Special Instructions for Fidelity Students Applying to Texas Tech University Graduate School

Visit [http://www.depts.ttu.edu/gradschool/admissions/howtoapply.php](http://www.depts.ttu.edu/gradschool/admissions/howtoapply.php) and select **Fall 2019** to apply.

Create an account to begin the application process. For the purpose of easily identifying you as a Fidelity employee, we would prefer for you to use your @fmr.com email address. If a personal email address is used, your resume/cv can be used to verify Fidelity employment.

Once the Program Catalog appears, choose **Personal Financial Planning (MS) (Hybrid inside Texas) Fall 2019**.

Now the applicant has access to all 4 quadrants for the PFP MS application:

1. **Personal Information**
2. **Academic History**
3. **Supporting Information**
4. **Program Materials**

There are four tabs at the top of the page as well:

1. **My Application** – returns to the application quadrant
2. **Add Program** – **There are currently no joint degree programs being offered at Fidelity.**
3. **Submit Application** – where the applicant submits the application completed application and pays the application fee of $65.
4. **Check Status** – where the applicant will check the status of both their evaluation requests and of their application after it has been submitted

Once the application is started, the applicant receives an email and also a notification on their **Application Dashboard** with some important information.

The first 3 quadrants are the same for every application: Personal Information (6 sections), Academic History (4 sections), and Supporting Information (1 section). The fourth quadrant, Program Materials (1 section), is specific to the PFP program. **Under the Documents tab you will only need to upload your resume. There is no other mandatory information required in this quadrant.**

**Note: Quadrant 2 – Academic History**: **All students will have to upload a transcript in order for the section to complete.** We will allow students to upload printouts from college/university portals, but we reserve the right to request a better copy or different version if there is not enough information on the transcript printout to determine the school, student’s name, and/or dates of attendance. **In addition to uploading transcripts for the Academic History section to be completed, Official Transcripts must also be sent to the PFP Department.** If requesting hard copies of official transcripts, send to: Rebecca Velez, 1301 Akron Ave., CoHS Dept. of Personal Financial Planning, Lubbock, TX 79409-1210. If requesting electronic official transcripts, send to Rebecca.Velez@ttu.edu.

GRE or GMAT are not required for the PFP MS Program