



## **Texas Tech University**

### **Operating Policy and Procedure**

#### **OP 64.01: Admission to the Graduate School**

**DATE:** June 26, 2006

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to specify the process by which students are admitted to graduate study at Texas Tech.

**REVIEW:** This OP will be reviewed by the graduate dean in September of each odd-numbered year with recommended revisions forwarded to the Graduate Council and the provost/senior vice president for academic affairs by October 1.

### **POLICY/PROCEDURE**

#### **1. General Admission Criteria**

Admission to the Texas Tech University Graduate School is granted by the dean of the Graduate School. If the student has applied to a degree program, this admission is dependent upon the recommendation of the department of proposed study. Only students who have submitted completed applications will be considered for admission. Students applying to degree programs should consult their prospective department since many departments impose additional requirements. Departments may specify conditions of admission for any applicant.

The following general categories are used to evaluate all applicants for admission and competitive scholarships:

##### **a. Academic Records**

All academic records may be considered - the last 60 hours, total, major, post-baccalaureate, etc. 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.

##### **b. Test Scores**

Scores on the General Test of the Graduate Record Examination (GRE) or, for programs in the Jerry S. Rawls College of Business Administration, the Graduate Management Admission Test (GMAT) should be no more than five years old. Verbal, quantitative, and writing scores will be considered separately. No standardized test score (e.g., GRE or GMAT) will be the sole criterion for making admission decisions. These scores may be waived for designated programs. The student should check with the department to see what tests, if any, are required.

c. Individual Profile

Profiles may include recommendations, research background, motivation, multilingual proficiency, undergraduate institution, presentations, portfolios, interviews, work experience, demonstrated commitment to a particular field of study, community involvement, and family and socioeconomic background.

2. **U.S. Citizens and Permanent Resident Applicants**

a. Six types of admission are granted:

- (1) Admission to a master's degree or doctor's degree program
- (2) Admission as a non-degree student enrolled in undergraduate courses only (PGRD)
- (3) Admission as a temporary non-degree student (GTMP)
- (4) Admission as a non-degree student seeking teacher certification (CERT, GHEC)
- (5) Admission as a non-degree student seeking continuing professional development (CPED)
- (6) Admission as a non-degree student seeking a graduate certificate (GCRT)

b. A completed application consists of the following:

- (1) The application fee and completed application. A nonrefundable application-processing fee is required of all applicants seeking admission to the Graduate School.
- (2) Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores; and
- (3) Official transcripts of all previous college-level study. Transcripts must include certification of a completed baccalaureate or higher degree from an accredited institution with substantially similar degree requirements as Texas Tech University. 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.

U.S. or permanent resident applicants who cannot provide all documents required for admission to a degree program by the time of planned initial enrollment may request permission to register for graduate courses through temporary non-degree admission (GTMP).

3. **International Applicants**

The following procedures should be followed carefully in order for international applicants to be considered for a master's or doctoral degree program at Texas Tech University. Applications will not be evaluated until all admission requirements have been met. All materials submitted become the property of Texas Tech University and are not returnable or refundable.

a. Application

The online forms may be obtained from the Office of Graduate Admissions Web site at [www.gradschool.ttu.edu](http://www.gradschool.ttu.edu). Applicants also may apply through the online Texas Common Application at [www.applytexas.com](http://www.applytexas.com). Falsification of application information will void admission to Texas Tech University. The applicant's name must be the same as it appears on the passport.

b. \$60 Nonrefundable Application Fee

Acceptable methods of payment are credit card, money order, cashier's check, and traveler's check. Full-time Texas Tech employees, their spouses, and dependents under age 25 are exempt from this fee. The faculty/staff fee waiver form may be obtained in the Office of Graduate Admissions.

c. Official Transcripts

- (1) The applicant must have earned a bachelor's degree from an accredited college or university.
- (2) The applicant must submit an official transcript from each college or university attended. All degrees earned must appear on an official transcript.
- (3) The applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at Texas Tech.

The applicant must have been in good standing in all schools attended at final matriculation.

In addition to these standard requirements, international applicants must also provide an official translation of all transcripts or marksheets if the documents are not provided in English. Certification of the translation must be made by an official government translator with the original signature and/or by the university issuing the transcript or marksheets with original signature and seal. Graduate Admissions will not accept a public notary certification. If the applicant has not completed her/his degree at the time of application, six semesters or three years of course work is required to complete an evaluation. Once the degree is completed, a final transcript showing the degree awarded must be submitted.

