

# APPLICATION PROCESS

## Application Credentials

All new undergraduate students seeking admission to TWU must submit the following credentials:

1. A completed university application (ApplyTexas ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX))).
2. The nonrefundable application fee.
3. Official transcript(s) from each previous institution attended.
4. Standardized test scores, if required (i.e. SAT, ACT).
5. A copy of the resident alien card, if applicable (permanent residents).
6. The TOEFL or TOEFL exemption form (<https://twu.edu/admissions/international-admissions/toefl-requirements-and-exemptions/>) (required for permanent residents and international applicants).
7. International applicants should refer to the International Student Admission (<http://www.twu.edu/admissions/international/>) section for additional requirements.

Please see further details about credential requirements below.

## Application

Texas Woman's University accepts only the ApplyTexas ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)) application. The ApplyTexas ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)) application must be submitted on-line to the TWU Office of Admissions Processing (<http://www.twu.edu/admissions-processing/default.asp>).

## Application Status

Pioneer Portal (<https://portal.twu.edu/>) allows you to track your application status and view documents received and/or still missing.

To create a Pioneer Portal Account follow these directions (<https://servicecenter.twu.edu/TDClient/KB/ArticleDet/?ID=15980>).

To check the status of an application:

1. Visit WebAdvisor (<https://webadvisor.twu.edu>) and "Log In" via the link in the upper right corner (or access it via the link on your Pioneer Portal (<https://portal.twu.edu/>) homepage.)
2. Select the "Applicants" blue rectangle.
3. Review your applicant and account information.
4. Check for missing documents: Select "My Documents" under the Communication heading.
5. Check application status: Select "Admission Status" under the Admission Information heading.

## Application Fee

The application fee is \$50 or \$75 for international applicants. This fee is non-refundable and applies to all applicants, including new and returning students. Payment may be made using MasterCard, Discover, AMEX, or VISA when paying online via ApplyTexas; credit cards will not be accepted once the application has been submitted. Payment made after submission of the application will delay processing time and must be made via certified check or money order payable to TWU; the certified check or money order must include the applicant's full name, date of birth, and the ApplyTexas application ID number. Cash payments must be made in person at the Bursar's Office (<http://www.twu.edu/>

[www.twu.edu/](http://www.twu.edu/)). Application fee waivers are only granted to freshman applicants submitting the official SAT or ACT fee waiver form.

## Official Transcripts

TWU requires an official transcript of coursework from each institution previously attended. Official transcripts must be sent to the Office of Admissions Processing (<https://twu.edu/admissions-processing/transcripts/>) directly from the institution or delivered personally in a sealed envelope from the institution.

The printed transcript must bear an official seal and/or signature.

An official electronic transcript may be sent through a third-party, secured electronic system directly to TWU from the sending institution. Transcripts sent electronically may be emailed to [OAP@twu.edu](mailto:oap@twu.edu) ([oap@twu.edu](mailto:oap@twu.edu)).

Transcripts emailed or faxed directly from the student will be considered unofficial. Any sign of tampering with the transcript information will render it unofficial and invalid. Submitted domestic transcripts are the property of TWU and will not be returned to the applicant.

## Admission Review Policy for Disciplinary Notation

If any applicant submits an external transcript with a disciplinary notation (suspension or expulsion), to the University (TWU) the information will be reviewed by committee with representatives from the following divisions: Enrollment Management, Student Life, Academic Affairs, and Undergraduate Studies or the Graduate School. In addition, an independent review will be required to assess the academic readiness of the applicant. After the reviews are completed, the applicant will receive a written admission decision.

## Failure to Disclose

All students applying to Texas Woman's University are required to disclose academic information fully and honestly as stipulated on the ApplyTexas application for admission. Any applicant who provides false or incomplete information for proper determination of admission and residency is subject to any of the following penalties:

1. Denial of admission to the University.
2. Withdrawal from all classes with no refund.
3. Dismissal from the institution.
4. Loss of credit earned while under incorrect admission or residency status.

Written appeal (<https://apps.twu.edu/admissionsprocessing/admissionappeal.aspx>) may be submitted to:

Office of Admissions Processing  
P. O. Box 425649  
Denton, TX 76204

## Standardized Test Scores

Standardized test scores include the SAT (Scholastic Aptitude Test) or ACT (American College Test). Test scores submitted to the Office of Admissions Processing (<http://www.twu.edu/admissions-processing/>) may be submitted directly from the test agency, or recorded on an official high school transcript or an official student test score report.

NOTE: Although the Texas Success Initiative Assessment (TSIA) (<http://catalog.twu.edu/archives/2020-2021/undergraduate/academic-information/tsi/>) or appropriate exemptions are not required for admission, official test scores or proof of exemption/completion are required prior to enrollment in any collegiate level coursework for credit. Official scores should be submitted to the Office of Admissions Processing (<http://www.twu.edu/admissions-processing/>).

## University Admission Application Deadlines

When applying to the University, submit a complete admission file (the application and all required credentials) four to six weeks prior to the start of term. This time allows for the admission file evaluation, an admission determination, and if accepted, the necessary time to register. Priority deadlines are March 1 for fall, November 1 for spring, and one month prior to the first day of summer session.

International students are advised to apply six months prior to the semester of entry. Refer to the International Application Deadlines (<https://www.twu.edu/admissions/international/>).

Dates of the first day of class for each semester appear in the Academic Calendar (<http://www.twu.edu/registrar/academic-calendars.asp>).

NOTE: Admission to the University does not automatically guarantee admission to a particular college, school, or program.

## College, School, or Program Admission and Deadlines

Students must be admitted to the University prior to applying to a specific college, school, or program major within TWU. For admission to a school, college, or program within the University, the student must satisfy all of the following and be accepted by the college or school:

1. Requirements of the University,
2. Requirements of the particular college or school,
3. Requirements of the program or major.

Applicants are urged to contact the specific college or school for their admissions information. Students may reference the applicable section of the catalog or the TWU website for additional deadline information.