

**Application for Admission**  
**TARLETON STATE UNIVERSITY**  
**College of Graduate Studies**

**Application Procedure**

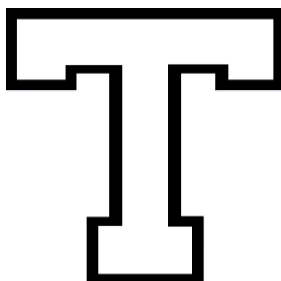
1. Submit an Application for Admission to the College of Graduate Studies at least one month before the beginning of the term desired.
2. Request official transcripts of your academic records from all institutions of college or university standing which you have attended to be sent to the:

**College of Graduate Studies**  
**Tarleton State University**  
**Box T-0350**  
**Stephenville, Texas 76402**

3. Submit Graduate Record Examination scores to the Graduate Office at the time the application is made to qualify for full admission. Conditional admission without a GRE requires a 3.0 GPA on last 60 hours and is limited to one semester (including summer).  
*(A score on the Graduate Management Admissions Test (GMAT) may be substituted for applicants seeking admission to the Master of Business Administration degree program or the Miller Analogies Test (MAT) for other programs. Please check with the departments for test preferences.)*
4. Include a 200 to 300 word essay by the applicant addressing personal and career goals for graduate study.
5. Include with your application a non-refundable application fee of \$30.00. Please do not include cash. Checks should be made payable to Tarleton State University.

**PLEASE NOTE:**

- Your admission file will be incomplete until all required documents have been received. To avoid delay in approval for you to enroll in a graduate course or program, please ensure that your file is complete as soon as possible.
- You must enroll for the semester in which you are admitted. Otherwise, you will be required to submit a new application and application fee to be considered for admission in a subsequent semester.
- After your initial enrollment period, if you do not enroll for one year or more, you will be required to submit a new application and application fee.



**Application for Admission**  
**TARLETON STATE UNIVERSITY**  
**College of Graduate Studies**

**FOR OFFICE ONLY**

Date \_\_\_\_\_

Receipt Number \_\_\_\_\_

Paid \$30 App Fee \_\_\_\_\_

Initials \_\_\_\_\_

(Please Check)

**Primary Campus:** Stephenville  SW Metroplex  Waco  Online

**For the Semester:** FALL  SPRING  SUMMER I  SUMMER II  **YEAR** \_\_\_\_\_

**Biographical Information**

1. Social Security Number: \_\_\_\_\_ (Optional: This is used to ensure accurate matching of documents and timely processing. You will be assigned an identification number if you do not provide a Social Security number.)

2. Full, Legal Name: \_\_\_\_\_  
(Preferred Title-Mr., Dr., Rev., etc) (Last /Family) (First) (Middle) (Suffix-Jr.,etc)

3. Other Names That May Appear on Academic Records: \_\_\_\_\_

4. Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ 5. Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

6. Permanent Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City: \_\_\_\_\_  
(Number) (Street)

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

7. Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_ 8. E-Mail Address: \_\_\_\_\_

9. Ethnicity: For reporting purposes only, we would appreciate your indicating which of the following groups best describes your ethnic background. This information is voluntary and will not be used in the admission or scholarship decision.

\_\_\_\_\_ White Non-Hispanic \_\_\_\_\_ Black Non-Hispanic \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Non-Resident Alien/Foreign National

**Graduate Study Information**

10. Do you wish to be admitted to a master's degree program? Yes \_\_\_\_\_ No \_\_\_\_\_

11. If yes, which degree? \_\_\_\_\_ 12. Which major? \_\_\_\_\_

13. Which minor field? (Complete if applicable) \_\_\_\_\_

14. Do you wish to be admitted to a professional teacher certificate program? Yes \_\_\_\_\_ No \_\_\_\_\_

15. If yes, please indicate the certificate program you wish to pursue. \_\_\_\_\_

16. Please provide a brief statement of your goals for graduate study (see following page):  
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**Aptitude Test Information**

17. Have you submitted GRE or GMAT or MAT scores to Tarleton? Yes \_\_\_\_\_ No \_\_\_\_\_
18. What is the date of your most recent test? \_\_\_\_\_

**NOTE:** The evaluation of an application for admission to a master's degree program is contingent upon receipt of official transcripts of work previously completed and official GRE/GMAT/MAT scores. Master of Business Administration applicants may substitute a score on the Graduate Management Admissions Test (GMAT) for the GRE. Test scores must be received prior to the student's second enrollment.

