

# Texas A&M University-Commerce

## Graduate Programs in Business & Technology

---

Please return all of the following to the Graduate School as early as possible (for US Citizens at least 30 days before the first class day and for international applicants: Oct 1<sup>st</sup> for Spring semester, Feb 15<sup>th</sup> for Summer semester, & May 15<sup>th</sup> for Fall semester).

A complete file for admission consists of the following; each is described in detail below:

1. Application for admission
2. Transcripts (official)
3. Three letters of recommendation
4. Application letter
5. Current Resume
6. \*Official GMAT/GRE Test Score (if your UGPA is 3.0 or above, this requirement is waived)
7. Official TOEFL Test Score (international students only – scores over two years old may be unacceptable)
8. Application fee
9. Sponsor statement/bank statement (international students only)

---

### Contact Information:

Graduate School  
Texas A&M University-Commerce  
The Graduate School  
P O Box 3011  
Commerce, TX 75429  
[graduate\\_school@tamu-commerce.edu](mailto:graduate_school@tamu-commerce.edu)  
[www.tamu-commerce.edu/gradschool](http://www.tamu-commerce.edu/gradschool)

Graduate Programs in Business & Technology  
Phone: 903.468.3197  
Fax: 903.468.6011  
Toll Free: 1.866.MBA.3899  
[MBA@tamu-commerce.edu](mailto:MBA@tamu-commerce.edu)  
[www.tamu-commerce.edu/graduateprograms](http://www.tamu-commerce.edu/graduateprograms)

---

## 1. The Application Form

The application can be found online at the Graduate School link (above)

## 2. Transcripts

An official transcript from the college or university granting the applicant a degree must be sent to the Graduate School. Applicants are required to have a baccalaureate degree from a regionally accredited institution of higher learning. The minimum UGPA is 3.0 for full admission into the Graduate Programs in Business & Technology.

## 3. Letters of Recommendation

Three letters of recommendation must be submitted. These can be from previous professors, employers, etc. The form is not required; a written & signed letter on company letterhead will suffice.

## 4. Application Letter

This should be a one-page paper outlining your professional and educational background as well as your long-term career objectives.

## 5. Resume

A current resume is requested, specifically describing those activities, honors, or awards that an applicant believes helpful to ensuring success in the Texas A&M University-Commerce Graduate Programs in Business & Technology.

## 6 - 7. Test Score

\*Applicants with a UGPA of less than 3.0 are required to submit either an official GMAT or GRE Score sent directly from the Educational Testing Service.

## 8 – 9. Application Fee & Sponsor Statement

International students are required to submit \$50 for application processing. The application fee for domestic students is \$35. The sponsor statement must be accompanied by a bank statement (International Students only).

