



INTERNATIONAL GRADUATE STUDENT ADMISSION REQUIREMENTS

▶ **Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)**

International applicants whose native language is not English and who have not received degrees from English-speaking institutions are required to take the TOEFL or the IELTS. Given the importance of strong written and oral skills in a rigorous graduate program, The University of Tampa requires a minimum score of 577 (230 computer-based; 90 internet-based) on the TOEFL exam or a 7.0 on the IELTS exam. Information about the TOEFL can be obtained from the Educational Testing Service (ETS). Web site: www.ets.org/toefl. Information about the IELTS exam can be found at <http://www.ielts.org>.

TOEFL or IELTS Exceptions

Applicants do not need to submit a TOEFL or IELTS score if:

- You have earned an undergraduate degree or graduate degree at a U.S. college or university.
- Your total education was conducted in English in a native English-speaking country.

▶ **Academic Records**

Applicants **MUST** have degrees equivalent to a four-year degree from a regionally-accredited institution in the United States. Applicants must submit original transcripts. If transcripts are not in English, please submit a certified English translation. Transcripts must show specific subjects taken and the grade earned in each. If grades are expressed in other than the American system (A, B, C, D, F) a statement from the school must accompany the transcript showing the conversion of that grading system into the American system. If the school cannot provide such a conversion, the student must submit transcripts and documents to a recognized international transcript evaluation consultant [e.g. Josef Silny & Associates, (305) 273-1616, Web site: www.jsilny.com; World Educational Services, (305) 358-6688, Web site: www.wes.org, etc.] for a **course-by-course evaluation**.

▶ **Certification of Funds**

The United States government requires all international applicants to provide proof of ability to pay full tuition and living expenses before I-20s can be issued. Each applicant relying on personal or family support must furnish, at the time of application, an original financial guarantee letter (preferably a bank letter) indicating the sponsor's name, address and source of income. The letter should be written in English, or accompanied by an English translation, and should show the currency equivalency in U.S. dollars. This document must be certified by a bank stamp or at a United States Consulate. Applicants whose financial support will come from outside sources such as government agencies, institutions or private sponsors must submit similarly appropriate documentation from their sponsors.

▶ **Financial Aid**

International students **ARE NOT** eligible to receive any kind of financial aid offered by U.S. government agencies. However, The University of Tampa offers a limited number of graduate assistantships each academic year. Qualified applicants **MUST** be available for interviews before an assistantship offer is made. Please note that competition for graduate assistantships is very rigorous, and receiving an award cannot be guaranteed. Therefore, assistantships cannot be used as part of the financial certification.

▶ **Full-Time Status Required**

The U.S. Immigration and Naturalization Service requires all international students to carry a full class load while attending the University. In order to maintain full-time status at The University of Tampa, the student **MUST** carry a minimum of eight hours per semester.

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The University of Tampa Graduate Studies

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E-mail: utgrad@ut.edu

www.ut.edu/graduate

▶ **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.

▶ **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:

- ▶ 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.

▶ **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.

▶ **Work Experience**

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.