



APPLICATION INSTRUCTIONS FOR MS / MRE / PhD PROGRAMS

Thank you for your interest in Mays Graduate Programs at Texas A&M University. The application and requested materials must be complete prior to review by a department's Admissions Committee. A complete application includes the items detailed on our online application form: the application, essay questions, official transcript(s), official GMAT or GRE score, three letters of recommendation, and a professional resume. We encourage the submission of unofficial scores and transcript(s) with the application, with official copies to follow. International students must submit a valid TOEFL or IELTS score, and complete the international section of the application and the International Student Services Information Form. *Mays Business School requires that all applications be submitted through our online system at <http://mays.tamu.edu/graduateapplication/index.html>*

Expedite application processing by specifying Degree (MS or MRE or PhD) and Major (ACCT, FINC, INFO, MIS, etc.) on supporting documents.

DEADLINES

Applications are accepted year round. The following deadlines offer priority review. *Most current updates are listed within the ApplyYourself application system.*

- January 4** Priority review and fellowship deadline for PhD applicants. Earlier application submission is strongly encouraged for maximum consideration.
- January 15** Priority deadline for all International applicants. It is strongly recommended that International applicants submit an application by January 15. Applications will be accepted after January 15, however, priority review will be given to applicants who submit their application by the January 15 deadline.
- February 15** Deadline for International applicants.
- March 1** Final deadline for MS Finance and MS/HRM (Human Resource Management).
- May 31** Deadline for U.S. applicants.

APPLICATION FEES

The non-refundable application fees are: \$50 for U.S. citizens/U.S. Permanent Residents and \$75 for International applicants. Fees must be paid, by credit card, at the time the online application is submitted.

ESSAY QUESTIONS

Essay questions and associated instructions are listed within this application. Some may be specific to a Program. *Electronic submissions are preferred.*

PROFESSIONAL RESUME

The resume should detail your academic background, professional work experience, and managerial responsibilities. *Electronic submissions are preferred.*

GMAT OR GRE

An official GMAT or GRE score is required. Either is acceptable by Mays Graduate Programs.

- GRE code is 6003
- GMAT code is Program specific:
 - PhD Program use code is 7B7-K9-57
 - MS/MRE Program use code is 7B7-K9-03

Test information is available at www.gmat.org for the GMAT and www.gre.org for the GRE.

TRANSCRIPTS

One official transcript is required from each senior-level post secondary institution attended. You may use the downloadable request forms to have transcripts sent directly to Mays Graduate Admissions Office or request that they be sent directly to you and then send to our Office in their original sealed envelopes (*send to the address below*). Graduates from Texas A&M University or Texas A&M University at Galveston do not need to provide those transcripts.

RECOMMENDATIONS

Three letters of recommendation are required and may be submitted by your recommenders online or mailed directly to our Office at the address below. These letters should be a written narrative by individuals who can address your responsibilities and skills; your professional potential; your motivation and commitment to attend and successfully complete this demanding Program; and the impact of this Program on the development of your career.

INTERVIEWS

A personal interview may be scheduled as part of the review process.

INTERNATIONAL APPLICANTS

TOEFL and IELTS

Texas A&M University requires that all applicants from non-English speaking countries present an official TOEFL or IELTS score. To be official, scores must be current and within two years of the date of application. The University's minimum requirements are:

TOEFL (Test of English as a Foreign Language) a minimum score of 550 (paper) or 213 (computer-based) is required for admission. Additional contact information can be found at <http://www.ets.org/toefl/> . *Send official TOEFL score to Texas A&M University code 6003.*

IELTS (International English Language Testing System) a minimum score of 6.0. Additional information can be found at <http://www.ielts.org/> . *There is not an institutional code for use with the IELTS examination; therefore, please send official score to: Measurement & Research Services, Texas A&M University, 4239 TAMU, College Station, Texas 77843-4239.*

Note: Individual Graduate Programs within Mays Business School may have a higher requirement.

INTERNATIONAL STUDENT SERVICES INFORMATION FORM

International applicants must complete the International Student Services Information section included within the online application.

DEGREE EQUIVALENCIES

Holding an accredited baccalaureate degree of at least three (3) years from a college, institution, or university of recognized standing, or its equivalent, guarantees consideration for admission.

MAYS BUSINESS SCHOOL CONTACT INFORMATION

Questions can be sent to MSProgram@mays.tamu.edu or PhDProgram@mays.tamu.edu or by calling 979.845.4711.

Mail supporting documents to:

Mays Business School
Graduate Admissions Office
440 Wehner
Texas A&M University
4113 TAMU
College Station, Texas 77843-4113

Expedite application processing by specifying Degree (MS or MRE or PhD) and Major (ACCT, FINC, INFO, MIS, etc.) on supporting documents.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination including harassment: on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.