applicants for a particular term:

This applicant was admitted into the first application’s level. When you click on the second application, you will see the following:

You will need to send an email to graduate.admissions@ttu.edu to request a worksheet for the second application. We apologize for the inconvenience, but this is not something that the software vendor has been able to resolve successfully for us yet.
Running the Graduate Admission Status Report in Cognos

1. Log into http://cognos.texastech.edu. Click on “My home”.

2. Click on “Student”.

3. Click on “ST Admissions”.

Copyright (C) 2007 Cognos Incorporated. All rights reserved. Cognos and the Cognos logo are trademarks of Cognos Incorporated.
Running the Graduate Admission Status Report in Cognos (cont.)

4. Click on “IMG021 Graduate Admissions Applications Status Report AP”.

5. Select your desired parameters. In this example, we chose to see all Fall 2009 TTU applications. The only item that must be selected is the term. You can select all the choices in each parameter box by clicking the “Select All” link at the bottom of the box. Then click “Finish”.

---

**Report Name: IMG021_Graduate Admissions Applications Status Report.**

**Graduate Admissions Applications Status Report**

Allows users to report graduate admissions by selecting a number of Terms, 9 Decision Statuses, and 4 Application Statuses. Users can choose to report by a particular Department and/or Major, also available.

Select Term (TTU only): all terms

Select Decision Status (optional): all statuses

Select Application Status (optional): all statuses

Select Residency (optional): all options

Select Major (optional): all majors

Select Department (optional): all departments
Running the Graduate Admission Status Report in Cognos (cont.)

6. Your report will look something like this:

![Graduate Admissions Applications Status Report]

7. You can export the report to Excel to format in the way that you like best. To do this, hold down the “CTRL” key, click on the globe/page icon ( ), choose “View in Excel 2007 Format”. Keep the “CTRL” button down the entire time.

![View in Excel 2007 Format]

8. Keeping the “CTRL” button pressed, click “Open”. Keep the “CTRL” button pressed until the document opens in Excel.
Running the Graduate Admission Status Report in Cognos (cont.)

9. This *should* be what you see:

![Report Image]

Now you can format the report in a manner that suits your needs.

S07 –Selected Majors Report

Another Cognos report you may find helpful is S07 (Students for Selected Majors). This report will show you all students in a given major for a given term rather than applicants. This report is located in the Student folder under the “ST Registrar” subfolder. You only need to submit three parameters (Term, College, and Major), making sure to choose “Graduate School” as the college; otherwise, you will see only undergraduate majors.
Looking Up TTU Transcripts in Banner

You can view TTU courses, grades and credits in Banner. However, transcripts in Banner do not resemble the transcripts available on TechNet screen 136.

1. Log into Banner. Type SHACRSE in the “Go To...” box and hit “Enter”.

   ![Banner screenshot showing SHACRSE]

   | General Menu GUAGMNU 7.4.1.1 (TTUSPRD) (TTU) - Wednesday March 11, 2009 |
   | Go To... SHACRSE | Welcome, NBU307 |

2. You will be taken to SHACRSE. This form displays courses and grades the student has completed for a specific term or for all terms. GPA’s are not displayed on SHACRSE. Go to the SSB system to view the unofficial transcript with GPA. Enter the TechID or do a name search, and then click “Next Block”. Use the scrollbar on the right to navigate to the bottom.

   ![Banner screenshot showing course summary]

   | Course Summary, SHACRSE 7.0 (TTUSPRD) (TTU) | |
   | Course: | Term: |
   | ID: | |

   | Select Term | Part of Term | Campus | Level | CRN | Subject | Course | Section | Hours | Mode | Repeat | Course Title |
   | 2009 | 101 | TIB | GR | 12912 | COMS | 0100 | 01 | 1.00 | AS | Research |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Nonverbal Communication |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Interpersonal Communication |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Theories of Persuasion |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Qualitative Research Methods |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Communications Theory |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Interpersonal Communicating |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | Public Speaking |
   | 200857 | 102 | TIB | GR | 21243 | COMS | 0105 | 01 | 1.00 | AS | The Second World War |
Looking Up TTU Transcripts in Raiderlink

The Faculty/Advisor portal to Self-Service Banner is now available, which means that we can look up the “pretty” version of TTU transcripts.

1. In your internet browser, go to http://raiderlink.ttu.edu. Log in with your eRaider username and password, and you should get the following page:

2. You will have a number of tabs under the black title bar, depending on your status at TTU (student/faculty/staff). To view the SSB portal, click on the Advisor tab.

3. You should see three columns filled with various channels (the separate boxes of information). In the “Advisor Dashboard” channel, select the current TTU term and enter the TechID (not the Social Security number) or the applicant/student’s name. Then click “Both”.

---

*Images and graphics are not included in this text representation.*
Looking Up TTU Transcripts in Raiderlink (cont.)

4. You should then see either the advisee’s name or a list of possible matches. There are three tools available in the dashboard: transcript, test scores (which shows all the test scores listed on Banner form SOATEST), and email address (which lists the TTU Admissions email address listed on Banner form GOAEMAL). Click on the transcript icon to view the Texas Tech transcript.

![Advisor Dashboard](image)

5. Choose the transcript type (undergraduate or graduate) term you want from the drop-down box and click “Display Transcript”.

![Select the transcript level and transcript type.](image)

6. The Tech transcript will appear. You will then see everything that would appear on a TTU transcript, including current degree information, current level, transfer credit, and any TTU degree awarded. Unlike Plus screen 136, the end of the transcript will show level totals.

![Tech transcript](image)
Dear Dylan Rhynard:

Now that you have submitted an application to Texas Tech University, it is very important for you to activate your eRaider account. Your eRaider account is your electronic identification, and you will use it to access many resources with Texas Tech University. One of these is the Raiderlink Portal. You can personalize this site, as well as check your admission status and access other vital information, such as scholarship and financial aid information.

Your eRaider account information:

Username: drhynard
Activation code: [redacted]

Step 1:
Follow this link to activate your account: http://www.ttu.edu/it4students/activate_eraider.php
You must have this account activated in order to access the many resources at Texas Tech, including access to your application status.

Step 2:
Follow this link to check your application status:

This page contains a list of frequently asked questions regarding your application status. Upon login to the Raiderlink portal, you should see a tab named Applications. This is where you can check the status of your current admissions application. If you receive an error message or do not see the "Applications" tab, please contact IT Help Central (ithelpcentral@ttu.edu; 806-742-HELP).

This is the only communication regarding your application that you are scheduled to receive. Please check your Raiderlink account to view updates on your application status, including any admission-related status.

Thank you for your interest in pursuing graduate study at Texas Tech University!

---

**GUIMAIL (Correspondence Review)**

Similar to TechNet screen C02, this form allows you to view the Banner-generated correspondence for a particular TechID.
Graduate Application Status Definitions and FAQ

- **Application Status**
  - **Blank** - This means that your file has not yet been evaluated by one of our admission advisors.
  - **Pending** - *Pending* means that we have all the materials we need to evaluate your file, and your file has been added to the queue to be reviewed by one of our advisors. Your transcript's status will be updated when an advisor evaluates your file.
  - **Deferred to Department** - *Deferred to Department* means that our office completed the preliminary evaluation of your file (which includes credential evaluation and review of English proficiency scores) and created paperwork for your prospective department to review. This also means that our office is awaiting a final admission decision pending departmental evaluation.
  - **Waiting for Test Scores** (international applicants only) - *Waiting for Test Scores* means that we have not received either student-supplied or official TOEFL or IELTS scores. These scores are only valid for two years.

- **Decision Date** - This indicates the most recent update to your decision status, and it includes decision statuses of *Pending, Deferred to Department,* and *Waiting for Test Scores.* It does not necessarily mean that an admission decision has been made on your application.

- **College Transcript** - This code is designated for the final/official receipt of transcripts in our office.

- **College Transcript Pending** - Our database only allows us to code transcripts and diplomas as received if they are final and official. We created a separate requirement *College Transcript Pending* to indicate when either incomplete or unofficial transcripts are received.

- **Degree/Diploma/Certificate** - This will be updated once your file is reviewed by an admissions advisor.

- **IELTS or TOEFL Scores** (international applicants only) - Only official scores will be listed. Our database does not allow us to input student-supplied scores on the checklist.

---

*I applied at least a week ago. Why have I not received my eRaider username and activation code?*

Neither the Office of Graduate Admissions nor Texas Tech University's IT Help Central issues nor creates eRaider usernames and activation codes. Please **DO NOT** call/email IT Help Central or Graduate Admissions to request your eRaider username/activation code. These items are created by a separate TTU system entity, and our offices do not have any control over how long that creation process takes. However, most eRaider usernames/activation codes are created within 5 to 10 business days. Once these items are created, the database will send out eRaider activation codes to each email address listed on the applicants' application.
Graduate Application Status Definitions and FAQ (cont.)

I am a former Tech student, and I've not received my eRaider activation email. What should I do?
Also, you will not receive a new eRaider username if you have previously been admitted to Texas Tech University, even if you never registered for or attended classes. You will need to contact IT Help Central (806-742-HELP; ithelpcentral@ttu.edu) to get your eRaider account reactivated.

I activated my eRaider account but cannot log in to the Raiderlink portal. What should I do?
Please make sure that you are logging into the correct website (http://raiderlink.ttu.edu/). There will not be an Applications tab in the eRaider Manager (http://eraider.ttu.edu/). Please contact IT Help Central if you log into the Raiderlink portal and receive an error upon log on or do not have an "Applications" tab.

