# APPLICATION INSTRUCTIONS
## MS/MRE Programs
### 2014-2015

**ELECTRONIC APPLICATION & REVIEW PROCESSES FOR MS/MRE PROGRAMS**

Carefully read through the instructions below before starting your online application and uploading documents.

### TEXAS A&M GRADUATE STUDENTS CURRENTLY ENROLLED

Contact appropriate Mays Department MS/MRE Coordinator for application instructions.

### A COMPLETE APPLICATION INCLUDES:

- **Application** submitted electronically using ApplyYourself online application. All deadlines are at 11:00 pm (CST) or midnight (EST).

  *The MS Application will be available September 3rd.*

- **Application fee**
  - Fee must be paid via credit card when online application is submitted.
    - US Citizens: $50
    - International: $90

- **Transcripts**
  - Upload a low-resolution black and white photocopy of your transcript(s) from each senior-level post-secondary institution. Also, include one copy of the transcript key from each institution.
  - File size should not exceed 500kb. Decreasing the dpi to 150-200 should compress file size if needed.
  - PDF is preferred, but additional formats are accepted (.doc, .wpd, .rtf, .xls, or .txt).
  - Preview your uploaded transcript to ensure it's legible.
  - Applicants with international transcripts are required to submit a WES course-by-course evaluation. 
    *Official transcripts will be required if admitted.*

- **Three letters of recommendation.**
  - Three recommendations are required. Recommendations are submitted electronically via the online application system. These letters should be written narratives by individuals who can address your responsibilities and skills, professional potential, motivation, and the potential impact of the program on the development of your career.
  - *Management Information Systems (MIS) will not accept letters of recommendation submitted outside of the ApplyYourself online system.*

- **Essay questions**
  - Essay questions are included in the application and are department-specific.

- **Professional resume**
  - The resume should detail your professional work experience and managerial responsibilities.

- **GRE or GMAT scores**
  - Unofficial scores are accepted and strongly encouraged for the initial review process.
  - If admitted, official GMAT or GRE scores are required. Check with the program for test requirements.
    - GRE code is 6003
    - GMAT code is 7B7-K9-03
    - GMAT scores can also be sent to 'Texas A&M University-College Station-Mays Business School-MS Programs'

- **International Applicants**
  - Refer to specific international instructions (page 2) for further information.

- **Enrollment Deposits for Management Information Systems (MIS) and MS-Finance (MSF)**
  - Students admitted to the program in Management Information Systems will be required to submit a deposit of $500 to hold a seat in the class. For more information on this, please visit [http://mays.tamu.edu/info/prospective/mmis/admissions/](http://mays.tamu.edu/info/prospective/mmis/admissions/).
  - Students admitted to the program in Finance will be required to submit a deposit of $500 to hold a seat in the class (pending Board of Regents approval). For more information, please visit [http://mays.tamu.edu/degrees-and-majors/masters/financemprograms/](http://mays.tamu.edu/degrees-and-majors/masters/financemprograms/).

### CONTACT INFORMATION

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<thead>
<tr>
<th>Accounting</th>
<th>Human Resource Management</th>
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<tbody>
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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.
INTERNATIONAL APPLICANT INSTRUCTIONS
MS/MRE Programs
2014-2015

INTERNATIONAL APPLICANT SECTION

Enter your name as shown on your passport to avoid immigration and processing problems.

INTERNATIONAL SECTION (within online application)
Complete the International Section within the online application and include your international address.

TOEFL and IELTS (no official scores required)
- Unofficial scores typed within the Test Score section of the application. Mailed official score sheets are not needed.
- Scores must be within two years of the date of the exam. The University’s requirements are:
  - 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:
    Data & Research Services
    Texas A&M University
    4239 TAMU
    College Station, Texas 77843-4239
  - TOEFL (Test of English as a Foreign Language) Mays MS/MRE programs require a minimum TOEFL requirement of 600 for paper, 250 for computer, or 100 for Internet based. Additional contact information can be found at http://www.ets.org/toefl/. Send official TOEFL score to Texas A&M code 6003.
  - TOEFL Waiver (Texas A&M University criteria). This requirement can be waived by meeting one of the following criteria:
    - score of ≥ 400 on the GRE verbal section (previous scoring model)
    - score of ≥ 146 on the GRE verbal section (current scoring model)
    - score of ≥ 22 on the GMAT verbal section
    - by receiving a baccalaureate degree with all four years of attendance at a U.S. college or university

Note: Individual Graduate Programs within Mays Business School may have a higher requirement. Please refer to departmental website for further information: http://mays.tamu.edu/degrees-and-majors/masters/

INTERNATIONAL TRANSCRIPTS
- For students receiving undergraduate degrees outside of the United States, we require submission of a professional credential evaluation report. The purpose of this evaluation is to assist our admissions committee in accurately understanding and interpreting a student’s academic credentials. *Students applying to MS-Marketing are exempt from this requirement.
  - To obtain this report, please visit www.wes.org and follow the instructions for ordering a basic course-by-course evaluation. Please send an electronic report by designating Texas A&M University Mays Business School within the WES website.
- 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.

IMMIGRATION DOCUMENTS
- Do not send financial statements, visas, etc. They are not used and will not be added to the electronic application.