



## GRADUATE STUDENT ADMISSION REQUIREMENTS

### ▶ **Application Form**

Print or type the answers completely to the best of your knowledge, and sign and date the application. All accompanying materials also should be typed and signed. All applications will be active for one year. Online applications are available on the web site: [www.ut.edu](http://www.ut.edu).

### ▶ **Application Fee**

The application fee is \$40. Each application for admission must be accompanied by a check or money order, payable to The University of Tampa. The application fee is not refundable or transferable.

### ▶ **Transcripts**

An official transcript is required from each college or university attended, at both the undergraduate and graduate levels, whether or not you earned a degree from that institution. To be considered official, transcripts must be sent directly from the issuing institution to the Graduate Studies Office. Unofficial student copies or transcripts will not be accepted.

### ▶ **Entrance Examination Information**

#### **Graduate Business Programs**

Graduate Management Admission Test (GMAT) is required for all graduate business programs. Pending approval, applicants for the following programs may be able to waive the GMAT based on a minimum GPA from an AACSB accredited four-year institution, relevant coursework and required work experience:

- ▶ Saturday MBA: five years of relevant work experience, including two years in a management position.
- ▶ MS in Finance: successful completion of any of the CFA exams or three or more years of documented, full-time work experience beyond entry level in any of the following areas: investment banking, research analyst, private equity, mergers and acquisitions, venture capital, and portfolio management. The applicant may submit for review any work experience that is not listed. Administrative, backoffice, and sales positions typically do not qualify for waiving the GMAT. Occupations that require quantitative and analytical skills in their practice are preferred.
- ▶ MS in Marketing: three or more years of documented, full-time strategic marketing management experience or marketing supervisory experience.

#### **Graduate Education Programs**

- ▶ Graduate Record Examination (GRE) is required for Master of Education (M.Ed.) applicants with an upper-division (junior/senior) GPA of 2.50 – 2.99. The GRE may be waived for M.Ed. applicants with an upper-division (junior/senior) GPA of 3.0 or higher or for M.Ed. applicants with a graduate degree from an accredited institution.
- ▶ General Knowledge Test (GKT) or the GRE is required for the Master of Arts in Teaching (M.A.T.) program.

#### **The University of Tampa Graduate Studies**

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[www.ut.edu/graduate](http://www.ut.edu/graduate)

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▶ **Professional Reference**

Two professional reference forms completed by individuals that attest to the applicant's professional background or academic potential.

▶ **Resume**

A resumé is required, and should provide details of your education and relevant work experience. The work experience should include the company name, title/position(s) held, company location, years of employment, and responsibilities.

▶ **Personal Statement**

Discuss your professional objectives and any significant professional or academic achievements. Additional information that may be relevant to the admissions decision may also be included.

▶ **Individual Interview**

Some programs may require a personal interview. Please contact the Office of Graduate Studies at (813) 258-7409 or e-mail [utgrad@ut.edu](mailto:utgrad@ut.edu).

▶ **Work Experience**

- ▶ Saturday MBA: Applicants must have five years of relevant work experience, including two years in a management position.
- ▶ MS in Nursing: Applicants are encouraged to have one year of nursing experience.

▶ **Nursing Applicants**

Please include a copy of your Florida state Registered Nurse license.