Why are my transcripts listed as not received?
Our database only allows us to code transcripts and diplomas as received if they are final and official. We created a separate requirement College Transcript Pending to indicate when either incomplete or unofficial transcripts are received.

Why are my GRE/GMAT scores not listed?
The Office of Graduate Admissions does not require GRE/GMAT scores, so this item is not listed on our checklist. However, if you submitted either student-supplied or official scores, these will be available for your prospective graduate advisor to review.

Why are my documents listed as not received? I sent my documents to your office already.
It takes between 3-6 weeks for us to enter materials received into our database due to the volume of applications and application materials we receive. These packets are processed in the order in which they were received. We encourage applicants to continue to check online as we cannot confirm receipt of packages via e-mail or telephone due to the volume of materials. Our office is working diligently to update materials as quickly as possible.

Do I need to submit my Sponsor's bank statement or Copy of my Passport Bio page for my application to be processed?
These items are not mandatory to process. You may submit at the time of application if you have copies or you may wait until a final admission decision has been made. By providing at the time of applying it should speed up the time to process your I-20 if accepted. However you may choose to wait until an official admission decision is made, at which time our office will contact you with the estimated amount needed to prepare your I-20.

How will I know when a decision is made regarding my application?
All admission decisions will be posted on your application status. Please continue to check your status online at http://raiderlink.ttu.edu/.

My department told me I was admitted. When will my I-20 be issued?
At peak processing times, your admission and I-20 processing may take 3-6 weeks after your paperwork has been returned to our office. We realize that visa and travel arrangements must be made, but in an effort to be fair to all admitted applicants, all initial attendance I-20s are issued in the order in which we received decisions back from departments.
Checking Test Scores on SOATEST

Test score information will be included on the worksheet, if received before a worksheet is generated. However, files are evaluated with or without GRE/GMAT scores. If you need to view test score information, you can look at SOATEST.

- **Test Score Information** – which includes a list of all test scores. Block Information includes:
  - Test code
  - Test code description
  - Test score – look at the bottom of the form to see the possible score range of the line item
  - Test date
  - Admission request*
  - Source – which may be coded as:

    | Code | Description         |
    |------|---------------------|
    | STUD | Student-supplied    |
    | TAPE | Testing agency upload; indicates official |
    | HARD | Official hard copy manually entered |

The possible score range for the TOEFL Listening code (TF01) is 0 to 677. Possible TOEFL score ranges include all three versions of the TOEFL, and we have requested separate TOEFL codes for the different versions.

* – The Admission Request will only populate if that particular test code (TF04 for TOEFL Total or IEL5 for IELTS Total) is required to complete the item on the Application Checklist on SAAADMS.
English Proficiency Exempt Countries

Below is the list of countries we consider exempt from the English proficiency requirement at this time. This list comes from the University Catalog (http://www.depts.ttu.edu/officialpublications/catalog/GRADAmission.html). It is also in the Operating Policy/Procedures Manual (OP 64.01: Admission to the Graduate School).

1. Australia
2. Canada (except the Province of Quebec)
3. Commonwealth Caribbean Countries:
   a. Anguilla
   b. Antigua
   c. The Bahamas
   d. Barbados
   e. Belize
   f. British Virgin Islands
   g. Bermuda
   h. Cayman Islands
   i. Dominica
   j. Grenada
   k. Guyana
   l. Jamaica
   m. Montserrat
   n. St. Kitts and Nevis
   o. St. Lucia
   p. St. Vincent
   q. Trinidad and Tobago
   r. Turks and Caicos Islands
4. Republic of Ireland
5. Liberia
6. New Zealand
7. United Kingdom (England, Scotland, Northern Ireland, and Wales)
8. United States

Official TOEFL or IELTS score reports are required from all other countries, unless the applicant has received a degree from an accredited college/university in one of the above-listed countries.
Texas Education Code 51.842

Sec. 51.842. ADMISSION AND SCHOLARSHIP FACTORS FOR GRADUATE AND PROFESSIONAL PROGRAMS. (a) A graduate or professional program of a general academic teaching institution or medical or dental unit may consider the following factors in making an admissions or scholarship decision for admissions into or competitive scholarships for the graduate or professional program:

(1) an applicant's academic record as a high school student and undergraduate student;
(2) the socioeconomic background of the applicant while the applicant attended elementary and secondary school and was an undergraduate student, including any change in that background;
(3) whether the applicant would be the first generation of the applicant's family to attend or graduate from an undergraduate program or from a graduate or professional program;
(4) whether the applicant has multilingual proficiency;
(5) the applicant's responsibilities while attending elementary and secondary school and as an undergraduate student, including whether the applicant was employed, whether the applicant helped to raise children, and other similar factors;
(6) to achieve geographic diversity, the applicant's region of residence at the time of application and, if the applicant graduated from a public high school in this state within the preceding 20 years, the region in which the applicant's school district is located;
(7) the applicant's involvement in community activities;
(8) the applicant's demonstrated commitment to a particular field of study;
(9) for admission into a professional program, the current comparative availability of members of that profession in the applicant's region of residence while the applicant attended elementary and secondary school;
(10) whether the applicant was automatically admitted to a general academic teaching institution as an undergraduate student under Section 51.803; and
(11) the applicant's personal interview.

(b) An applicant's performance on a standardized test may not be used in the admissions or competitive scholarship process for a graduate or professional program as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant. If an applicant's performance on a standardized test is used in the admissions or competitive scholarship process, the applicant's performance must also be used to compare the applicant's test score with those of other applicants from similar socioeconomic backgrounds to the extent that those backgrounds can be properly determined and identified by the general academic teaching institution or medical and dental unit based on information provided in the institution's or unit's admissions or competitive scholarship process. This subsection does not apply to a standardized test used to measure the English language proficiency of a student who is a graduate of a foreign institution of higher education.

(c) A general academic teaching institution or medical and dental unit may not assign a specific weight to any one factor being considered in the admissions or competitive scholarship process for a graduate or professional program.

(d) Not later than one year before the date that applications for admissions and competitive scholarships are first considered for a graduate or professional program under this subchapter, each general academic teaching institution or medical and dental unit shall publish in the catalog of the institution or unit a description of the factors to be considered by the institution or unit in making those admissions and competitive scholarship decisions and shall make the information available to the public.

(e) The requirements of Subsection (d) do not apply to admissions and competitive scholarships for the 2002 fall semester. Each institution or unit covered by Subsection (d) shall make the required information available to the public and to applicants to its graduate and professional programs not later than December 1, 2001, for the 2002 fall semester. This subsection expires September 1, 2002.

Texas Education Code 51.917

Sec. 51.917. FACULTY MEMBERS; USE OF ENGLISH. (a) In this section:
(1) "Institution of higher education" has the meaning assigned by Section 61.003 of this code, but does not include a medical or dental unit.
(2) "Faculty member" means a person who teaches a course offered for academic credit by an institution of higher education, including teaching assistants, instructors, lab assistants, research assistants, lecturers, assistant professors, associate professors, and full professors.
(3) "Governing board" has the meaning assigned by Section 61.003 of this code.
(b) The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to:
(1) assist faculty members whose primary language is not English to become proficient in the use of English; and
(2) ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language, as determined by a satisfactory grade on the "Test of Spoken English" of the Educational Testing Service or a similar test approved by the board.
(c) A faculty member may use a foreign language to conduct foreign language courses designed to be taught in a foreign language.
(d) This section does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student.
(e) Each institution of higher education shall submit to the Texas Higher Education Coordinating Board a description of the program or short course established under this section, and the coordinating board shall approve and monitor the program or short course established at each institution of higher education.
(f) The cost of such English proficiency course as determined by the coordinating board shall be paid by the faculty member lacking proficiency in English. A faculty member must take the course until deemed proficient in English by his or her supervisor. The cost will be deducted from said faculty member's salary.

Added by Acts 1989, 71st Leg., ch. 975, Sec. 1, eff. Sept. 1, 1989.
Frequently Asked Questions

1. I don’t have access to the Student Folder in Xtender. How can I get it?

   The Student folder in Xtender is the official academic folder which the university maintains on every student (Undergraduate, Graduate, Law, HSC, etc.). This folder houses items such as the student’s admission applications, transcripts, test scores, letters, etc. A FERPA worksheet is needed to gain access to the Student folder. There are two ways to gain access:

   a. If you already have Banner access:
      Call the IT Help Desk (742-4357) to request the appropriate access. Please include your full name, eRaider username, and “access to Student folder in Xtender” in your request.

   b. If you don’t have Banner access and have not completed the Banner/FERPA workshop:
      You need to register for the “Banner Basics and Navigation Training” workshop offered through AFISM [http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx](http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx). Once you complete the workshop, you can then request access to the Student folder using the method above.

2. I have access to view Xtender, but the website keeps shutting down. Why?

   Typically, there are two reasons why this may happen. First, the Google toolbar’s pop-up blocker must be disabled, as it will immediately close your internet browser window if you try to view a document in Xtender. Second, you may not have all the ActiveX controls installed to be able to view documents. You can contact IT Help Central (742-4357) for assistance installing these files.

