

Information for All Applicants

Required Documents

All applicants are required to submit the following documents:

- Graduate application
- Application fee of \$35
- Official Transcripts, in a sealed envelope, from all previous institutions of higher education attended. For applicants that received a foreign degree, a transcript evaluation will also be required. See International Applicants section for more information.

In addition to the items above, each graduate program has its own set of admission requirements. See table below:

Program	Letter of Recommendation	Interviews	Test Scores	Essay/Writing Sample	Resume/Work History Verification
DNP	Required	Required	GRE/MAT optional	Required	Required + proof of RN license
RN-MSN				Required	Required
MSN				Required	Required + proof of RN license
MBA, MIB, MPA, MSA, Optional MSB, MSF	Optional		Optional (Recommended if undergraduate GPA is below 3.3.)	Optional	Optional
MCTM	3	Required	GRE (Recommended if undergraduate GPA is below 3.3.)	Required	Required
MEAM					
MASPP	2			Required	Required
MFA				Required	
EdD	3	Required		Required	Required
MEd, MAT			GRE or MAT test if GPA between 2.75-2.99	Required	
MACEL		Required	GRE or MAT test if GPA between 2.75-2.99	Required	
MASE					
MSCHMC	2	Required	GRE if GPA below 3.0	Required	
MDSA	2			Required	Required
MSADS	2			Required	
MAFC	3	Required		Required	
MLA	2	Required		Essay	Recommended
MPPA	2		GRE	Required	Required
MSM		Audition	GRE		
MAT	2				
MAPS	2			Required	
MASE					
MDiv	2				
JPil	1			Required	
MA Philosophy	3		GRE	Required	
PhD Philosophy	3		GRE	Required	

Graduate Examinations

Some programs may require an official graduate test for admission into their programs. Applicants should check with their program at www.stthom.edu/gradadmissions to verify if a test is required for admission. Official test scores must be received directly from the testing agency. The following tests may be required by the graduate programs:

GRE Services – 1-800-GRE-CALL or www.ets.org/UST Institution Code: 6880

GMAT Services (Cameron School of Business) – 1-800-GMAT-NOW or www.mba.com/UST Institution Code: JGH-49-57

MAT Services – 1-800-622-3231 or www.millersanalogies.com/UST institution code: 2256

Deadlines

Applications should be submitted by the priority deadline to guarantee review by the graduate program. Applications may be reviewed after the deadline on a case by case basis.

Admissions Decisions

After receiving the admissions application, fee, transcripts, and other required supporting documents, the graduate program will review the application and make an official admissions decision. Graduate students can be placed into one of the following categories:

Regular Admission – Student has submitted all of the required documents for admission and met all of the program's admission criteria.

Conditional Admission – Student has either not submitted all of the required documentation for admission or has not met all of the admission criteria. Graduate programs may have additional requirements upon admission for students admitted in this status.

Denial of Admission – Student has not met the criteria for admission into the program.

Acceptance Deferral Policy

A one-year deferral may be granted to admitted students who request to defer enrollment in writing for up to one year due to serious medical difficulties, military service, serious and unforeseen family emergency, or to make a volunteer service commitment not to exceed two semesters.

Readmission

Applicants who decide to defer their application must do so in writing prior to the intended start date and have two years to reactivate it, barring any changes to the graduate program admission's standards. Supporting documents and the application fee will remain on file during this period. After two years, a new application must be submitted.

Changing Degree Programs

Students who wish to pursue a different degree after being accepted to another UST graduate program, must submit a new application and any supporting documents required by the new degree program. The new degree program will make a separate admissions decision and admission is not guaranteed.

Second Master's Degree

Students who wish to pursue a second master's degree program from UST must submit a new application and any supporting documents required by the new degree program. Students will not be required to submit new transcripts or pay an additional application fee. The new degree program will make a separate admission decision and admission is not guaranteed. The student must meet the degree requirements of the new degree program to which they are admitted. Students are not permitted to seek the same degree more than once.

Immunizations

Texas law requires students under the age of 22 (unless they are enrolled in a fully online program) to submit proof of a Bacterial Meningitis vaccine within the last 5 years or submit the appropriate exemption form. The immunization record can be submitted to the Office of Health Promotion & Wellness. Records can be emailed to wellness@stthom.edu or faxed to 713-525-3514.

Contact the office of HPW with any questions about the immunization requirement or the exemption process at 713-525-3513 or email wellness@stthom.edu.