

## PREPARING TO COMPLETE THE GRADUATE APPLICATION

Before you begin completing the application for Graduate School at The University of Texas at Austin on the ApplyTexas web site, you may want to gather some of the information you will need to complete the application. You will also want to visit the web site of the graduate program to which you are applying to determine the additional requirements you must fulfill for that program. Students applying to the MBA, Social Work or Engineering programs do not complete this application and should visit the web site of those programs to learn about their application processes.

When you begin your application on ApplyTexas, you will be given an application ID number and password. You can use these identifiers to return to your application multiple times rather than completing the application in one session.

Listed below you will find data elements that are needed to complete the different sections of the application.

### Section 1: Biographical Information

- Social Security Number (optional)
- Date of birth
- Full legal name
- Any names under which your transcripts or test scores may be listed
- Gender
- Place of birth
- Ethnic background (optional)
- Citizenship
- Permanent mailing address (all official correspondence will be mailed to this address)
- Cell phone number
- Current mailing address
- Emergency contact information
- Email address (very important: this address will be used to contact you regarding your application for admission)

## Section 2: Additional Information

- Parental educational information
- Your high school information

## Section 3: Educational Background and Test Information

- Area of interest within the major you will seek
- Degree you will seek; this refers to the ultimate degree you hope to earn at UT
- Are you a former UT Austin student?
- Institution you are presently attending
- Courses you are currently taking during the present semester
- Interest in teaching or research assistantship or fellowship
- Test score information including test type, date, and scores

## Section 4: Colleges Attended

You will be asked to supply the names, locations, dates of attendance, and degrees you have or will have earned.

## Section 5: Residency Information

Depending on your initial answers to the questions, you will be taken through a series of questions that help us determine your residency for tuition purposes.

## Section 6: Employment, References, and Honors

- *Employment:* This section asks for your employment history, including the name, address, and contact information for your most recent employer. We also ask that you supply the name, location, and dates of employment for up to 3 previous employers.
- *References:* Most of our graduate programs use electronic letters of recommendation. We ask that you list the names and email addresses of the three people you wish to recommend you for admission. Emails will be sent to these people **when you submit your application for admission**. If the program to which you are applying doesn't use the electronic letters, you will be informed of this and receive instructions on how letters should be submitted in section 7 (below).

- *Honors:* You may list any and all of the honors, awards, fellowships, scholarships, and assistantships you have received. You will be asked the date of the award. If you need to list more than 3 awards, you can submit these on paper to the Graduate & International Admissions Center by fax (512-475-7395).

## Section 7: University and departmental questions

The University of Texas at Austin has some additional questions that are not covered in ApplyTexas.

- This is also the section where you will be told how to submit letters of recommendation if the program to which you are applying doesn't use the electronic letters.
- Some graduate programs have additional questions or requirements that will be communicated to you in this section. Please read carefully
- In this section, you will also be able to print out multiple cover sheets for any documents that you submit on paper so that they can be matched to your application file.
- In this section, you will also be given the opportunity to submit your essays or statement of purpose (depending on the departmental requirement) online.

## Section 8: Certification and payment options

- You will be asked to certify that you understand the information presented to you in this section.
- You will be given several payment options for paying the application fee: MasterCard, Visa, Check, or Money Order. If you do not pay your application fee by MasterCard or Visa on this site, UT Austin offers several options for paying your application fee online and these are described on our web site at <http://www.utexas.edu/ogs/admissions/howtous.html>.

After you submit your application, you will receive an email in 1-2 working days. This email will include your UT EID and initial password if you have not already received a UT EID during the recruitment process. Please read the information about how to check the status of your application and the information about how your application is processed at our web site at <http://www.utexas.edu/ogs/admissions/>.

If you have questions or need additional information during the application process, please contact us at the Graduate & International Admissions Center, 512-475-7391.