3. What is FERPA?

   FERPA is an acronym for the Family Educational Rights and Privacy Act of 1974; it is sometimes referred to as the Buckley Amendment. This federal law governs the access and release of student education records maintained by Texas Tech University and Texas Tech University Health Sciences Center. TTU provides FERPA training in conjunction with Banner training. You can register for the class on the TTU Administration and Finance Information System Management website [http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx](http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx). Additional information is available at [http://www.studentaffairs.ttu.edu/CampusCrime/buckleyamendment.asp](http://www.studentaffairs.ttu.edu/CampusCrime/buckleyamendment.asp).

4. How can I get access to the Graduate Application Review Page?

   You must complete the Graduate Application Review Page Access Request form, available on our website at [http://www.depts.ttu.edu/gradschool/admissions/appRevReq.php](http://www.depts.ttu.edu/gradschool/admissions/appRevReq.php). Please allow 1-2 business days for the request to be processed. You will be notified when/if your request is approved.
Frequently Asked Questions (cont.)

5. **Why don’t my worksheets have GRE/GMAT scores anymore?**

Per the January 2007 decision by the Graduate Council, the Office of Graduate Admissions no longer requires GRE or GMAT scores as part of our admission requirements; a copy of the meeting notes is available online (http://www.depts.ttu.edu/gradschool/docs/facstaff/gcminutes/Min0118_07.pdf). Our advisors will defer files when all Graduate Admissions requirements for evaluation are met. These worksheets may or may not already contain GRE/GMAT scores. However, the worksheet will auto-populate with that information when it arrives, so you can print out a new worksheet with scores from the Graduate Application Review Page.

6. **How often are official test scores received?**

Official GRE, GMAT and TOEFL scores are received electronically throughout the week and are uploaded into Axiom (a third-party program used to push electronic applications and test scores into Banner). We log into Axiom daily to push through test scores and ApplyTexas applications.

7. **How often are IELTS scores received?**

IELTS scores are not currently received electronically. The University of Cambridge Local Examinations Syndicate sends a Test Results Form (TRF) to the Office of Graduate Admissions upon the test-taker’s request; an applicant can also submit a copy of his/her personal TRF. Our staff then logs into the IELTS TRF Verification website and verifies if the test scores are valid/genuine. If so, we will then manually enter the scores into Banner form SOATEST using the source code “HARD”.

8. **What is the minimum TOEFL/IELTS score required for admission?**

Minimum acceptable TOEFL scores are 550 on the paper-based TOEFL and 79 on the internet-based TOEFL. The minimum acceptable academic IELTS overall band score is 6.5.

9. **What are the institution codes for the GRE, TOEFL, GMAT, and IELTS tests?**

The GRE and TOEFL institution codes are 6827. There is no institution code for the IELTS; test-takers are able to choose TTU from a drop-down menu when they take the exam or request additional Test Result Forms. There are six GMAT codes for TTU:

- GFS-3F-17 – Master’s in Accounting
- GFS-3F-24 – MBA, Flexible Part-Time
- GFS-3F-05 – MBA, Full Time
- GFS-3F-64 – PhD Program in B A
- GFS-3F-96 – MS in B A
- GFS-3F-29 – Other Programs
Frequently Asked Questions (cont.)

10. **What types of international credentials are accepted for admission to graduate programs?**

   A list of acceptable credentials for graduate admission is available on our website [http://www.gradschool.ttu.edu](http://www.gradschool.ttu.edu).

11. **What is the International Teaching Assistant workshop, and why does my new international TA have to take it? Isn’t their English proficiency test score enough?**

   The current International Teaching Assistant (ITA) workshop was created in response to the passage of Texas Education Code Chapter 51.917 (available online at [http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.917](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.917)), which regulates the use of English by faculty members at Texas public higher education institutions. This statute requires faculty members (including ITAs) to achieve a satisfactory score on the Test of Spoken English (TSE) or another approved test, and it also requires institutions to provide a program or short course to meet the needs of those faculty members (including ITAs) who do not achieve a satisfactory TSE score.

   In addition to the state mandate, TTU Operating Policies 64.03 and 32.19 require that ITAs and international graduate part-time instructors (GPTIs) whose native language is not English participate in the annual ITA workshop. Only those ITAs and international GPTIs who are certified by the ITA workshop faculty as classroom ready will be allowed to teach; those who are not certified as classroom ready will be required to take additional English proficiency training before assuming teaching responsibilities.

12. **How can applicants check their application status online?**

   An applicant can check their status online via the Applications tab on the Raiderlink portal [http://raiderlink.ttu.edu](http://raiderlink.ttu.edu). An applicant is sent an eRaider activation email within 1-2 weeks of their application uploading into Banner. This email instructs them how to activate their eRaider account, and it also gives them a link to the Application Status Check Frequently Asked Questions. Applicants who have previously been enrolled at Texas Tech University but are not now attending may not receive an eRaider activation email. If they do not, they need to contact IT Help Central [ithelpdesk@ttu.edu; 806-742-4358](mailto:ithelpdesk@ttu.edu; 806-742-4358) to request that a new one be created. Our office does **not** have any involvement in the creation of eRaider activations.

13. **What are the deadlines for applications?**

   There are no deadlines for domestic applicants. The preferred deadlines for domestic applicants are June 1st (Fall), September 1st (Spring), and March 1st (Summer). The priority deadlines for international applicants are January 15th (Fall and Summer) and June 15th (Spring). Applications may be submitted after those dates, but we cannot guarantee that late applications will be processed in time to allow admitted applicants to make any necessary visa/travel arrangements.
Frequently Asked Questions (cont.)

14. Why do my admitted applicants no longer get acceptance letters?

Letters printing incorrectly for both admitted and rejected students caused us to make this interim decision in November 2008. We will send acceptance letters on request of domestic students. After Banner 8 conversion, we hope to create a letter generation system in Raiderlink similar to the worksheet generation system in the Graduate Application Review Page. This will allow an applicant to print an acceptance letter on demand the instant that the acceptance decision is entered in Banner. However, this is on hold at present due to the conversion preparation. Int’l letters are printed because these are required for their visa interviews.

15. Where are the Graduate Admissions forms located?

Graduate Admissions forms are available on our website (http://www.depts.ttu.edu/gradschool/admissions/admissForms.php) or in hard copy form in our office in Holden Hall Room 3.

16. What do the status codes mean in Banner and Cognos reports?

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Decision Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>C – Complete</td>
<td>AD – Student Admitted</td>
</tr>
<tr>
<td></td>
<td>RJ – Denied Admission</td>
</tr>
<tr>
<td>D – Decision Made</td>
<td>CD – Student Admitted Conditionally</td>
</tr>
<tr>
<td></td>
<td>RL – Denied/Low English Proficiency</td>
</tr>
<tr>
<td>I – Incomplete</td>
<td>DD – Deferred to Department</td>
</tr>
<tr>
<td></td>
<td>WA – Withdrawn After Acceptance</td>
</tr>
<tr>
<td>W – Withdrawn Before Decision</td>
<td>GD – Graduate Admit</td>
</tr>
<tr>
<td></td>
<td>WB – Withdrawn Before Decision</td>
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<tr>
<td></td>
<td>NF – Need Financial Guarantee</td>
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<tr>
<td></td>
<td>WS – Waiting for Test Scores</td>
</tr>
<tr>
<td></td>
<td>PE – Pending</td>
</tr>
</tbody>
</table>

17. Which form does an applicant/student need to submit to modify their application?

That depends on what kind of modification the applicant/student needs to make.

a. The Request to Change the Current Study Objective form is designed for students who are currently enrolled and want to add or change their study objective or degree level, applicants not currently enrolled who want to add or change their study objective or degree level on their current application, or GTMP students who want to continue registering as a GTMP student.

b. The Request to Change the Initial Entry Date form is designed for applicants who have applied within the last 3 semesters but have not attended and wish to change the initial entry date on their application. Both domestic and international applicants can use this form.

c. The Request to be Re-Admitted form is designed for Tech graduate students not currently enrolled but who have attended the Graduate School within the last 3 semesters. However, if the student has not attended graduate classes for more than 3 semesters, a new Admission Application and a new application fee is required.
Frequently Asked Questions (cont.)

18. What is an I-20?

An I-20 is a U.S. Department of Homeland Security document issued by TTU that provides supporting information for the issuance of a student visa or change of status (F, J and M non-immigrant statuses). There are two kinds of I-20s: student and dependent. Students can enter the U.S. up to 30 days before their report date. They must arrive by their report date. If they will be late, they must notify us as soon as possible.

An I-20 is not a contract between the department and the student. Departments can withdraw any or all financial assistance awarded to a student, even if that amount is on their I-20. If aid is withdrawn before the student arrives, please notify both the student and us in writing. We will amend the official I-20 record, but a new I-20 will not need to be issued.