**Academic Transcripts**

19. List all of the institutions of college or university standing which you have attended; dates of entering and leaving; and all degrees received with dates of degree conferral.

INSTITUTION	DATE ENTERED	DATE LEFT	DEGREE AND DATE OF CONFERRAL
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**Residency Information** (Please answer all questions; use N/A if the question does not apply to you.)

20. (a) Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, of what country are you a citizen? \_\_\_\_\_  
(b) If you are not a citizen, do you hold Permanent Residence status (valid I-551) for the U.S.? Yes \_\_\_ No \_\_\_  
If Yes, date permanent resident card\* issued: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Number: \_\_\_\_\_  
Day Month Year

\*Please enclose a copy of both sides of the card.

21. Are you a resident of Texas? Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, of what state are you a resident? State: \_\_\_\_\_  
(If you are NOT a resident of Texas, skip to question 25.)

22. Upon whom are you basing your claim of Texas residence status? Self \_\_\_\_\_ Parent \_\_\_\_\_ Legal Guardian \_\_\_\_\_  
(If "Self", please answer question 23; if "Parent" or "Legal Guardian", please answer question 24.)

23. If your claim for residence status is based upon self:  
(a) How long have you lived in Texas? Years \_\_\_\_\_ Months \_\_\_\_\_  
(b) Previous state or country of residence: \_\_\_\_\_  
(c) If you came here within the past five years, why did you move to Texas?  
Education \_\_\_\_\_ Employment \_\_\_\_\_ Other (explain) \_\_\_\_\_  
(d) List your addresses for the last two years:  
Street Address City State From (Month/Year) Thru (Month/Year)

(e) List employers and employment dates for the last two years:

Employer: \_\_\_\_\_ Location \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Location \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

(f) Are you currently on active military duty assignment in Texas? Yes \_\_\_ No \_\_\_

(g) Did you join the military when you were a resident of Texas? Yes \_\_\_ No \_\_\_

**NOTE TO MILITARY PERSONNEL AND/OR DEPENDENTS OF MILITARY PERSONNEL:**

You may qualify for the Texas resident tuition rate rather than the non-resident rate. To qualify, you must meet certain criteria and furnish documentation regarding your military service and residence. For complete details, please contact the Office of Graduate Studies. The toll-free number is 800-687-4723.

The criteria for determining residence for tuition purposes are available on the Internet at:

*<http://www.tarleton.edu/~admissions/FAQ%20for%20Residency.htm>*

24. If your claim for residence status is based upon your parent or legal guardian, please answer the following questions (if legal guardian, copies of guardianship papers must be provided):

(a) Name of person upon whom claim is based: \_\_\_\_\_

(b) Relationship to self: Parent \_\_\_ Legal Guardian \_\_\_

(c) How long has this person resided in Texas? Years \_\_\_ Months \_\_\_

(d) Previous state or country of residence: \_\_\_\_\_

(e) If this person came here within the past five years, why did this person move to Texas?

Education \_\_\_ Employment \_\_\_ Other (explain): \_\_\_\_\_

(f) Is this person a U.S. citizen? Yes \_\_\_ No \_\_\_ If No, does this person hold a valid I-551 (Resident Alien) Card? Yes \_\_\_ No \_\_\_ If Yes, attach a copy of the front and back of the card.

(g) Has your parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? Yes \_\_\_ No \_\_\_

(h) Will this person claim you as a dependent for the current tax year? Yes \_\_\_ No \_\_\_

(i) Is your parent or legal guardian currently on active military duty assignment in Texas? Yes \_\_\_ No \_\_\_

(j) Was your parent or legal guardian a resident of Texas when he or she joined the military? Yes \_\_\_ No \_\_\_

**Failure to complete, sign, and date this portion will result in your application review being delayed.**

25. I certify that this information is complete and correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules and regulations of Tarleton State University. I authorize the University to verify the information I have provided. I further understand that this information will be relied upon by the officials of the University in determining my admission and residence status for tuition purposes and that the submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, cancellation of enrollment, and/or disciplinary action.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_