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# **General Admission Requirements for Graduate Study**

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1. Submission of official university transcripts verifying that the applicant has an earned bachelor's degree from a regionally accredited college or university in the U.S. or its equivalent from a university outside of the U.S. for admission to a master's degree program . For admission to a doctoral program the applicant must provide official university transcripts showing an earned master's degree from a regionally accredited college or university in the U.S. or its equivalent from a university outside of the U.S. Issues of equivalency are resolved by the Dean of Graduate Studies.
2. For admission to master's degree programs, a grade average of B or better is expected on upper-division (junior and senior level) work as well as graduate work already taken in the student's major field and related fields. Students not in academic good standing at a previously attended university will not be admitted. An applicant who has earned a baccalaureate degree under the "academic fresh start statute" (Texas Education Code, Section 51.931) will be evaluated only on the grade point average of the course work completed for that baccalaureate degree and the other criteria stated in this catalog.
3. Satisfactory current and official scores on the Graduate Management Admissions Test (GMAT) if applying to the School of Management or on the Graduate Record Examinations General Test (GRE) if applying to all other schools except the School of Arts and Humanities. Each degree program sets its own criteria for what constitutes a satisfactory score and students are advised to confer with the graduate advisor in the degree program to determine test score requirements. Scores must not be more than five years old. Applicants are also advised that GMAT or GRE scores are not the sole criterion for making an admission decision or terminating consideration of an application. Each applicant's test scores are compared with those of other applicants of similar socioeconomic status. Only official reports from the appropriate testing agency are acceptable.
4. The ability to read, write, speak and understand English is essential for success in graduate studies at U.T. Dallas. An applicant whose native language is not English and who has been educated outside of the United States must submit an acceptable Test of English as a Foreign Language (TOEFL) examination score or an International English Language Testing System (IELTS) score. TOEFL is administered by the Educational Testing Services, ETS (<http://www.toefl.org>). IELTS is jointly managed by: University of Cambridge ESOL Examinations, British Council, and IDP: IELTS Australia (<http://www.ielts.org>). For more information about IELTS, visit <http://www.ielts.org>. At the time the student enrolls the test score must be less than two (2) years old. A minimum score of 80 (TOEFL IBT), 213 (TOEFLC), 550 (TOEFL) or 6.5 (IELTS) is required for unconditional, regular admission as a graduate student. Students with lower scores will be considered but are advised to improve their test scores and reapply.
5. Submission of the following supporting documentation:
  - Three completed [Request for Recommendation](#) (Requires Adobe Reader) forms from individuals able to judge the applicants probable success in graduate school.

A narrative from the applicant outlining academic interests, current or long-range interests in research, teaching or other professional objectives; describing publications or other scholarly endeavors; listing of academic and professional organizations and fellowships, scholarships, or other honors received.

6. Submission of a Graduate Application form to the [U. T. Dallas Admissions Office](http://www.utdallas.edu/dept/graddean/CAT2006/first40/5.%20Final_...). (see “Applying to the Graduate Programs”, below) and payment of all required application and credentialing fees.

## **Admission to U.T. Dallas as a Graduate Student Taking Only Undergraduate Courses**

Students holding a bachelor's degree from an accredited college or university may elect to take, or, based on their academic background be restricted to taking, only undergraduate courses. The applicant need only satisfy items 1 and 2 of the general admission requirements to apply. These students will be required to maintain the same scholastic standards as regularly admitted undergraduates and will receive academic guidance from the academic advisor in the school or from the Teacher Development Center. Students restricted to taking undergraduate courses may take graduate courses in a degree program only when they qualify for regular or conditional admission to that program. Students admitted as non-degree seeking or to take only undergraduate level courses may not be eligible for financial aid. Applicants should consult the UTD Financial Aid office prior to submission of their application for admission.

## **Admission to U. T. Dallas as a Non-Degree-Seeking Graduate Student**

A student wishing to take graduate level coursework without becoming a candidate for a graduate degree may apply for admission to U.T. Dallas as a non-degree-seeking graduate student. The applicant must satisfy the general admission requirements as noted above, but is not required to submit GRE or GMAT scores or letters of recommendation. Enrollment as a non-degree-seeking graduate student is subject to annual review and approval by the Dean of Graduate Studies. Students admitted as non-degree seeking or to take only undergraduate level courses may not be eligible for financial aid. Applicants should consult the UTD Financial Aid office prior to submission of their application for admission.

A non-degree seeking graduate student in good academic standing who wishes to apply for admission to a degree program must submit a new application. No more than 15 semester credit hours taken as a non-degree-seeking student at U.T. Dallas may be transferred to satisfy the coursework requirements of a graduate degree program, except with the permission of the Dean of Graduate Studies. Students not officially enrolled in a degree program require the consent of the Degree Program Office to enroll in graduate classes offered by that degree program.