19. What is a visa?

A visa allows a foreign citizen to travel to a U.S. port of entry and request permission from the U.S. immigration officer to enter the United States. It does not guarantee entry into the U.S. A student can be denied entry at the port of entry. Most of our int’l students will receive an F-1 non-immigrant visa. However, there are numerous visa categories in which study is allowed. Please contact us if you have any questions.
<table>
<thead>
<tr>
<th>Country</th>
<th>Recognized Basic or First Degree</th>
<th>Acceptable Second/Third Degrees</th>
<th>Unacceptable Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>BA/BS (Licence/Leicanc), B.Eng., B.Tech, Doctor of Medicine</td>
<td>Master’s degree (awarded to MDs after 3-4 years)</td>
<td>Diploma - 3 years</td>
</tr>
<tr>
<td>Algeria</td>
<td>Licence, Diplome d'Etudes Superieures, Diplome d'Ingenieur, Diplome d'Architect, Doctorat en Medicine</td>
<td>Master’s degree (awarded to MDs after 3-4 years)</td>
<td>Licence d'Enseignement, Diplome en Sciences Commerciales, Diplome d'Ecologie, Diplome d'Etat de Technicien Superieure, Capacite en Droit</td>
</tr>
<tr>
<td>Argentina</td>
<td>Licenciado, Professional title (i.e., Ingeniero, Arquitecto, Economista, etc.), Medica Cirujano</td>
<td>M.A. MBA, M.Sc, etc. - 2 years after 1st degree</td>
<td>Various Licenciaturas or professional titles requiring 3 years of university work.</td>
</tr>
<tr>
<td>Australia</td>
<td>BA Hons, BS Hons, BE, B.Sc.Agr., B.Arch, Postgraduate diploma following 3-year pass 1st degree in the same or related field, Pass Master’s degree following 3-year Ordinary Bachelor's degree at the Univ. of Sydney, Post-Graduate Bachelor's degree (B.Ed., B.Letters, B.Soc.Work, B.Sp. Ed.), Bachelor's degree from a College of Advanced Education, 1-year Graduate Diploma following a degree or diploma (at least 3-year program) from a recognized College of Advanced Education (CAE)</td>
<td>MA, MBA, MSc, etc. - 2 years after 1st degree</td>
<td>Ordinary Bachelor’s degree (3 years), Diplomas from Technical/Further Education (TAFE) institutions</td>
</tr>
<tr>
<td>Austria</td>
<td>Diplom, Magister; Diplom Ingenieur, Doktor Medicinae Universae</td>
<td>M.Phil</td>
<td>Magister der Pharmazie, Lehramtsprüfung (teaching qualification), Diplom-Dolmetscher (interpreter), Akademisch geprüfter Übersetzer (translator)</td>
</tr>
<tr>
<td>Bahrain</td>
<td>B.Sc., B.A., B.Ed.</td>
<td>M.A. MBA, M.Sc, etc. - 2 years after 1st degree</td>
<td>Diplomas (3-4 years), Technical courses, External Certificates of City &amp; Guilds of London Institute</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>B.Sc.Ag., B.Sc.Eng., B.Arch, MBBS</td>
<td>M.Phil</td>
<td>B.A., B.Sc., B.Comm., etc. (2-3 years)</td>
</tr>
<tr>
<td>Belgium</td>
<td>Licence/Licentie, Diplome, Archicte/Architect, Ingenieur, Ingenieur Industriel en (Field), Licence en Droit/Licentie en Rechten</td>
<td>Maitrise</td>
<td>Candidature/Kandidaat (may also be called first licence), Gradue, Ingenieur Technicien</td>
</tr>
<tr>
<td>Botswana</td>
<td>B.A., B.Sc., B.Com., B.Ed.</td>
<td>M.A., M.Ed., M.Sc.</td>
<td>Bachelor (3 years), Professional Title (3 years)</td>
</tr>
<tr>
<td>Brazil</td>
<td>Bacharel (4-5 years), Licenciado, Professional title (i.e., Ingenheiro, Arquiteto, Matematico, etc.) - 4-5 years, Professional Title of Medico</td>
<td>Mestre/Mestrado</td>
<td>Bachelor (3 years), Professional Title (3 years)</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Professional title, Diploma of Specialist (Diplom za zavarseno visse Obrazavanje), Magister</td>
<td>Maitrise</td>
<td>Diplome d'Etudes Universitaires Generale (DEUG), Diplome Universitaire des Sciences et Techniques (DUST), Diplome Universitaire de Technologie (DUT), Diplome d'Ingenieur des Travaux, Licence, Professional Titles</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>Maitrise, Diplome d'Ingenieur des Techniques du Developpement rural</td>
<td>Maitrise</td>
<td>Diplome d'Etudes Universitaires Generale (DEUG), Diplome Universitaire des Sciences et Techniques (DUST), Diplome Universitaire de Technologie (DUT), Diplome d'Ingenieur des Travaux, Licence, Professional Titles</td>
</tr>
<tr>
<td>Burundi</td>
<td>Licence, Professional Title, Ingenieur Agronome</td>
<td>Maitrise</td>
<td>Diplome de Candidat</td>
</tr>
<tr>
<td>Country</td>
<td>Recognized Basic or First Degree</td>
<td>Acceptable Second/Third Degrees</td>
<td>Unacceptable Degrees</td>
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</tr>
<tr>
<td>Cameroon</td>
<td>Licence (4 years), Ingenieur de Conception, Docteur de Medecine</td>
<td>Maitrise, Diplome d’Etudes Superieures (D.E.S.), Diplome d’Administration des Enterprises</td>
<td>Licence (3 years), Ingenieur de Travaux, Brevet, Certificat d’Etudes, Diplome d’Etudes scientifiques Generales Agronomiques</td>
</tr>
<tr>
<td>Canada (provinces other than Quebec)</td>
<td>Bachelor’s degree (4 years) from universities in the following provinces: British Columbia, New Brunswick, Newfoundland, Nova Scotia, Saskatchewan; Bachelor’s degree designated as Honours (4 years Special) (Advanced Major, 4 years) from universities in the following provinces: Alberta, Manitoba, Ontario; B.Eng.</td>
<td>M.A., M.Sc., MBA, M.S.W., M.Ed., etc.</td>
<td>General/Ordinary bachelor’s degree (3 years), B.E.S. from the University of Manitoba (3 years)</td>
</tr>
<tr>
<td>Canada (Quebec)</td>
<td>Baccalaureat/Bachelier/Bachelor (3 years after DEC), B.Eng. (3-3.5 years after DEC)</td>
<td>Maitre/Maitrise/Master</td>
<td>Teaching Certificates</td>
</tr>
<tr>
<td>Chile</td>
<td>Bachiller (4 years), Licenciado (4-5 years), Professional Title (i.e., Ingeniero, Arquitecto, Economista, etc.), Medico Cirujano, Magister</td>
<td></td>
<td>Bachiller (2-3 years), Licenciado (3 years), Egresado</td>
</tr>
<tr>
<td>China</td>
<td>1982-present: Bachelor (4-5 years)&lt;br&gt;1977-81: graduation from 4-year university level program&lt;br&gt;1966-76: Chinese Cultural Revolution*&lt;br&gt;Pre-1966: graduation from a 4-5 year university level program (4-6 years in length)</td>
<td>Master’s degree (2-3 years after Bachelor)</td>
<td>3-year diplomas, Junior College programs, diplomas from sparetime/television universities</td>
</tr>
<tr>
<td>Colombia</td>
<td>Licenciado, Professional Title (i.e., Ingeniero, Arquitecto, Economista, etc.), Especialista</td>
<td>Magister</td>
<td>Less than 4 year title programs</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Bachiller universitario/Bachillerato, Licenciado/Licenciatura, Licenciado en Medicina y Cirugia and Doctoro en Medicina y Cirugia, Licenciado en Cirugia Dental and Doctoro en Cirugia Dental</td>
<td>Maestria, Magister Scientiae, Doctorado Academico</td>
<td>Bachillerato universitario (3 years), Diplomado, Tecnico or other diplomas (2-3 years)</td>
</tr>
<tr>
<td>Cuba</td>
<td>Diploma or Professional Title (i.e., Ingeniero, Arquitecto, etc.); Doctorado in Dentistry, V.Med., Medicine; Licenciado/Licenciatura in Education (considered only if applicant is applying to Education)</td>
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</tr>
<tr>
<td>Czech Republic &amp; Slovak Republic</td>
<td>Professional Title of Inzery (or in any other field), title of Absolvent (Graduate), Diploma (5 years), Doctor of Philosophy, Doktor en Medecine</td>
<td>Candidatus Scientiarum; Doctor Scientiarium (acceptable third degree)</td>
<td>Examinatus Artium, H.A. (Handelsvidenskabelig Afgangseksamen), H.D. (Handelshojskolens Diplomprove), Teknicum Ingenior, Akademingenior eksamen from Engineering Academy of Denmark, Bachelorgrad/BA, BS (3 years)</td>
</tr>
<tr>
<td>Denmark</td>
<td>Civilingenior, Arkitekt, Candidatus (4-7 years, depending on field)</td>
<td>Licentiatus, Magister; Doctorgrad (recognized third degree)</td>
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<tr>
<td>Dominican Republic</td>
<td>Licenciado (4-5 years), Professional Title (i.e., Engineer, Arquitecto, Abogado, Economista, etc.) (5-6 years), Doctorado in Dentistry, Law and Veterinary Medicine, Professional Title in Medicine</td>
<td>Magister</td>
<td>Licenciado, Professional Title and Technician’s Diploma (3 years)</td>
</tr>
<tr>
<td>Ecuador</td>
<td>Licenciado/Licenciatura (4-6 years), Professional Title, Doctorado in Medicine</td>
<td>Doctorado</td>
<td>3-year degree programs</td>
</tr>
<tr>
<td>Egypt</td>
<td>Bachelor’s degree (4 years); Bachelor in Engineering, Architecture, Dentistry; MB, B.Ch. in Medicine (6 years)</td>
<td>Master’s degree; Doctorate (recognized third degree)</td>
<td>Diplomas (1-3 years)</td>
</tr>
<tr>
<td>El Salvador</td>
<td>Licenciado, Professional Title</td>
<td></td>
<td>Tecnico; Profesor</td>
</tr>
</tbody>
</table>
### Acceptable Credentials

