

Office of Study Abroad & Exchange Programs  
Texas State University

# **Graduate Exchange Student Application Process Guide**

in collaboration with



1. Create or log in to your ApplyTexas account (<https://www.applytexas.org/>).

**ApplyTexas**  
Many Schools One Application

About ApplyTexas Help Counselors & Administrators log in here »

## Explore. Apply. Repeat.

**Research your options.**  
Admission information for every Texas Public University, plus some private and two-year schools.  
[Begin your search »](#)

**Apply online.**  
Complete and submit your admission and scholarship applications online.  
[Get started now »](#)  
[Preview the 2016-2017 applications »](#)  
[Preview the 2015-2016 applications »](#)

**Do it again.**  
No need to start from scratch. Copy a completed application and use it to apply to another school.  
[Learn how »](#)

First time here? No problem.  
**[Get started »](#)**

Already have an account?  
**Log in now**

It's fast. It's easy.  
It's free.  
[Create your account now »](#)

username

password

[Forgot your username or password?](#)

2. Fill out each section of the account profile as instructed.

## My Account Dashboard - My Profile

My Profile

My Applications

My Essays

My Transcripts

Enter information below to establish or maintain your free myApplyTexas profile. Additional information will be requested when you complete your profile.

If you are creating an account, your Username will be assigned and presented to you.

### Full legal name - **REQUIRED**

Enter your full legal last, first, and middle name. Please do not include diacritical marks such as accents (') or tildes (~). Do not use nicknames or abbreviations or common nicknames sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diacritical marks).

**Last Name or Family Name or Surname**

**First Name or Given Name**

**Middle Name**

**Suffix**  « e.g. Jr., III,

### Date of Birth - **REQUIRED**

Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

**Date of Birth**  /  /  « 4 digit year

### Place of Birth - **REQUIRED**

Enter the city, state, and country where you were born.

**City**

**State/Possession/Province**

**Country**

### Gender

Male  Female

### Ethnicity and Race:

Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

Yes  No

Please select the racial category or categories with which you most closely identify. Check as many as apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

3. After successfully saving your ApplyTexas profile, note the username provided for your ApplyTexas. Record the username and store it in a safe place for future login reference. Once recorded, click the “go to My Applications” link or the “My Applications” tab near the top of the page.

## My Account Dashboard - My Profile

You have successfully saved your ApplyTexas profile.

Please note: Saving a profile does not mean that you have completed your application.

**Your Username is: smit86576**

Many applicants do not complete their application in one session. You will need to enter your username and password each time you log on to ApplyTexas. PLEASE WRITE THEM DOWN OR PRINT THIS PAGE FOR YOUR RECORDS.

You may now [go to My Applications](#) to complete an application.

4. Click “Start a New Blank Application”

## My Account Dashboard - Application Listing

My Profile   **My Applications**   My Essays

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What would you like to do next?

View Application List   **Start a New Blank Application**

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### application details

You don't have any admissions applications. [Create a new application now.](#)

5. Select “create a new graduate school admission application”

## My Account Dashboard - Application Listing

My Profile   **My Applications**   My Essays

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What would you like to do next?

[View Application List](#)   [Start a New Blank Application](#)

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**Admissions | Start a new blank application.**

[create a new 4 year university undergraduate admissions application](#)

[create a new graduate school admissions application](#)

[create a new 2 year college admissions application](#)

*[Which of these should I choose?](#)*

Note: Two year colleges do not offer graduate degrees. Graduate school applicants should apply to a four year university.

- Using the drop-down menus, select “Texas State University (San Marcos)” as the Target University and “Graduate, International” as the Application Type. Click the “Continue” button.

Getting Ready to Start Your Application

## create a new application for admission

Please select your target university or your graduate school of choice and your application type.

<b>Target University</b>	Texas State University (San Marcos) ▼
<b>Application Type</b>	Graduate, International ▼

continue

7. Select your desired Semester of Entry (Fall, Summer, Spring) and click the “Continue” button.

Getting Ready to Start Your Application

## select a semester

Semester of Entry

Check the [special application information page](#) prepared by Texas State University.

<b>Address:</b>	<b>The Graduate College 601 University Dr J.C. Kellam, Suite 280 San Marcos, TX 78666-4684</b>
<b>Help Phone #:</b>	(512) 245-2581
<b>Website:</b>	<a href="#">Texas State University</a>



8. Select “Non-Degree/Visiting Applicant” using the drop-down menu as the intended major and click the “Continue” button.

Getting Ready to Start Your Application

**select major**

**Please note:**

The application fee is non-refundable. Please visit <http://www.gradcollege.txstate.edu/steps.html> to complete the steps required for application and to review deadlines specific to your program.

