

## Graduate International Student Admissions Process

All admissions for international students are processed through the Graduate School. The International Student Services Office (ISSO) is not involved in the admissions process and we do not process any documents related to admissions. For more information on graduate admissions please click [here](#). **Please remember that ALL documents must be received by the Graduate School before you will be considered for admissions to A&M-Commerce. Incomplete admission files WILL NOT be considered.**

Please note that each academic program/area of study may require additional documents or have different admission deadlines. Please click [here](#) or contact your academic department for more information. If you have any questions during the admissions process, please contact your [Graduate Services Coordinator](#).

- 1) Choose your academic program. For a list of all academic programs offered at A&M-Commerce please click [here](#). Be sure to review the admission deadlines and required documents specific to your academic program.
  - a) College of Arts and Sciences majors click [here](#)
  - b) College of Business and Technology click [here](#)
  - c) College of Education and Human Services click [here](#)
- 2) Complete the [Online Application](#) and pay the \$50 application fee.
  - a) Be sure to pay the application fee at the end of the application process to avoid any delay in your admission.
  - b) Be sure to select the accurate *Applicant Residency Status* to avoid any delays in your admission.
  - c) Newly admitted international students are **ONLY** admitted during the Fall, Spring, and Summer 1 semesters.
  - d) Once you complete the online application you will receive your campus wide ID number and PIN via email within 2 business days and you may check the status of your application and documents you have submitted through [myLeo](#).
- 3) Schedule a date to take the [GRE](#) or [GMAT](#) (as required by your academic department) and the [TOEFL](#) or [IELTS](#). **All test scores MUST be the original sent by the testing facility.** A&M-Commerce's school code is 6188 for the GRE and TOEFL and 7B7X952 for the GMAT. Students who complete the highest level of the English Language Institute at A&M-Commerce with a "B" average or better will have the English proficiency requirement waived.
- 4) Submit the following documents to the Graduate School to the address listed below. **Please remember that ALL documents must be received by the Graduate School before you will be considered for admissions to A&M-Commerce:**
  - a) Official transcripts (with provisional certificate or diploma)
  - b) [Official Sponsor Statement](#)
  - c) A bank statement from the sponsor reflecting a minimum balance of at least \$17500 USD (must be less than one year old)
  - d) 3 letters of recommendation
  - e) Resume or vita
  - f) A personal statement of goals
- 5) Once you have submitted **ALL** of the above required documents your admission file will be forwarded to the academic department to which you applied for review and consideration. The

review process takes an average of two weeks depending upon the academic department and time of the year.

- 6) Once you have been admitted then your admissions file will be forwarded to the ISSO for review and to issue the I-20/DS-2019. This process takes an average of 5-10 business days and we understand the importance of issuing the immigration documents as soon as possible to allow time for the visa interview and to prepare to travel to the U.S. The ISSO will send an email once we have received your admissions file from the graduate school.

Graduate School physical mailing address:  
Texas A&M University-Commerce  
The Graduate School  
2600 S Neal Street  
Commerce, TX 75428