<table>
<thead>
<tr>
<th>Country</th>
<th>Recognized Basic or First Degree</th>
<th>Acceptable Second/Third Degrees</th>
<th>Unacceptable Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethiopia</td>
<td>Bachelor (4-5 years), Doctor of Medicine</td>
<td>Master</td>
<td>Diploma in Secretarial Science (2 years); Diploma in Law (3 years)</td>
</tr>
<tr>
<td>Finland</td>
<td>Professional title of Diplomi-insinoori, Arkkitehtti; Kandidaatti/Kandidat or Maisteri; Kauppatieteiden Maisteri in Business (KTM); Lisensiaatti in Dentistry; Lisensiaatti in Medicine</td>
<td>Lisensiaatti/Licentiatatexamen/Licentiat; Kauppatieteiden Lisensiatti (KTL)</td>
<td>Kandidaatti (3 years or less); Diplomas/Titles (3 years or less)</td>
</tr>
<tr>
<td>France</td>
<td>Maîtrise, Magistere, Diplome d'Etat de Docteur en Medecine, Diplome d'Etat de Docteur en Chirurgie Dentaire, Diplome d'Etudes Politiques, Diplome d'Architect DPLG, Diplome d'Architect DESA, Diplome Vise, Diplome d'Ingenieur</td>
<td>Diplome d'Etudes Approfondies (DEA), Diplome d'Etudes Superieures Specialises (DESS); Maîtrise (awarded by a Grande Ecole), Doctorate (2-4 years beyond Maîtrise)</td>
<td>Licence (3 years), Diplome Universitaire: DEUG, DUEL, DUES, DEJG, DEEG, DUT, DEUST, DEFA; Brevet de Technicien Superieur; Diploma/Degree/Certificat de Fin d'Etudes; Diplome d'Etat d'Infirmiere</td>
</tr>
<tr>
<td>Germany</td>
<td>Diplom (university or fachhochschule), Staatsexamen, Magister Artium (4-6 years); Este Juristische Staatsprüfung or Referendarsexamen (7 semesters minimum); Arzt (Physician), Zahnarzt (Dentist) (5-6 years)</td>
<td>Third degree: doctorate (Promotion) (2-4 years beyond first degree)</td>
<td>Vordiplom, Zwischenprüfung (2-2.5 years); Ärztliche Vorprüfung (medicine) or Physikum (4-6 semesters); Diploms issued by the Gesamthochschulen; Diplom-Dolmetscher (interpreter), Diplom-Ubersetzer (translator); Berufakademie diplomas (2-3 years)</td>
</tr>
<tr>
<td>Ghana</td>
<td>Bachelor (4 years); MB, Ch.B. (medicine) (6 years)</td>
<td>Master's (2-3 years); PhD</td>
<td>Certificates (1-2 years); Diplomas (2-4 years); Bachelor (3 years)</td>
</tr>
<tr>
<td>Great Britain</td>
<td>Bachelor (4 years; must have at least 120 equivalent US credits); Bachelor Honours (4 years; must have at least 120 equivalent US credits); MA from Scottish universities</td>
<td>Master's degree (1-2 years after bachelor). Master's degrees awarded solely on research and thesis are not acceptable.</td>
<td>Ordinary or Pass degrees (3 years); Ordinary National Diploma; Higher National Diploma; Certificates issued by City and Guilds of London; Associateship or Fellowship of Institute of Chartered Accountants and Institute of Cost &amp; Management Accountants; Membership in Royal Institute of British Architects; Corporate Members of Associations belonging to the Council of Engineering Institutions</td>
</tr>
<tr>
<td>Greece</td>
<td>Pythion/Diploma (4-6 years); BA, BS, BBA (3 years, min. 122 hours)</td>
<td>Metaptychiako Diploma (2 years after first degree)</td>
<td>Diploma in Secretarial Studies, Hellenic Studies; Associate Degree in Secretarial Studies &amp; Training; Associate Degree in Business; Diplomas (3 years)</td>
</tr>
<tr>
<td>Guatemala</td>
<td>Licenciado (4-6 years); Professional Title (i.e., Ingeniero, Arquitecto, Fisico, Cirujano dentists, Medical cirujano, etc.) (4-6 years)</td>
<td>Maestria/Maestro/Magister (1-3 years)</td>
<td>Intermediate degrees (2-4 years)</td>
</tr>
<tr>
<td>Guyana</td>
<td>Bachelor (4 years)</td>
<td>Master (1-2 years after bachelor)</td>
<td>Associate in Arts; Licence (3 years); Licence (BA from Centre Universitaire Internationale d'Haïti ou Ecole Nationale des Arts) (3-4 years); Diplome d'Infirmiere Licenciée (3 years)</td>
</tr>
<tr>
<td>Haiti</td>
<td>Licence (4 years); Diplome d'études superieures des Sciences humaines (4 years); Diplome d'Ingenieur (4-5 years); Docteur en Medecine (7 years); Chirurgien-Dentiste (5 years)</td>
<td>Maîtrise (2 years after Diplome or Licence); Doctorat (2 years after Diplome or Licence)</td>
<td>Diploma from post-secondary colleges not recognized by the government as degree-granting institutions</td>
</tr>
<tr>
<td>Honduras</td>
<td>Licenciado (4-6 years); Professional Title (i.e., Ingeniero, Arquitecto, Abogado, Economista, etc.) (4-6 years); Doctor en ciencias quimicas y farmacia, Doctor en cirugia dental (6 years); Doctor en medicina y cirugia (7 years)</td>
<td>Maîtrise (2 years after Diplome or Licence); Doctorat (2 years after Diplome or Licence)</td>
<td>Diploma from post-secondary colleges not recognized by the government as degree-granting institutions</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Bachelor (4 years); MB, BS (Medicine), BDS (Dentistry), 5 years</td>
<td>Master's (1-3 years after bachelor's degree); PhD (3-4 years)</td>
<td>Diploma from post-secondary colleges not recognized by the government as degree-granting institutions</td>
</tr>
<tr>
<td>Hungary</td>
<td>Diploma (Oklevel) (4-6 years); Jogtudomanyi Doktor (Law) (4.5 years)</td>
<td>Egyetemi Doktor (2 or more years after 1st degree); Kandidatus (3 or more years after 1st year or university doctor)</td>
<td>Diplomas (3 years)</td>
</tr>
<tr>
<td>Country</td>
<td>Recognized Basic or First Degree</td>
<td>Acceptable Second/Third Degrees</td>
<td>Unacceptable Degrees</td>
</tr>
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</tr>
<tr>
<td>Iceland</td>
<td>Bachelor (baccalaureatus Artium) (4 years); B.Ed; BS in Engineering; Candidus med et chir (6-7 years)</td>
<td>M.Engr., M.Tech, M.Phil (2 years after first degree)</td>
<td>3-year Bachelor's degree if applicant does not hold the studentsporf</td>
</tr>
<tr>
<td>India</td>
<td>B.Tech, B.Engr., BS in Engr, B.Arch, B.Agri, MBBS, B.VetMed (4-5 years)</td>
<td>M.Engr., M.Tech, M.Phil (2 years after first degree)</td>
<td>B.S.W., B.Lib.Sci., LLB (1-2 years after bachelor degree)</td>
</tr>
<tr>
<td></td>
<td>MA, M.Sc., M.Com (1-2 years beyond 3-year bachelor degree)</td>
<td></td>
<td>BA, BS, B.Com., etc. (3 years)</td>
</tr>
<tr>
<td></td>
<td>PgDIP (Post Graduate Diploma) (1-2 years beyond 3-year bachelor)</td>
<td></td>
<td>Associate of Institute of Chartered Accountants, Institute of Cost Works Accountants, Business Management; Institute of Engineers, etc. National Diploma in Architecture</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Sarjana (4-5 years); Dokter Medikal (6 years); Dokter Gigi/Dentistry/Hewan (5 years); Insinjur (5 years)</td>
<td>Master/Maitrise (Foghe-Licence) (1-2 years after bachelor/licence); Doctorate (2-4 years)</td>
<td>Sarjana Muda (3 years); Diplomas from Polytechnics</td>
</tr>
<tr>
<td>Iran</td>
<td>Licence/Licentiate/Bachelor (140 credits); Doctorat in Dentistry (6 years); Doctor in Medicine (7 years)</td>
<td>Master (1.5-3 years after bachelor); PhD (3 years beyond master)</td>
<td>Licence or Diploma programs (3 years); Degrees from specialized schools</td>
</tr>
<tr>
<td>Iraq</td>
<td>Bachelor (4-5 years); Doctor of Medicine (6 years); Bachelor of Medicine, Bachelor of Surgery (MB, ChB) (6 years)</td>
<td>Diploma programs</td>
<td>Diploma programs</td>
</tr>
<tr>
<td>Ireland</td>
<td>Bachelor (4-6 years); Doctor of Medicine (5 or more years)</td>
<td>Diploma programs</td>
<td>Diploma programs; Teacher Training College Certificates</td>
</tr>
<tr>
<td>Israel</td>
<td>Bachelor (4-5 years)</td>
<td>Diploma programs</td>
<td>Diploma programs; Teacher Training College Certificates</td>
</tr>
<tr>
<td>Italy</td>
<td>Laurea (4-5 years); Laurea in medicine (6 years)</td>
<td>Diplome d'Etudes Superieures (DES), Diplome d'Etudes Approfondies (DEA) (1 year after Maitrise); Doctorat d'Etat, Doctorat de Specialiste-3rd Cycle (1 year after DEA)</td>
<td>Diplome d'Etudes Universitaires Generale (DEUG), Diplome Universitaire des Etudes Scientifiques (DUES), Diplome Universitaire de Technologie (DUT), Licence (1 year after DEUG), Technicien Superieur (3 years)</td>
</tr>
<tr>
<td>Ivory Coast</td>
<td>Maitrise (1 year after Licence); Professional Title of Ingenieur (4-5 years)</td>
<td>Diplome d'Etudes Superieures (DES), Diplome d'Etudes Approfondies (DEA) (1 year after Maitrise); Doctorat d'Etat, Doctorat de Specialiste-3rd Cycle (1 year after DEA)</td>
<td>Diplome d'Etudes Universitaires Generale (DEUG), Diplome Universitaire des Etudes Scientifiques (DUES), Diplome Universitaire de Technologie (DUT), Licence (1 year after DEUG), Technicien Superieur (3 years)</td>
