

# GRADUATE ADMISSION – DOMESTIC STUDENTS

## Application Fee

Applicants applying or reapplying to Texas A&M University-San Antonio are required to pay a non-refundable application fee of \$49 (\$69 for International Applicants). Each application submitted incurs a required non-refundable application fee, paid through GradCAS in order for the application to be considered for admission, regardless of completion status or admission decision.

## Application Fee Waivers

Students may qualify for an admissions application fee waiver.

All requests for application fee waivers will be reviewed upon submission. A request can be submitted to the College of Graduate Studies by email to [GraduateAdmissions@tamusa.edu](mailto:GraduateAdmissions@tamusa.edu). Applicants who do not qualify for a waiver will be responsible for application fee payment.

## Application and Transcript Submission

Applicants must submit official transcripts from all colleges and universities where degrees (bachelors, masters, doctoral) were conferred. To be considered official, transcripts should have: an original signature of a school official and/or the school seal, must be printed within the year, must be received directly from the sending institution, and sent directly to GradCAS or sent electronically to [GraduateAdmissions@tamusa.edu](mailto:GraduateAdmissions@tamusa.edu). Transcript submission instructions: [https://help.liaisonedu.com/GradCAS\\_Applicant\\_Help\\_Center](https://help.liaisonedu.com/GradCAS_Applicant_Help_Center) ([https://help.liaisonedu.com/GradCAS\\_Applicant\\_Help\\_Center/](https://help.liaisonedu.com/GradCAS_Applicant_Help_Center/)).

## Foreign Documents and Credits

Applicants must submit official transcripts from all U. S. institutions attended in the United States or out of the United States. To be considered official, transcripts should have: an original signature of a school official and/or the school seal, and must be printed within a year of the submission date.. Photocopies or other duplications of a transcript, such as notarized copies, faxed, or scanned documents are not considered official. Evaluations are not accepted as transcripts. Additionally, GradCAS accepts electronic documents as official when sent via a secure electronic transcript service (i.e., E-scrip, National Student Clearinghouse, Parchment, and Trans Networks).

If the institution does not issue a transcript in English, students must submit the native language transcript with an official English translation. Official translations should be prepared by a recognized translation service and include all original seals and/or signatures.

For students applying from India, please ensure that individual mark sheets are submitted, listing the grades earned in each term separately. Sending a consolidated mark sheet alone will not fulfill the transcript requirement.

Applicants may submit an attested copy of their college transcripts. These copies should have the original signature of a school official or an original school seal. Accepted signatures include the Registrar, Principal, Controller of Examinations, or The Ministry of Education. The copy must be sealed in an envelope by the school and then mailed to our office. These documents will be evaluated by the College of Graduate Studies. If an attested copy cannot be used in place of the original transcripts or

degree certificates, they will be considered unofficial, and the admission file will remain incomplete.

Applicants who do not hold a degree considered to be equivalent to a U.S. Bachelor's degree or higher will not be processed for an admission decision.

### Graduate Admissions Requirements – Domestic Applicants

Texas A&M University-San Antonio adheres to high standards of academic excellence and admits students in accordance with their level of academic preparation without regard to race, color, sex, age, religious commitment or national origin. All inquiries about admission, application for admission and transcripts of credit should be addressed to the Office of Graduate Admissions.

All students wanting to attend Texas A&M University-San Antonio must be proficient in the use of English. Applicants, regardless of immigration status, whose educational instruction has not been in the English language and/or whose first or native language is not English, must demonstrate proficiency in English. Please refer to the Proof of English Proficiency section for more information.

Texas A&M University-San Antonio complies with S.B. 17.

## Admission Deadlines

In order to ensure your application is processed prior to the beginning of the semester it is strongly encouraged you submit your application and all required supporting documents for admissions no later than the application deadline dates listed below.

Deadline	Date
Fall International Deadline	June 01
Fall Final Deadline	July 15
Spring International Deadline	October 01
Spring Final Deadline	December 05
Summer International Deadline	April 01
Summer Final Deadline	May 05

Applications will not be accepted after the final deadline date. Supporting documents to complete admission files must be received by midnight on the date of the final deadline. Deadlines that fall on a weekend or holiday will be extended to the following business day. Applications that are not completed by the final deadline will not be processed for an admission decision for that application term and will be withdrawn by the university.

## Admission Requirements: Degree Seeking Applicants

Applicants seeking admission to graduate programs at Texas A&M University-San Antonio must submit the following:

1. Applicants must be awarded a baccalaureate degree from a regionally-accredited institution before admission into a graduate program can occur. Degrees received must be posted on the transcript of the awarding institution. Only transcripts printed within the preceding 12 months will be accepted.
2. Must have an overall undergraduate grade point average of 2.6 on a 4.0 scale or an average of 3.0 on the last 60 hours of undergraduate coursework.
3. Submit \$49 application fee (\$69 application fee for international students)

4. Submit Resume/CV
5. Must be eligible to return to all previously attended colleges or universities.

## Admission Requirements: Non-Degree Seeking Students

Applicants who are seeking admission to enroll in graduate courses but do not intend to seek a degree should apply as graduate non-degree seeking. Non-degree seeking students may attend for multiple semesters with departmental approval. If continued enrollment is desired, students must contact their graduate faculty advisor. If a student wishes to become degree seeking, they will be required to reapply. Applicants must specify which department they intend to take coursework in on their GradCAS application when applying. Non-degree seeking students may not be eligible for financial assistance.

