Applying to Grad School
A Q & A with UNT’s Graduate Admissions Team

Presented by: Frazier Johnson
Applying to Grad School

Welcome!

Q & A to follow the presentation.

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Two-Step Application Process

I. Apply to the UNT
   a. Submit General Application on ApplyTexas.org
   b. Submit copies of your transcripts
   c. ***Additional international Student Requirements***

II. Apply to your academic program
   a. Contact your program.
   b. Submit supplemental documents.
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UNT’s Graduate Application Process

- Toulouse Graduate School application through Apply Texas
- Send department required application materials
- Department makes admission decision

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Step 1.
Applying to general Admissions / Toulouse.

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ApplyTexas will have you fill out a profile before you can apply. Please make sure that on page 9 of your profile, you indicate that you’ll have earned a bachelors.
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After starting a new application, you’ll be given the option to select either a “Two-year college” or a “Four Year College.” Select “Four-year college.”
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Continue filling out sections that ask for your intended university, semester of entry, and major.

Select the institution to which you would like to apply
University of North Texas - (Denton)

Select your application type
US Graduate

Select your semester
Fall 2022

Select your major
Art Education PhD

Deadline options for this application are listed below
Regular Deadline (08/15/2022)
After you’ve filled out all the information, return to the “My Applications” section of your ApplyTexas profile. Your UNT application should appear as a green square.

There are two different portions of the application to fill out. After filling them out, make sure the check mark next to “U.S. / International Graduate questions” appears and the check mark next to “Questions specific to University of North Texas.”

If you completed both sets of questions, go ahead and click “Submit this application.”
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You’ll then be taken to a page titled: “Submit your U.S. Graduate Application.” (Please note, this title will say “international Graduate Application” for international applicants)

Submit your U.S. Graduate Application to University of North Texas
Fall 2022, Principal Certification
Lastly, pay for the application and submit it.
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<tr>
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Submit Copies of your Transcript

Submit copies of your transcripts (from *each separate* college/university you have ever been enrolled in!)

*International documents* can be uploaded as pdf for evaluation purposes.

E-transcripts accepted, but **must** come to us directly from your school or transcript service. Recipient email is Gradadmission@unt.edu.
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For International Applicants Only

Submit English Proficiency Test scores.

If you are an international student, you **must** meet the English Language Proficiency (ELP) requirements.

This requirement cannot be waived.

You can find a multitude of ways you can meet ELP on the following webpage: https://admissions.unt.edu/international/english-language-requirements.
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Step 2.
Applying to your program/department
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Find your program’s admission requirements on their website (varies from program to program)

1. Apply to the University of North Texas Toulouse Graduate School
   A. Complete the ApplyTexas application online and pay the non-refundable application fee ($75). Your completed application will be processed by the UNT Toulouse Graduate School and reviewed by your academic program.
   - International students must also review the International Admissions page for additional required documents.
   - You will need to meet the Graduate School minimum qualifications before you will be considered for admission to the Department of Information Science.
   B. Official transcripts from every college or university attended should be sent to the UNT Toulouse Graduate School.
   - Domestic applicants: Transcripts from previously attended institutions can be sent directly from the institutions via email to GradAdmissions@unt.edu or mailed to the following address:
     
     **BY U.S. POSTAL SERVICE:**
     
     Toulouse Graduate School
     University of North Texas
     1155 Union Circle #310450
     Denton, TX 76203-5017
     
     Phone: 940.565.2381

     **BY UPS/FEDEX:**
     
     Toulouse Graduate School
     University of North Texas
     1147 Union Circle, ESVC 354
     Denton, TX 76203-5459
     
     Phone: 940.565.2381

   *Note: We do not require GRE scores.

2. Apply to the Department of Information Science
   In order to complete the Department’s application process for the M.S. in Information Science:
   - Complete the Department of Information Science Application Form.
   - Upload the following documents to the MyUNT Portal through the Task List (Files submitted must be in PDF format):
     1. A one-page statement of purpose and goals describing your interest in the master’s program and reviewing your professional goals. Statements should be one page, single spaced in 12pt font.
     2. A resume complete with a list of honors and activities.
     3. Two (2) letters of recommendation. Letters should be from former professors, or other individuals who can assess your academic qualification, or from job supervisors who can assess your potential for success as an information professional.
     
     *Note: We do not require GRE scores.

   The Information Science department will verify that minimum grade point averages meet one of the following requirements:
   - 3.0 on the last 60 hours of a bachelor’s degree.
   - 3.0 cumulative undergraduate GPA.
   - A 3.5 GPA on a completed master’s degree.

   *Note: Students who have a 2.90 to 2.99 overall or last 60 hours GPA can be conditionally admitted to the program. If one’s GPA is in the range of a 2.6 to 2.90, course leveling can be considered, which is to take four Information Sciences (INFO) courses at the undergraduate level at UNT. As and B’s are earned in those 12 hours, students can then request admission to the MS program.

   For any questions, please contact grad.admissions@unt.edu

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Contact an *advisor* or *program coordinator*

[https://tgs.unt.edu/future-students/graduate-academic-advisors-list](https://tgs.unt.edu/future-students/graduate-academic-advisors-list)

Or, go to the Faculty/Staff directory on the department webpage.
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Faculty/Staff Directory > Graduate Coordinator, Graduate Program Coordinator

- Note: Administrative Specialists can sometimes help check on materials you’ve submitted.
Questions?

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Thanks for joining us today!

Further questions?
Email: GoGrad@unt.edu
Phone: 940-565-2383