</tr>
<tr>
<td>Japan</td>
<td>Bachelor (4 years)</td>
<td>Master (2 years after bachelor); Doctor (3 years after master)</td>
<td></td>
</tr>
<tr>
<td>Jordan</td>
<td>Bachelor (4-5 years)</td>
<td>Master (1-2 years after bachelor)</td>
<td></td>
</tr>
<tr>
<td>Kenya</td>
<td>Bachelor (4-5 years); Bachelor of Medicine, Bachelor of Surgery (MB, B.Ch) (5 years)</td>
<td>Master (2 years after bachelor); PhD (2 years after master)</td>
<td>Professional qualifications awarded by City &amp; Guilds of London Institute on basis of training completed at Kenya Polytechnic or Mombasa Technical Institute; Bachelor (3 years)</td>
</tr>
<tr>
<td>Korea (Republic of)</td>
<td>Bachelor (4 years)</td>
<td>Master (2 years after bachelor); Doctor (3 years after master’s degree and dissertation)</td>
<td>Diplomas (2-4 years)</td>
</tr>
<tr>
<td>Kuwait</td>
<td>Bachelor (4-7 years)</td>
<td>Master (2 years after bachelor); PhD (2 years after master)</td>
<td>Diploma programs</td>
</tr>
<tr>
<td>Lebanon</td>
<td>Bachelor (3-5 years), Licence (4-5 years), Diploma or Professional Title (4-6 years), Maitrise (1 year after Licence), Doctorat en Medecine (7 years)</td>
<td>Master (1-2 years after bachelor)</td>
<td>Diplomas in Public Health and Teaching; AA degrees (2 years)</td>
</tr>
<tr>
<td>Lesotho</td>
<td>Bachelor (4-5 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liberia</td>
<td>Bachelor (4 years); Doctor of Medicine (7 years)</td>
<td></td>
<td>LLB (3 years); degrees from St. Paul's College</td>
</tr>
<tr>
<td>Libya</td>
<td>Bachelor (4-5 years); Licence en Droit</td>
<td>Master (2 years after bachelor)</td>
<td>3-year bachelor degree from the Higher Institute of Technology</td>
</tr>
<tr>
<td>Malawi</td>
<td>Bachelor (4-5 years)</td>
<td></td>
<td>All Diploma programs</td>
</tr>
<tr>
<td>Country</td>
<td>Recognized Basic or First Degree</td>
<td>Acceptable Second/Third Degrees</td>
<td>Unacceptable Degrees</td>
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</tr>
<tr>
<td>Malaysia</td>
<td>Bachelor (Sarjana Muda) (4-6 years)</td>
<td>Master (Sarjana) (1-3 years after bachelor)</td>
<td>BA gen., B.Ec. gen., BIS gen. (3 years); Diploma from Malaysian Institute of Management; Bachelor's degree &amp; Diplomas from MARA Institute of Technology; Diploma from Technical Training Institute, Kuala Lumpur</td>
</tr>
<tr>
<td>Mali</td>
<td>Diplôme de l'Ecole Normal Superieure (4 years); Diplôme de l'Ingenieur des Sciences Appliquées (4 years); Diplôme de Docteur en Medecine, Pharmacie (5.5 years)</td>
<td>Docteur-Ingenieur (3 years after Diplome d'Ingenieur); Doctorat de Specialiste (3 years after basic degree)</td>
<td>Diplome Technicien Superieure (4 years); Diplome (3 years)</td>
</tr>
<tr>
<td>Malta</td>
<td>Bachelor (4-5 years)</td>
<td>Master (1-3 years after bachelor)</td>
<td>Diploma programs</td>
</tr>
<tr>
<td>Mexico</td>
<td>Licenciatura (4-5 years); Professional Title (4-5 years); Cirujano dentista (4-8 years); Medico or Medico cirujano (5-7 years)</td>
<td>Maestria (2 or more years after first degree)</td>
<td>Short-term tertiary programs (2-3 years); Egresado Pasante</td>
</tr>
<tr>
<td>Morocco</td>
<td>Licence (4 years); Professional Title (4-5 years); Doctorat en Medecine (7 years)</td>
<td>Diplome d'Etudes Superieures (DES) (2-3 years after Licence plus thesis); Doctorat d'Etat (3 years after DES)</td>
<td>Certificate Universitaire d'Etudes Litteraires (CUES) (2 years)</td>
</tr>
<tr>
<td>Myanmar</td>
<td>MA, MS, M.Ed.; B.Arch., B.E (6 years); MBBS (6.5 years)</td>
<td>M.Eng.</td>
<td>4-year bachelor is questionable</td>
</tr>
<tr>
<td>Nepal</td>
<td>Bachelor (4 years); Master (2 years beyond 3-year bachelor)</td>
<td>Master (1-2 years after bachelor); PhD (3 years after master)</td>
<td>Bachelor (2 years)</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Baccalaureaus (4 years; being phased out); Doctorandus (5-7 years); Professional Title/Ingenieur (5-7 years); Meester in rechten (4-6 years)</td>
<td>Maestria (2 or more years after first degree)</td>
<td>Propaedeutisch exam; Kandidaatsdiploma (2-4 years); Hoger beroepsonderwijs (HBO) programs</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Bachelor/Bachelor (Honours) (4 years); B.Arch., BDS, BVSc (5 years); MB, ChB (6 years); Master's degree awarded upon 1-year (minimum) program beyond the Ordinary Bachelor's degree</td>
<td>Master (1-2 years beyond Bachelor (Honours) degree; PhD (2 years minimum beyond qualifying honours degree [bachelor or master])</td>
<td>Ordinary or Pass Bachelor (3 years); Professional qualifications (i.e., Fellow Chartered Accountant of New Zealand, Society of Accountants, etc.)</td>
</tr>
<tr>
<td>Nicaragua</td>
<td>Licenciado (4-5 years); Ingeniero, Arquitecto (5 years); Cirujano dentista (5 years); Doctor en Medicina (7 years)</td>
<td>Maestria in Applied Ecology; Agricultural Pest Control; Environmental Engineering (2 years after first degree)</td>
<td>Professional titles awarded for programs of less than 5 years in length</td>
</tr>
<tr>
<td>Nigeria</td>
<td>Bachelor (4-5 years); MBBS, BDS (5-6 years)</td>
<td>Master (1-2 years after bachelor); PhD (3 years after master)</td>
<td>Bachelor (less than 3 years); Higher or Ordinary National Diploma; Diploma &amp; Certificate programs (2-3 years); Bachelor (3 years); Professional Qualifications awarded by City &amp; Guilds of London Institute; AssociateShips from various professional societies in Great Britain</td>
</tr>
<tr>
<td>Norway</td>
<td>Candidatus Magisterii (4-5 years); Diplomokonom, Sivilokonom (4 years); Sivilingenier, Arkitekt (4.5 years)</td>
<td>Candidatus in specified field (5-7 years); Licentiatus (1-3 years beyond the Cand. Mag. or Sivilokonom); Magister Artium, Magister Scientiarium (6-7 years)</td>
<td>Handelsskonom from the College of Business Administration; Hogskole kandidat from Regional Colleges; Ingenier from Colleges of Engineering</td>
</tr>
<tr>
<td>Pakistan</td>
<td>B.Eng., B.Sc.Engr., B.Sc. Town Planning (4 years); B.Dental Surgery, Doctor Vet. Med. (4 years); B.Arch., MBBS (5 years); B.Sc.Agri.Eng. (6 years); MA, MBA, M.Ed., MFA, M.Pharm, M.Sc. (1-2 years beyond a 3-year bachelor)</td>
<td>M.Phil (2 years beyond MA or MS); M.Sc.Eng. (2 years beyond the B.Sc.Engr.); M.Ed. [Bus. Ed. or Ind. Arts] (2 years beyond M.Ed)</td>
<td>Bachelor [BA, B.Com, BFA, B.Sc., BSW] (2-3 years); B.Tech/B.Tech (Honours) (1-2 years beyond Diploma of Associate Engr.); Diploma programs (1-3 years beyond the HSC or IC); Associate of Institute of Chartered Accountants, etc.</td>
</tr>
<tr>
<td>Country</td>
<td>Recognized Basic or First Degree</td>
<td>Acceptable Second/Third Degrees</td>
<td>Unacceptable Degrees</td>
</tr>
<tr>
<td>-------------------------</td>
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<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Panama</td>
<td>Licenciado (4-5 years); Professional Title (5 years); Doctor en medicina (6 years); Doctor en cirugia dental (5 years)</td>
<td>Maestria (2 years)</td>
<td>Tecnico Title (2-3 years); Diploma or Certificate programs; Profesor (teacher) programs (3 years after Bachiller)</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>Bachelor (4 years); B.Arch.Bldg. (Honors) (5 years); Bachelor (Honors) (1 year after Bachelor; not available in all fields); B.Arch.Bldg., BDS, MB, BS (5 years)</td>
<td>Master (1-2 years after Honors degree); PhD (minimum 3 years)</td>
<td>B.Tech (3 years)</td>
</tr>
<tr>
<td>Paraguay</td>
<td>Licenciado (4-6 years); Ingeniero (5-6 years); Professional Title (4-6 years)</td>
<td></td>
<td>Professional Title, Licenciado (3 years)</td>
</tr>
<tr>
<td>Peru</td>
<td>Bachiller [university] (5 years); Licenciado (5-6 years); Professional Title (5-7 years)</td>
<td>Magister, Maestro, Magister Scientiae (2 years after basic degree)</td>
<td>Bachiller de Estudios Generale (2 years); Bachiller [university] (4 years); Licenciado (4 years)</td>
</tr>
<tr>
<td>Philippines</td>
<td>Bachelor (4-5 years); Doctor of Dental Medicine, Doctor of Veterinary Medicine, Doctor of Optometry (6 years); Doctor of Medicine (7 years)</td>
<td>Master (1-2 years beyond Bachelor); Doctor of Education, Doctor of Philosophy (2-3 years after Master)</td>
<td>Associate degree (2 years)</td>
</tr>
<tr>
<td>Poland</td>