Students applying as non-degree seeking must meet the following:

- Complete the graduate non-degree seeking application at GradCAS (<https://gradcas.liaisoncas.org/apply/>).
- Pay the non-refundable application fee.
- Submit official transcripts from all colleges or universities where degrees (bachelors, masters, and doctoral) were conferred. Students must be awarded a baccalaureate degree from a regionally-accredited institution before admission can occur. Degrees received must be posted on the transcript of the awarding institution. Only transcripts printed within the preceding 12 months will be accepted.
- Applicant must have an overall undergraduate grade point average of 2.6 on a 4.0 scale or have an average of 3.0 on the last 60 hours of undergraduate coursework.
- Must be eligible to return to all previously attended colleges or universities.

## Graduate Readmission

All current active students who have not enrolled in classes for one year (two long terms) become inactive and will need to submit a new admissions application for the semester they are seeking to enroll and pay the non-refundable application fee.

A&M-SA returning graduate students who have attended other institutions of higher education since they were last enrolled at A&M-SA must submit current official transcripts from each institution attended prior to readmission. Eligibility for readmission of any former student depends on the student's academic status at the end of the last A&M-SA semester of enrollment and performance on any subsequent college or university work attempted.

Post-masters students from Texas A&M University-San Antonio who are returning for certification must apply as graduate non-degree seeking and must specify which department they intend to take coursework in on their GradCAS application.

## Graduate GPA Calculation

Grades received at other colleges/universities will be converted into Texas A&M University-San Antonio's grading system; plus/minus grading systems will not be used. If any courses are repeated across institutions, only the highest grade will be used to calculate GPA. Credit/non-credit and developmental coursework will not be considered. GPA for graduate level coursework may also be considered.

## Unconditional Admission

Applicants who have earned a baccalaureate degree from a regionally accredited college or university and who meet one of the following sets of minimum requirements is offered unconditional admission:

Applicants must have an overall undergraduate grade point average of 2.6 on a 4.0 scale, or have an average of 3.0 on the last 60 hours of undergraduate course work.

## Conditional Admission

Applicants who are conditionally admitted to the University will remain under a Conditional Admission status and must meet departmental requirements in order to remain enrolled in the program. Conditional admission means that there is an outstanding departmental requirement that must be met in order to enroll in subsequent semesters.

## Letter of Degree Completion

Applicants may be eligible to be evaluated prior to earning a bachelor's degree through the letter of degree completion process. Applicants must be in their last term of a bachelor's program to be evaluated. The letter of degree completion process is only available during the long terms (fall and spring). Summer applicants cannot be processed with the letter of degree completion. International applicants are not eligible. Letter of Degree Completion eligibility does not guarantee admission to the university. Applicants must meet both program and GPA eligibility as outlined below.

**Non-Eligible Programs:** Applicants applying as Non-Degree Seeking, or applying to a Master's program with a Certification in the College of Education.

**GPA Eligibility:** A cumulative GPA of a 3.00 or better is required in all undergraduate coursework taken.

## Letter of Degree Completion – Steps to Apply

1. Complete the application for admission at GradCAS (<https://gradcas.liaisoncas.org/apply/>).
2. Pay the non-refundable application fee.
3. Submit official transcripts from all colleges or universities where degrees (bachelors, masters, and doctoral) were conferred.
4. A Letter of Degree Completion from the applicants Academic Advisor. The letter must state—which courses the applicant is registered for that will complete the degree requirements, must also state that pending the completion of the "courses in progress" the student will graduate, and must indicate the anticipated date of graduation and the anticipated degree. The Letter of Degree Completion must be emailed directly from the applicant's Academic Advisor to [GraduateAdmissions@tamusa.edu](mailto:GraduateAdmissions@tamusa.edu).

Only conditional admission can be offered for applicants being admitted with a Letter of Degree Completion. If the applicant does not submit a final college transcript with a bachelor's degree posted, they will be ineligible to register for future semesters.

For more information on conditional admissions, please email [GraduateAdmissions@tamusa.edu](mailto:GraduateAdmissions@tamusa.edu).

## Deferring Admission

Students admitted to a graduate program are required to register for courses by the census date of their first admitted semester. Failure to do so will result in the need to reapply for admission, unless the student has deferred their admission start date. Deferral of admission is permissible for up to one year (three semesters) beyond the original term of admission.

In cases where a deferral has been granted, students who do not register for classes within the one-year deferral period must reapply for admission. This reapplication process includes submitting a nonrefundable application fee for the next available term, by the application deadline. All subsequent applications for admission must comply with current admission requirements and deadlines.

It is important to note that after one academic year, files for admitted students who have not registered for courses are not retained. As such, new transcripts, test scores, and other supporting documents will be required for any subsequent application.

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