Select your major:

9. Review the deadline and sections required for this application and click the “Continue to my application” button.

Getting Ready to Start Your Application  
application checklist

Texas State University - International Graduate Admission for Spring 2017

[continue to my application](#)

**Items to complete**

**Admissions application**

- Page 1: biographical information
- Page 2: educational background
- Page 3: educational background (continued)
- Page 4: preliminary visa information
- Page 5: custom questions for this institution

**Deadline**

October 1, 2016

10. Fill out all five (5) required sections of the application as instructed, starting with the “biographical information” section and ending with the “custom questions for this institution” section.

1. Enter your U.S. Social Security Number ☆ (See [note](#) below)

**Social Security Number (SSN)**  « No spaces, dashes, or letters.  
**Confirm SSN**  « No spaces, dashes, or letters.

2. When were you born? - **REQUIRED**

Enter your date of birth (month, day, year). Do not leave blank; this information is required.

**Date of Birth**    « 4 digit year

3. Full legal name: - **REQUIRED**

Enter your full legal last, first, and middle name. If you have a passport, enter your name exactly as it appears on your passport. Do not use abbreviations because this information will be used for your official record if you enroll. Use your full legal name on all documents you are applying. Please do not include diacritical marks such as accents (´) or tildes (~).

**Last Name, Family Name or Surname**   
**First Name or Given Name**   
**Middle Name**   
**Suffix**  « e.g. Jr., III, etc. but do NOT enter

4. Other names or aliases:

If you attended school using a different name or took a standardized college entrance exam (for example, SAT, GRE, TOEFL) using name(s):

Last/Family	First	Middle	Suffix
<input type="text" value="Smith"/>	<input type="text" value="John"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Your gender:

**Male**  **Female**

**Important:** To ensure your application is processed correctly as a graduate exchange student, please select “Yes” to the Visiting student question near the end of the application.

**Visiting – REQUIRED**

Do you plan to apply this course(s) toward a current degree at another institution?

If **Yes**, then you will be classified as a Visiting Student.

If **No**, then you will be classified as a Non-Degree Seeking Student.

**Yes**  
 **No**

11. The final section of the application will be the “certification and payment information page” and requires payment of an application fee. **As a Graduate Exchange Student, your application fees will be waived by The Graduate College upon receiving your application.** To bypass paying this application fee at this stage in the application, simply select “Cashiers Check or Money Order” in the “pay your application fee” section. After that, click the “save and proceed to application to submission” button.

### application fee information

Depending on each institution's policy, applications may not be processed until the application fee is received. A nonrefundable processing fee is required with each admission application. **Do not send cash.** We accept only cashier's checks, bank money orders, or bank drafts in U.S. dollars on U.S. banks. No personal checks will be accepted.

Your application fee for the Fall 2016 semester is \$ 60.00

After your online payment has been successfully processed, this application will be automatically submitted for you. You will no longer be able to edit it on this site. Please contact Texas State University for any changes after submission.

The application fee is non-refundable.

### pay your application fee - **REQUIRED**

Select your method of payment. You may pay online via ApplyTexas with a credit card or opt for a different method of payment.

Application fee method of payment:

-    
- MasterCard
- VISA
- American Express
- Diners Club
- Discover
- Cashiers Check or Money order

Please mail your check or money order to:

Texas State University  
The Graduate College  
601 University Dr  
J.C. Kellam, Suite 280  
San Marcos, TX 78666-4684

**IMPORTANT: Include the student's name, semester and Application ID number on the check or money order.**

save and proceed to application submission

12. If all information has been entered correctly, click the “Submit Application Now” button.



**You are about to submit your application for International Graduate Admissions to Texas State University for Fall 2016 with application ID 560204.**

Once you submit your application, you will **not** be allowed to modify it. You may choose not to submit this application at this time, but you must submit your application before Texas State University will receive it.

**Submit Application Now**

*I'll submit my application later. Go to [my applications](#) to view a list of my saved applications.*

13. Allow 2-3 business days for your application to be submitted and reviewed by Texas State University's Office of The Graduate College. Once The Graduate College has processed your application into their university system, you will receive an email from their office regarding the next steps in the application, including instructions on how to submit your required application materials (specifically, your **completed visiting student form** and **TOEFL/IELTS scores**) All application materials or questions should be directed to The Graduate College at the addresses below:

Texas State University  
The Graduate College  
601 University Dr  
J.C. Kellam, Suite 280  
San Marcos, TX 78666-4684

Email: [gradcollege@txstate.edu](mailto:gradcollege@txstate.edu)  
Phone: 512-245-2581