<td>Title of Inzynier (4 years); Magister (4-5 years); Magister Inzynier (5 years); Lekarz-Dentysta (5 years); Lekarz-Medicine (6 years)</td>
<td>Doktor (2-3 years after basic degree); Doktor nauk Technicznych (2 years after Magister by thesis); Doktor Habilitowany (by thesis after doctorate)</td>
<td>Professional diploma in Administration (3 years)</td>
</tr>
<tr>
<td>Portugal</td>
<td>Licenciado (4-5 years); Licenciado en Medicine (6-7 years)</td>
<td>Mestrado (2 years after basic degree)</td>
<td>Bachelor (3 years); Licenciado (2-3 years); Diploma programs</td>
</tr>
<tr>
<td>Qatar</td>
<td>Bachelor (4 years)</td>
<td>Master (1 year after bachelor)</td>
<td>Diploma or Certificate programs</td>
</tr>
<tr>
<td>Romania</td>
<td>Licentiat, Professional Title, Exam de Stat. (4-6 years); Diploma d'Architecte (6 years); Diploma de Ingenier (5 years)</td>
<td>Doctorate (3-5 years after State Examination &amp; 2 years of professional experience); Doctor Docent (by thesis after doctorate)</td>
<td>Diploma de Stat (3 years); Diploma de Sub-Inginer (3 years)</td>
</tr>
<tr>
<td>Russia</td>
<td>Diplom from university or institute (5 years); Diplom in Medicine (6 years)</td>
<td>Kandidat Nauk (by thesis after first degree); Magistr Diploma (2 years beyond Bakalavr Diploma)</td>
<td>Diplom für uschilischche or tecknikum; Intermediate Diploma (2 years)</td>
</tr>
<tr>
<td>Saudi Arabia</td>
<td>Bachelor (4-5 years)</td>
<td>Master (1-3 years after bachelor); PhD (2-4 years plus thesis)</td>
<td>Bachelor (3 years); Diploma programs</td>
</tr>
<tr>
<td>Senegal</td>
<td>Maitrise (1 year after Licence or 2 years after Diplome in Law &amp; Economics); Professional Title in Pharmacy (5 years); Diplome d'Ingenieur (5 years); Doctorat d'Etat en Medecine (7 years after Baccalaureat)</td>
<td>Diplome d'Etudes Approfondies [DEA] (2 years after Maitrise); Doctorat [3rd Cycle] (2 years after Maitrise)</td>
<td>DUES (2 years); DUT (2 years); Licence (3 years)</td>
</tr>
<tr>
<td>Sierra Leone</td>
<td>Bachelor [Honors] (4 years)</td>
<td>Master (1-2 years after honors bachelor [additional year for general bachelor's degree]); PhD (3 years)</td>
<td>Bachelor [General] (3 years) - This degree will be recognized if the applicant has taken &amp; passed the A or O level entrance examinations. Diploma programs (3 years)</td>
</tr>
<tr>
<td>Singapore</td>
<td>Bachelor (4 years); Bachelor [Honours] (4 years); Bachelor of Architecture (5 years); Bachelor of Medicine, Bachelor of Surgery, Licence in Medicine &amp; Surgery and Licence in Dental Surgery (5 years)</td>
<td>Master (1-3 years); PhD (2-5 years); D.Litt., LL.D., D.Sc. (awarded on published work)</td>
<td>Bachelor (3 years)</td>
</tr>
<tr>
<td>Somalia</td>
<td>Laurea, Doctor (4 years); BA, B.Sc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Africa</td>
<td>Bachelor [Honors] (4-5 years); Bachelor (4-5 year program); B.Ch.D. (6 years); M.B.Ch.B. (6-7 years); B.Ed. (1 year beyond 3-year bachelor)</td>
<td>Master (1-2 years beyond bachelor);</td>
<td>Bachelor (3 years); University or National Diplomas or Certificates (1-3 years)</td>
</tr>
<tr>
<td>South Pacific (Fiji Islands)</td>
<td>Bachelor (4 years); M.B.B.S. (5 years)</td>
<td></td>
<td>Bachelor (3 years)</td>
</tr>
<tr>
<td>Spain</td>
<td>Licenciado (5 years); Licenciado en Medicine (6 years); Professional Title (5-6 years)</td>
<td>Ingeniero or Arquitecto Tecnico (3-4 years); Diplomado (3 years); Certificate programs</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Recognized Basic or First Degree</td>
<td>Acceptable Second/Third Degrees</td>
<td>Unacceptable Degrees</td>
</tr>
<tr>
<td>------------------------</td>
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</tr>
<tr>
<td>Sri Lanka</td>
<td>BA [spec], B.Sc. [spec], BFA [spec], B.Sc. [Pub Adm], B.Sc. (Bus Adm), B.Com., B.Sc. [Eng.], B.D.S. (4 years); M.B.B.S. (5 years)</td>
<td>M.A., M.Sc., M.Phil. (2 years after bachelor)</td>
<td>Bachelor [general] (3 years); National Diploma; National Higher Diploma</td>
</tr>
<tr>
<td>Sudan</td>
<td>Bachelor [general] (4 years); Bachelor [Honors] (5 years); Bachelor of Medicine [MBBS] (6 years); B.Arch., B.Pharm., B.V.Sc. (5 years)</td>
<td>Master (2 years after bachelor)</td>
<td>Diploma programs (2-4 years)</td>
</tr>
<tr>
<td>Surinam</td>
<td>Licentiaat (4 years); Professional qualification for Dentistry, Pharmacy, and Law (5 years); Professional Qualification for Medicine (6-7 years)</td>
<td>Teknologi Licentiat (2 years after first degree); Filosofie Licentiat (2 years after first degree; being phased out) Filosofie Doktorsgrad (4 years after first degree or first professional title)</td>
<td>University certificates of less than 120 points</td>
</tr>
<tr>
<td>Swaziland</td>
<td>Bachelor (4 years); LL.B. (2 years after bachelor)</td>
<td>Master (1-2 years after bachelor)</td>
<td></td>
</tr>
<tr>
<td>Sweden</td>
<td>Arkitektexamen/Civilingenjorexamen (160 points; 4 years); Högskolexamen/Professional Qualification (120-160 points; 6-8 years); Juris Kandidatexam (4 years)</td>
<td>Doktorat/Docteur (2 years after first degree)</td>
<td></td>
</tr>
<tr>
<td>Switzerland</td>
<td>Licentiat/Licentius/Licence, Diplom/Diplôme (8-10 semesters); Ingenieur (Dipl. Ing. EPF/ETH); Magister Oeconomiae (9 semesters); Arzt/Diplôme federale de medecin/Diplom als Arzt/Certificat de fin d'études medicales (12 semesters); Zahnarzt/Diplome federal de medecin-dentiste (10 semesters); Apotheker/Pharmacie diploma federal (11 semesters)</td>
<td></td>
<td>Propedeutique/Vordiplomprufung/Zwiache nprufung (Intermediate exams); Licence programs that are 6 semesters in length are limited to the field of study in which the applicant has obtained his/her 1st degree; All Diplomas from Higher Schools of Engineering; All Translator &amp; Interpreter programs; Betriebsoekonom HWV/Economiste d'Entreprise ESCEA/Economista aziendale SSQUA (3 years); Certificat d'Etudes ECL or Diplome ECL, mention Maitrise en Administration d'Entreprise (1 year)</td>
</tr>
<tr>
<td>Syrian Arab Republic</td>
<td>Bachelor (4-5 years); Licentiate (4 years); Doctor of Medicine (6 years)</td>
<td>Master (3 years after bachelor)</td>
<td></td>
</tr>
<tr>
<td>Taiwan</td>
<td>Bachelor (4 years); Bachelor in pharmacy, arch. Engineering, vet medicine (5 years); Bachelor in dentistry (6 years); Bachelor in medicine (7 years)</td>
<td>Master (2 years after bachelor); PhD (2 years after master)</td>
<td>Bachelor (3 years); Diplomas from Junior Colleges (3-5 years)</td>
</tr>
<tr>
<td>Tanzania</td>
<td>Bachelor (3-4 years); MD and DDS (5 years)</td>
<td>Master (1-5 years after bachelor)</td>
<td>Bachelor (3 years)</td>
</tr>
<tr>
<td>Tanzania</td>
<td>PhD (at least 2 years after 1st or 2nd class Honours Bachelor or Master’s or MD)</td>
<td>Diploma, Advanced Diplomas</td>
<td></td>
</tr>
<tr>
<td>Thailand</td>
<td>Bachelor (4-5 years); DDS, MD (6 years);</td>
<td>Master (2 years after bachelor)</td>
<td>Diploma or Certificate programs</td>
</tr>
<tr>
<td>Tunisia</td>
<td>Licence/Maitrise (4 years); Diplome (4-7 years); Diplome d'Ingénieur (4-6 years); Doctorat en Medecine (6 years+internship)</td>
<td>DES, DEA, Diplome de Recherches Approfondies, Diplome de Docteur Ingenieur (2 years beyond Diplome d'Ingénieur); Doctorat de Troisieme Cycle; Doctorat d'Etat</td>
<td>DEUG, DUEL, DUES (2 years); Diplome de Technicien Superieure (3 years); Diplome de Licence (3 years); Certificats in Language Study (2 years)</td>
</tr>
<tr>
<td>Turkey</td>
<td>Lisans/Bachelor/Muhendis (Engineer/Mimar (Architect) (4 years); Md Dental, Md.Dental Surgery (5 years); Medical Degree (Tip) (6 years)</td>
<td>Yusek Lisans or Master (1 or more years after first degree); Doktora (2-8 years after first degree)</td>
<td>Teaching Qualifications (3 years)</td>
</tr>
<tr>
<td>Uganda</td>
<td>Bachelor (4 years); Bachelor of Medicine [MB, ChB] (5 years)</td>
<td>Master (2 years after bachelor); Master of Medicine (3 years after MB, ChB); PhD</td>
<td>Bachelor (3 years)</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>Bachelor (4-5 years); Licentiate (4 years)</td>
<td></td>
<td>2-year part-time certification courses</td>
</tr>
<tr>
<td>Uruguay</td>
<td>Licenciado (4-5 years); Ingeniero (6 years); Professional Title (5-6 years); Doctorate in Dentistry, Veterinary Medicine and Medicine (6 years)</td>
<td></td>
<td>Profesor in several fields (3 years)</td>
</tr>
</tbody>
</table>