NOTE: Students in the United States on an F1 or J1 Visa may only be admitted to a degree program and are not eligible for Non-Degree-Seeking Student status.

## **Admission to U.T. Dallas as a Regular Degree-Seeking Graduate Student**

The appropriate degree program Graduate Admissions Committees will review all degree-seeking graduate student applications to The University of Texas at Dallas. To be admitted as a regular degree-seeking student in a graduate degree-granting program, an applicant must meet the general admission requirements noted above as well as the specific admission criteria of the degree-granting program to which the student has applied, as stated in the appropriate sections of this catalog. (Adequate subject-matter preparation is

necessary for graduate study and preparatory coursework may be required as a condition of admission, as noted under the “Conditional Admission” section below.) Prospective students are encouraged to contact the Department Head or Director of Graduate Studies of the school in which they expect to enroll to discuss specific admission requirements.

Applicants can be approved for admission, approved for admission with specified conditions, or denied admission, as defined below. In accord with Chapter 51, of the Texas Education Code, decisions on admission to degree-granting graduate programs at U. T. Dallas are based on holistic considerations of all information contained in the application material submitted, including academic, career and personal histories. Standardized test scores and coursework GPA levels cited in the catalog descriptions of some degree programs are listed for advisory purposes only, to indicate the typical achievement levels of students enrolled and succeeding in the various programs. No single quantitative or qualitative measure or any specific combination thereof, constitutes a definitive standard for admission. Rather, each application will be considered individually and each applicant’s complete profile of strengths and prospects for successful completion of the program will be evaluated.

## **Admission to U.T. Dallas as a Conditional-Status Degree-Seeking Graduate Student**

Upon review of the credentials of an applicant seeking regular admission to a U.T. Dallas degree program, the graduate studies committee of that degree program may recommend, and seek concurrence of the Dean of Graduate Studies, that the applicant be admitted subject to specific conditions being satisfied over a specified time period. Such conditions might include requiring additional semester hours to be taken, and/or a specific grade point average to be maintained. A student satisfying the conditional requirements within the specified time period will then qualify for regular admission. A student who does not fulfill the specified conditions within the time period specified at the time of admission will be barred from continued registration in the degree program.

Normally a student cannot remain in conditional status for more than one calendar year. Exceptions to the one-year limitation can be granted only by the Dean of Graduate Studies upon recommendation of the graduate program. Under no circumstances will the student be allowed to remain enrolled under Conditional Status for more than 15 semester credit hours or two consecutive years, whichever comes first. Within these limits, specified graduate level coursework taken as a conditionally admitted student can be applied to the degree program.

## **Applying to the Graduate Programs**

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Application forms are available from the Office of Admissions on the World Wide Web at <http://www.utdallas.edu/prospective-students-index.html>. A form is included in the back of this catalog. Applicants are urged to plan ahead and apply as early as possible; prospective students should submit applications and supporting documents at least 45 days prior to the beginning of classes in order to assure enough time for review by graduate program admissions committees prior to the expected date of enrollment.

## **Statewide Common Application for Graduate Admission**

Students may use the Common Statewide Graduate Application for Admission to apply to any public university in the state of Texas. The application is available on the Web at [www.applytexas.org](http://www.applytexas.org). Each public university in the State will accept the Common Application, which can be filled out one time, copied, and used to apply to as many universities as the student wishes.

While the U.T. Dallas application form in the back of this catalog follows the Common Application format, it is designed only to be submitted to U.T. Dallas. Applicants should refer to the instructions accompanying the U.T. Dallas application form for information on completing the application, available majors, application fees and appropriate deadlines.

In addition to the application, applicants are required to provide supporting information, including the following, preferably all together in the same envelope:

- two copies of official transcripts (certified English translations required, degree certificates in English and original language, if applicable) from every college and university attended. Official transcripts should be sealed in envelopes by the issuing college or university.
- official copies of test scores
- three letters of recommendation
- a brief narrative outlining the applicant's academic interests and goals
- \$50.00 nonrefundable application fee
- \$100.00 nonrefundable international document evaluation fee for any student who has been educated outside the United States.

**For International Students (those who do not have a permanent resident visa):**

- Financial affidavit and original bank statement
- TOEFL scores (see item 2 of "General Admission Requirements to Master's and Doctoral Degree Programs")

## **Application Deadline Dates**

Applicants should have all necessary application materials, including supporting documents, to the Office of Admissions by the following dates:

Fall semester	July 1
Spring semester	November 1
Summer semester	April 1

**FOR STUDENTS WHO ARE NOT CITIZENS OR PERMANENT RESIDENTS OF THE UNITED STATES:**

Fall semester	May 1
Spring semester	September 1
Summer semester	March 1

Students seeking appointments as Teaching Assistants or Research Assistants should contact the appropriate academic program office for earlier application deadlines.