If an international applicant has attended another U.S. university and wishes to transfer to Texas Tech, an official transcript from that university is required.

d. Degree (official degree certificate, diploma, or official statement that the degree has been granted)

An official English translation is required. Certification of the translation must be made by an official government translator with the original signature and/or by the university issuing the degree with original signature and seal. Graduate Admissions will not accept a public notary certification.

e. Official GRE (or GMAT for the Rawls College of Business Administration and other select programs) Score Report

The GRE/GMAT must not be more than five years old. This is a requirement of most degree programs. The applicant should check with the individual program to determine if the GRE/GMAT is required. Programs may also occasionally allow other standardized tests to substitute for the GRE/GMAT.

f. Official TOEFL

The TOEFL score report must not be more than two years old. The score must be received directly from the ETS (Educational Testing Service). Photocopies are not considered official. The minimum scores required by format are as follows: 550 for paper-based, 213 for computer-based, or 79 for internet-based. The TOEFL is not waived unless an applicant has a degree from a U.S. university or from a university in a country where English is the native language. Texas Tech University considers the following countries to have English as the native language: Australia, Canada (except the province of Quebec), Commonwealth Caribbean Countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, Liberia, New Zealand, United Kingdom (England, Northern Ireland, Scotland, and Wales), and the United States.

g. Deadlines

Deadlines for international applicants are as follows:

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

If an applicant is accepted by a department, the Office of Graduate Admissions will then determine if there is enough financial information to issue an I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status). If sufficient information exists, the I-20 will be issued by the Office of Graduate Admissions and mailed to the student. If financial information is needed, it should be provided in the form of a bank statement with amounts converted to U.S. currency. This statement should be sent to Graduate Admissions, not to the department or program. If financial support comes from someone other than the student, that sponsor(s) must send a statement/letter of support with the financial support documentation to Graduate Admissions. Students should check with Graduate Admissions about the current amounts needed in the bank account for tuition, books, living expenses, etc. The amounts will vary depending upon the financial assistance awarded by the department, if any.

h. Student Exchange and Visitor Information System (SEVIS) Fee

Effective September 1, 2004, international students, exchange visitors, and scholars attending school or conducting research in the United States are required to pay a \$100 SEVIS fee prior to obtaining their visas. The \$100 SEVIS fee will be refunded upon entrance and enrollment in a graduate program at Texas Tech University.

i. Decision Worksheets

All *Admissions Decision Worksheets* for international applicants must be reviewed and returned to the Office of Graduate Admissions at least 30 days prior to the first day of class of the term for which the applicant applied.

4. **Admission to Graduate School of Non-degree Students**

- a. Only U.S. citizens or permanent residents who have earned a bachelor's degree at Texas Tech University or at another recognized institution with substantially equivalent requirements and who were in good standing at the school last attended may apply for admission as non-degree students. Applicants seeking to enroll as non-degree students should submit a completed application, the application fee, and an official transcript showing the awarding of a bachelor's or higher degree from an accredited university. Official transcripts reflecting all other college-level study should also be submitted.
- b. Students who desire to enroll in graduate courses may register for a total of no more than 12 hours in graduate temporary status (GTMP). Students with a baccalaureate degree desiring to take courses at the undergraduate level only may register indefinitely as non-degree students (PGRD). Subject to the regulations of the college or other certifying unit, students may also register indefinitely in the categories of certification students (CERT, GCRT, and GHEC) and in continuing professional education development (CPED) if they meet the requirements of this section.
- c. All students enrolled in non-degree programs should be aware that completion of courses does not ensure that the student will be accepted into a degree program, nor does it ensure that the courses will be accepted for credit if the student is subsequently accepted into a degree program.

5. **Readmission to Graduate School**

Students who have been accepted into a degree program and who fail to register or complete classes during one spring or fall semester must submit the *Request to be Readmitted* form to the Graduate School. This form will then be submitted to the student's department for approval. The student will receive a letter from the graduate dean indicating whether admission is approved. Additional conditions may be imposed at this time, and there is no guarantee that any previously awarded money will continue. If a graduate student is out for one calendar year or longer, he/she must reapply for graduate admission.

6. **Request to Change the Initial Entry Date**

Any U.S. citizen, permanent resident, or international student who wishes to defer admission to a later semester must complete a *Request to Change the Initial Entry Date* form and submit it to the Graduate School. The Graduate School will send it to the student's department for consideration. The graduate dean will send a letter to the student informing her/him of the decision and any conditions of admission. There is no guarantee that a deferment will be granted or that any previously awarded money will remain available.