TTU Graduate School Admissions Portal - guide for School of Music Graduate Programs (Spring 2020 and onward)

This guide will walk through the application portal for a new applicant, one without a previous degree or coursework from TTU, and one who will be taking courses primarily on campus.

1) General Graduate School application instructions, includes details for international students:  
https://www.depts.ttu.edu/gradschool/admissions/howtoapply.php

2) To begin:  
https://www.depts.ttu.edu/gradschool/Admissions/apply-now.php

Prospective students without a previous login click on the bottom link.
3) Next you will be asked to enter your name and your email

New Application

First Name*
Prospective

Last Name*
Student

Email*

NOTE the last option below regarding students who completed applications for Fall 2019, but did not matriculate

4) Next you will be asked about previous masters/doctoral work

New Application

Student Type

Are you currently enrolled in a Master's or Doctoral program at Texas Tech?*
No

Have you completed coursework in a Master's or Doctoral program at Texas Tech in the past?*
No

Are you deferring your completed application from a previous term within the last year?*

--Please Select--
NOTE: If your previous application was denied or not complete, you will be considered a new applicant and will not be able to defer. You may only defer your application for the same exact program you applied to, for up to 12 months.

*NOTE the last option below regarding students who completed applications for Fall 2019, but did not matriculate
5) Next you will be asked for some basic information:

New Application

Application Type

Citizenship

- Please Select -

Domestic - US citizens or Permanent residents or individuals who have applied for permanent residency
International - citizens or permanent residents of a country to which they intend to return other than the United States. International applicants may be in the United States on an educational, worker or visitor visa, or be residing in their home country.

How will you be taking the majority of your classes?

- Please Select -

Program Level

- Please Select -

New Application

What term are you applying for?

- Spring 2020 -

What program are you applying to?

- Please Select -

New Application

What password would you like to use for saving your application?

Password must be at least 8 alpha-numeric characters.

Please enter your password again.

Save
6) After you select the program for which you are applying for, you will be given a checklist:

*Each heading in red is a hyperlink which will take you to Salesforce, which is the detailed application system the School of Music and the Graduate School uses. Only after you complete each section can you finally submit your application.

-Let’s start by clicking **Contact Information**:

7) Here you will be asked for more basic information, such as your contact information, your mailing address, phone and email, and other names used.
8) Next you will be asked for some biographical information such as: information about your birthdate and city of birth, citizenship, race/ethnicity, and military service

Biographical Information

9) Then you will answer questions about Texas Residency:

Residency Information

10) Next is information about your educational history. You will be asked about why you are applying to the program, your background in music and whether you wish to considered for Scholarships/Assistantships
*Make sure you create a New Record. This is where you will enter information about your previous college experiences and upload your transcripts. **Pdf (unofficial) transcripts are fine for the application**

11) Then you will be asked about your letters of recommendation, your CV/Resume, Personal Statement, Writing Sample, audio recording, video recording, and optional materials.

**Letters of Recommendation**

*Recommendation Letters:* students fill in recommenders’ names and email addresses. Recommenders receive an automatically generated email containing a link that they will follow to upload/submit recommendation materials.
12) You will be asked to certify your application and then submit your payment information for the application fee.

13) Finally, you will be taken back to the check list. You should see green check marks beside all of the headings. Once you have green check marks, only then can you finally submit your application.