## **Application for Admission by International Students Who Do Not Have Permanent Resident Visas**

International applicants are strongly urged to submit the application and supporting materials at least six months ahead of the intended date of enrollment. Evidence of financial support (financial affidavit and original bank statement) while studying in the United States must be provided to the University before an international student can receive the I-20 or other required documents needed for visa application.

International students on F and J non-immigrant visa status are required to maintain health insurance while enrolled at the University and must show proof of insurance coverage at the time of each registration. The coverage must be equal to or better than the coverage provided by The University of Texas at Dallas Student Health Insurance Plan. Where there is no evidence of insurance coverage shown by an international student, the student will be required to purchase the U.T. Dallas insurance plan at the time of registration.

International students are required to have a tuberculin skin test, administered and read by the UTD Student Health Center, during Orientation for the first semester they attend U.T. Dallas.

## Transcripts

The term “transcript” is understood to refer to the recorded results of the student’s academic work. This document will contain all the important facts pertaining to the student’s academic level, scholarship and degrees. Two copies (each) of official transcripts and/or marksheets and degree certificates from each college or university attended are required. While hand-carried transcripts will be accepted for admission purposes, official copies sent directly from each educational institution attended must be received by the Office of Admissions no later than Census Day of the semester for which the student first registers. Students who do not meet this deadline will not be permitted to register in subsequent semesters or to receive U.T. Dallas transcripts until the official transcripts are received. All materials submitted in the process of applying to the University become the property of the university and will not be returned to the applicant.

Section 4.29, Texas Education Code provides legal penalties for any alteration of academic records or transcripts with the intent to use such a document fraudulently or permit the fraudulent use of such a document. Falsifying or omitting information may result in withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary actions.

Students may obtain a copy of their official UTD transcripts from the Office of the Registrar at no charge. However, mailing charges for overnight and international mail are incurred. A student must clear all university holds before requesting an official transcript. All transcripts requests must be made in writing with the student’s signature. No partial or incomplete transcripts will be issued. Requests over the telephone are not accepted.

Transcripts may be ordered in person in the Office of the Registrar, online at <https://www.utdallas.edu/SIS/> , by fax at (972)883-6335, email ([transcripts@utdallas.edu](mailto:transcripts@utdallas.edu)), or mail. The mailing address is:

Office of the Registrar, MC 11  
The University of Texas at Dallas  
P.O. Box 830688  
Richardson, TX 75083

Transcripts requested by email will be mailed only to a student at the address on file with the Office of the Registrar or to another university.

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## Office of Admissions

The Office of Admissions, located in Hoblitzelle Hall, will assist prospective students in exploring the possibility of graduate study at The University of Texas at Dallas. For detailed admissions or academic advice, please contact the specific academic program.

Requests for applications and questions related to graduate admissions should be addressed to: Director of

Admissions; The University of Texas at Dallas; P.O. Box 830688, M/S HH10; Richardson, TX 75083-0688. Telephone (972) 883-2270. Fax (972) 883-6803. A nonrefundable application fee of \$50, payable by check, is required of all students applying for admission to The University of Texas at Dallas. An additional \$100.00 international document evaluation fee is required for those who have educational documents from countries other than the United States.

## **Graduate Admission Examinations**

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The information about the GRE and GMAT examinations given below was current at the time this catalog was published. Applicants should be advised that both examinations are undergoing changes in format and design.

### **Graduate Record Examination (GRE)**

The GRE general test is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing may be obtained directly from Graduate Record Examination, Educational Testing Service, P.O. Box 6000; Princeton, New Jersey 08541-6000; by phone (609) 771-7670, via e-mail at [gre-info@ets.org](mailto:gre-info@ets.org); or on the World Wide Web at <http://www.gre.org/>. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code R6897.

### **Graduate Management Admission Test (GMAT)**

The GMAT is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing sites may be obtained directly from Graduate Management Admission Test, Educational Testing Service, Box 6103, Princeton, New Jersey 08541-6103; by phone (609) 771-7330; via e-mail at [gmata@ets.org](mailto:gmata@ets.org); or on the World Wide Web at <http://www.gmat.org/>. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

## **English Requirements for Teaching Assistants**

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Students are required to be able to speak and write English clearly and well. State law and regulations of the Texas Higher Education Coordinating Board require that international students appointed as Teaching Assistants (TA's) be proficient in the use of the English language. An English Proficiency Interview conducted under the auspices of the office of the Dean of Graduate Studies will be used to screen for students requiring remedial help in the form of an English as a Second Language (ESL) course. International students must satisfy the proficiency requirement upon appointment or pass the ESL course within two semesters to be eligible for consideration of continued appointment as a TA. Regardless of test scores, students must meet the language requirements of their programs.