

# APPLICATION FOR ADMISSION

For admission into degree and certificate programs of the TWU Graduate School, all applicants must submit the following documents:

- a. Submit an application (<https://twu.edu/admissions/graduate-admissions/>) along with the non-refundable processing fee.
- b. An official transcript from each college or university attended for all undergraduate and graduate coursework attempted and/or completed.
- c. Provide a course by course transcript evaluation for coursework and degree(s) from all post-secondary schools completed outside of the U.S.
  - i. The evaluation must be provided by a NACES (<https://www.naces.org/members/>) (National Association of Credential Evaluation Services) or AICE (<https://aice-eval.org/endorsed-members/>) (Associate of International Credential Evaluators, Inc.) accredited evaluator. TWU requires a course-by-course evaluation report sent from the evaluation service provider showing the coursework or degree converted into U.S. equivalents to verify that courses, degree(s) and overall GPA meet admission standards. In addition to the course-by-course evaluation, the evaluation report must include a copy of the academic documents received by the evaluation provider in order to complete the evaluation. Texas Woman's University will accept a credential evaluation from most recognized companies. Although we do not recommend any one company our applicants have had experience with the following companies:
    - InCred (<https://www.incredevals.org/>)
    - Academic Credential Evaluation Institute (<https://acei-global.org/>)
    - Transcript Research (<https://transcriptresearch.com/>)
    - Educational Credential Evaluators (<https://www.ece.org/>)
    - SpanTran (<https://spantran.com/>)
    - World Education Services (<https://www.wes.org/>)
    - SDR Education Consultants (<https://sdreducational.org/>)
  - ii. A course by course evaluation is considered to be an evaluation which includes individual courses, grades and GPA along with the providers summary of the recommendation.
- d. Official scores for any standardized exams that are required by the academic component offering the program of interest. If a standardized exam is not required by the component, the applicant has the option of submitting scores voluntarily. If submitting GRE electronic scores, the TWU institution code is 6826.
- e. If you are an international applicant or permanent resident, an official TWU approved English language proficiency test score unless you qualify for an exemption. Refer to the English Proficiency Test - Exemption Form (<https://twu.edu/media/documents/admissions/English-Proficiency-Exemption-GM-2023.pdf>) for minimum score requirements and approved exemptions.

See International Students (<http://catalog.twu.edu/graduate/graduate-school/admission-graduate-school/international-students/>) for further information about international admissions.

Applicants should submit official transcripts and scores for any standardized exams no fewer than ninety days before the session to which admission is sought to the following address:

Office of Admissions (<http://www.twu.edu/admissions-processing/>)

P. O. Box 425649  
Denton, TX 76204

***An applicant's admission file is considered complete when all required documents are received by the Office of Admissions. Once the applicant's admission file is complete, it will be forwarded to the department and Graduate School for admission consideration.***

***In addition to acceptance to the University, select programs may have specific program criteria for admission, including earlier admission deadlines, a secondary admission application, and additional documents that must be completed after the University application is submitted to the Office of Admissions. These criteria are outlined on each program's TWU webpage.***

An applicant's academic record must reflect the ability to pursue advanced study and research. The applicant shall present an official transcript which, for unconditional admission, shows sufficient and satisfactory undergraduate preparation in the major field. Specific prerequisites vary among academic components of the University and are indicated in the appropriate sections of this catalog. Ordinarily, an undergraduate major (or a minimum of twenty-four semester credit hours, twelve of which are advanced) in the same field are prerequisites to a graduate major; prerequisites for a graduate minor are usually based on the requirements of an undergraduate minor (or credit for eighteen semester credit hours, six of which are advanced) in the same field. However, a college, school, or department may require a candidate to take additional preparatory courses on either the graduate or undergraduate level which will not be counted as degree credit. Such additional preparation may require semester credit hours beyond the minimum needed for the degree.

Departmental graduate admission committees make recommendations to the Dean of the Graduate School regarding the admission status of applicants. Upon approval of the application for admission, the applicant is sent a letter from the Dean of the Graduate School specifying either unconditional or conditional admission. All conditions or prerequisites that must be met in addition to the graduate program requirements are stated in detail. Upon notification of admission, the applicant should confer with the appropriate advisor in the proposed major department in order to become acquainted with specific departmental requirements. Graduate students who do not attend the University for a period of two years at any time after their initial enrollment must reapply for admission.

## Admission Review Policy for Disciplinary Notation

If an applicant submits an external transcript with a disciplinary notation (suspension or expulsion) to the University (TWU), the information will be reviewed by a 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 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:

- a. Denial of admission to the University.
- b. Withdrawal from all classes with no refund.
- c. Dismissal from the institution.
- d. Loss of credit earned while under incorrect admission or residency status.

If an applicant or student is notified of a failure to disclose his or her complete academic information, a written appeal may be submitted to:

Office of Admissions (<http://www.twu.edu/admissions-processing/>)

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Denton, TX 76204