Office of Study Abroad & Exchange Programs
Texas State University

Graduate Exchange Student Application Process Guide

in collaboration with

TEXAS STATE
THE GRADUATE COLLEGE
1. Create or log in to your ApplyTexas account (https://www.applytexas.org/).
2. Fill out each section of the account profile as instructed.

My Account Dashboard - My Profile

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

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 diaritical marks such as accents (’), or tildes (~). Do not use nicknames or abbreviations or common documents sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diaritical 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
FRANCE

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.
4. Click “Start a New Blank Application”
5. Select “create a new graduate school admission application”

Note: Two year colleges do not offer graduate degrees. Graduate school applicants should apply to a four year university.
6. 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.
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 ▼

Spring (Jan - May) 2017

continue

Check the special application information page prepared by Texas State University.

| Address:       | The Graduate College  
|                | 601 University Dr  
|                | J.C. Kellam, Suite 280  
|                | San Marcos, TX 78666-4684 |
| Help Phone #:  | (512) 245-2581 |
| Website:       | Texas State University |
8. Select “Non-Degree/Visiting Applicant” using the drop-down menu as the intended major and click the “Continue” button.
9. Review the deadline and sections required for this application and click the “Continue to my application” button.

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[Image of application checklist]
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)
   - 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: Jan 1 1980
   - 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 abbreviate because this information will be used for your official record if you enroll. Use your full legal name on all documents so you are applying. Please do not include diacritical marks such as accents (´) or tildes (~).
   - Last Name, Family Name or Surname: Smith
   - First Name or Given Name: Jean
   - 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

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
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.
12. If all information has been entered correctly, click the “Submit Application Now” button.
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  
Phone: 512-245-2581