As of 9/15/2009
## Acceptable Credentials

<table>
<thead>
<tr>
<th>Country</th>
<th>Recognized Basic or First Degree</th>
<th>Acceptable Second/Third Degrees</th>
<th>Unacceptable Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former USSR Republics</td>
<td>Diplom from university or institute (5 years); Diplom in Medicine (6 years); Professional Title (4-5 years)</td>
<td>Kandidat Nauk (by thesis after first degree); Doktor Nauk (essentially honorary doctorate awarded for major research contributions)</td>
<td>Diplom for uschilischche or tecknikum</td>
</tr>
<tr>
<td>Venezuela</td>
<td>Licenciado (4-5 years); Professional Title (4-5 years); Professional Title of Medico Cirujano (6-7 years)</td>
<td>Especialista (2-3 years after Professional Title of Medico Cirujano or 1 year in law after Title of Abogado); Magister, Maestria, Magister en Ciencias, Magister en Educacion, Magister Scientiae, Magister Scientarium, Master (1-2 years after Licenciado or other comparable 1st university degree program)</td>
<td>Tecno Superior or Tecno Superior Universitario (2-3 years)</td>
</tr>
<tr>
<td>West Indies</td>
<td>Bachelor (4 years); M.B.B.S. (4 years+2 year internship)</td>
<td>Master (2 years after bachelor); PhD (3 years)</td>
<td>Bachelor (3 years); Diploma and Certificate programs</td>
</tr>
<tr>
<td>Yemen Arab Republic</td>
<td>Bachelor (4 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former Yugoslavia</td>
<td>Diploma [second phase degree] (4-5 years); Inzenjer, Ekonomista, Arhtikt; Professional Qualification [Prvistrucni Naziv]</td>
<td>Specijalist or Magisterijum/Magister [specialist or 3rd phase degree] (2 years after 2nd phase degree); Doktor Nauk [essentially honorary doctorate awarded for major research contributions] (2 years after magister)</td>
<td>Diploma [first phase degree] (2-3 years)</td>
</tr>
<tr>
<td>Zaire</td>
<td>Licence (2-3 years after Gradue Diploma); Professional qualification (2 years after a 3-year Gradue Diploma); Docteur en Medecine (6 years)</td>
<td>Doctorat (evaluated on an individual basis)</td>
<td>Baccalaureat (1 year of study in law); Gradue Diploma (2-3 years)</td>
</tr>
<tr>
<td>Zambia</td>
<td>Bachelor (4-6 years); MB, ChB (7 years)</td>
<td>Master (15 to 24 months); PhD (2 years after master)</td>
<td></td>
</tr>
<tr>
<td>Zimbabwe</td>
<td>Bachelor [Honors, highly specialized] (4 years)</td>
<td>Master (1-2 years after bachelor); D.Phil. (3 years)</td>
<td>Bachelor (3 years)</td>
</tr>
<tr>
<td>Visa Type</td>
<td>Study Restrictions</td>
<td>Residency</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>A-1</td>
<td>May engage in incidental study while maintaining valid A status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>A-2</td>
<td>May engage in part- or full-time study</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-3</td>
<td>May engage in incidental study while maintaining valid A status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>B-1</td>
<td>Same study restrictions as for B-2 for Tourism</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>B-2</td>
<td>May not begin any &quot;course of study&quot; unless change of status to F, M, or J student is approved. Casual, short-term classes that aren't the primary purpose of the alien's presence in the US, like a single English language or crafts class, wouldn't constitute a &quot;course of study&quot;.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>WB, WT</td>
<td>See B-1/B-2 visa.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>C-1, C-2, C-3</td>
<td>No study allowed</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>D-1, D-2</td>
<td>No study allowed</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>E-1, E-2, E-3</td>
<td>No study allowed</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>F-1</td>
<td>Must maintain full-time enrollment as defined by academic institutions; part-time study only with approval of DSO in accordance with regulations</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>F-2</td>
<td>F-2 spouses may not engage in full-time study; F-2 children may only engage in full-time at the K-12 level. Part-time avocational/recreational study is permitted.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>G-1, G-2, G-3, G-4</td>
<td>Principal G nonimmigrant may engage in incidental study while maintaining G status. G dependents may engage in part- or full-time study.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>G-5</td>
<td>May engage in incidental study while maintaining valid G-5 status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>H-1B</td>
<td>May engage in incidental study while maintaining H-1B status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>H-1C</td>
<td>May engage in incidental study while maintaining H-1C status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>H-2A, B</td>
<td>May engage in incidental study while maintaining H-2A/H-2B status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>H-3</td>
<td>May engage in incidental study while maintaining H-3 status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>H-4</td>
<td>May engage in full- or part-time study</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>H-1B 4s</td>
<td>H-1B dependents Y; all other H-4s N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Principal I nonimmigrant may engage in incidental study while maintaining valid I status. Dependents are permitted to engage in full- or part-time study.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>J-1 (Exchange Student)</td>
<td>Must maintain full-time enrollment. May reduce course load below full time only if authorized in advance &amp; in writing by RO.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>J-1 (Exchange Professor, Researcher, Specialist; Trainee; Physician)</td>
<td>May engage in incidental study while maintaining valid J status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>J-1 (Au Pair)</td>
<td>May enroll in &quot;postsecondary institutions&quot; while maintaining J-1 status as an au pair, as required by J au pair regulations.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>J-2</td>
<td>May engage in full- or part-time study</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>L-1</td>
<td>May engage in incidental study while maintaining valid L-1 status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>L-2</td>
<td>May engage in full- or part-time study</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>M-1</td>
<td>Must study full-time; part-time study only if authorized by DSO</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>M-2</td>
<td>May engage in full- or part-time study</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>NATO 1-7</td>
<td>May engage in full- or part-time study</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>O-1</td>
<td>May engage in incidental study while maintaining valid O status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>O-2</td>
<td>May engage in incidental study while maintaining valid O status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>O-3</td>
<td>May engage in full- or part-time study</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>O-1 3s</td>
<td>O-1 dependents Y; all other O-3 N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P-1</td>
<td>May engage in incidental study while maintaining valid P status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>P-2</td>
<td>May engage in incidental study while maintaining valid P status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>P-3</td>
<td>May engage in incidental study while maintaining valid P status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>P-4</td>
<td>May engage in full- or part-time study</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Q-1, Q-2, Q-3</td>
<td>Principal Q visa holder may engage in incidental study. Dependents may engage in full- or part-time study.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>R-1</td>
<td>May engage in incidental study while maintaining valid R status.</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>R-2</td>
<td>May engage in full- or part-time study</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>May engage in incidental study while maintaining valid TN status.</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>TD</td>
<td>May engage in full- or part-time study</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>