

How to Apply

Requirements described in this Catalog are minimum requirements for consideration and do not guarantee acceptance into a specific graduate degree program or the Graduate School. The Office of the Graduate School is responsible for the administration of the University graduate admission policy. The decision to admit an applicant to pursue graduate study at UTC is based upon evaluations of both qualitative and quantitative information. To ensure adequate consideration, the applicant should submit the completed application and supporting credentials to The Graduate School office by the application dates noted in this publication. Those filing applications after the established submission dates cannot be assured their credentials will be processed in sufficient time to secure admission for that term. Financial aid may also be delayed.

An applicant for admission must furnish the following materials to The Graduate School office:

1. A completed online application form available on the Web site https://ssb.utc.edu/cbanpr/bwskalog.P_DisplLoginNon.
2. A Statement of Purpose/Intent (part of the online application package).
3. Payment of the \$30 nonrefundable application fee for domestic applicants or \$35 for international applicants.
4. An official transcript from each college or university previously attended. These transcripts must be sent directly from the institution to The UTC Graduate School office.
5. An official report of the applicant's score on the prescribed test(s) for admission, such as the GRE or GMAT. Note: Students whose native language is not English are required to provide scores for the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is required of all applicants. (Refer below for a description of circumstances that may allow applicants to apply for an exemption to the TOEFL/IELTS requirement.*)
6. Supplemental application materials as required by the program.

WARNING: Misrepresentation of academic credentials constitutes a Class A misdemeanor, under Tennessee Code Annotated, Section 49-7-133.

*Students whose native language is not English are required to provide official scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). An official TOEFL score of 550 or above is required. (A score of 213 or above on the computer-based test, or a score of 79 or above on the Internet-based test, is considered equivalent to a score of 550 or above on the paper-based test.) IELTS scores must be 6.0 or higher. Individual programs may have additional English proficiency requirements and/or may require higher scores on the TOEFL/IELTS. Applicants may ask The Graduate School for an exemption from the TOEFL or IELTS requirement if they:

- 1) have received a degree from a regionally accredited institution in the United States (or a similarly accredited institution in a country/region where the predominant spoken language is English) within the last two years, or
- 2) have worked full time in the United States or a predominantly English-speaking country/ region for at least two of the preceding four years.

Applicants who wish to apply for such an exemption should check with The Graduate School office for appropriate instructions.