

# Admission

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## Graduate Student Admission Policy

Admission to Graduate Studies is granted to individuals with high promise for success in graduate study, as demonstrated through previous schooling.

All applicants must hold a bachelor's degree or the equivalent from an accredited college or university. Applicants must have adequate undergraduate preparation in their proposed fields of study and show high promise for success in graduate study as demonstrated through previous schooling. As an exception, auditors are not required to have a degree.

The Graduate Admission operates on a rolling admission, that is, the application with required documents are evaluated as submitted on a rolling basis. Doctoral applicants should submit all admission documents by the priority deadline of February 1.

### Application Requirements

- Online application
- Official transcript from all colleges and universities attended
- Two (2) letters of recommendation, preferably from a recent instructor and/or employer [three (3) letters are required for the doctoral program]
- Resume or Curriculum Vitae/C.V.
- Statement of Purpose/Professional goal statement
- Specific essay required for Public Administration and Theology programs

For most graduate programs, the GRE/GMAT/MAT is currently test optional. Refer to the Program Director for questions on the admissions requirements for the specific program. For questions or detailed information on the graduate admission procedures, contact the Graduate Admission Office at 210-436-3101 or [graduate@stmarytx.edu](mailto:graduate@stmarytx.edu).

## International Student Graduate Admissions

Admission to Graduate Studies is granted to individuals with high promise for success in graduate study, as demonstrated through previous schooling and testing. All applicants must hold a bachelor's degree or the equivalent from an accredited college or university. Applicants must have adequate undergraduate preparation in their proposed fields of study and show high promise for success in graduate study as demonstrated through previous schooling and testing.

Please refer to degree programs for specific requirements. In accordance with SEVIS I17 regulations, conditional admittance is no longer be offered to international students.

All international student applicants whose first language is not English must demonstrate proficiency in English by submitting the results of TOEFL or IELTS exam. Test scores may not pre-date the student's application by more than six (6) months. Official scores must be sent directly to St. Mary's University from the testing agency (school code 6637). Whereas applicants from a non-U.S. university in a country where the primary language of instruction is English will have the English language proficiency exam waived. (Refer to St. Mary's website for list of TOEFL exempt countries).

The minimum score for admission to a graduate program is 6.0 on the IELTS exam, except for the MBA require a minimum 6.5 IELTS. Minimum scores for admission to a graduate program on the TOEFL exam is a minimum 80 and the MBA requires a minimum 87 TOEFL. Students who score 6.0 on the IELTS exam or 80-82 on the internet based TOEFL exam will be required to complete English coursework.

English courses must be completed within the first semester(s) of attendance. Students who score a 6.0 on the IELTS or 80-82 on the TOEFL must complete EN 6301 during the first FA/SP semester. If necessary, the graduate program director may require a student with minimum scores to complete EN 6300 during their first FA/SP semester and EN 6301 in the subsequent FA/SP semester. Students who fail to comply may have their admission rescinded. A Designated School Official (DSO) may also cancel/terminate the student's I20 or DS2019 status.

Graduates of U.S. colleges or universities are not required to submit TOEFL or IELTS scores, or demonstrate written competency in English. English language proficiency exams are not required for students who have earned a bachelor's degree or equivalent from a non-U.S. university in a country where the primary language of instruction is English. Requests for waivers or exemptions are reviewed on a case-by-case basis, and are subject to the discretion of the Academic Dean.

### International Graduate Student Admission Requirements

- Online application
- Official transcript from all colleges and universities attended
- Two (2) letters of recommendation, preferably from a recent instructor and/or employer [three (3) letters are required for the doctoral program]
- TOEFL/IELTS (School Code:6637)

- TOEFL – minimum 80 Internet Based (MBA program require a minimum score of 87)
- IELTS – minimum 6.0 (MBA programs requires a minimum score of 6.5)
- Resume or Curriculum Vitae/C.V.
- Statement of Purpose/Professional goal statement
- Specific essay required for Public Administration and Theology programs
- Financial Guarantee
- Copy of Passport