The Graduate Admission Process

The Office of Graduate Studies centrally supports the graduate admission process. All applicants are required to complete and online graduate application. Academic programs make acceptance decisions, and pending final review of academic credentials (and financial status of international applicants), the Office of Graduate Studies will formally admit accepted applicants to the university. The minimum requirements for acceptance to all graduate programs and the basic admission process is outlined below.

1. To be admitted to MU’s graduate programs, an applicant must have:

   ▪ Earned at least a bachelor’s degree or equivalent from a college or university recognized by a regional accrediting agency. Colleges and universities from outside the United States must be recognized as degree granting institutions by their country’s ministry of education.
   ▪ Earned a 3.0 or better grade point average in the last 60 hours of baccalaureate coursework (for applicants with less than a master’s degree).
   ▪ Acceptable TOEFL or IELTS test scores (for international and non-native English speaking applicants only). See this link for more details on test score requirements and waiver request opportunities.

   •  (TOEFL minimums: 550 paper-based, with no sub score below 52; 80 internet-based, with no sub score below 17)
   •  (IELTS minimum: 6.5 academic score, with no sub score below 6.0)

   ▪ International applicants must show minimum level of funding:

     Spring 2016, Summer 2016, Fall 2016: $34,776

     See http://international.missouri.edu/come-to-mu/students/estimated-expenses/ (Graduates) for a breakdown of required minimum funding.

2. As soon as academic programs have reached a decision (Accept or Deny), the academic program should communicate the decision to the Office of Graduate Studies using the “DEPT Application Decision Form”, associated with each applicant record in AY. More information at this link- http://gradschool.missouri.edu/documents/communicating-program-decisions-in-ay.pdf

3. After the Office of Graduate Studies receives the academic program decision, applicant files will be reviewed to ensure the applicants meet minimum requirements for admission. If applicants meet the minimum criteria, the Office of Graduate Studies will communicate the official admission electronically through ApplyYourself. If needed, the Office of Graduate Studies will also issue immigration documents for international applicants.

The Office of Graduate Studies has five Graduate Admission Advisors who each manage applicant files for an alphabetical range based on the first letter of the applicant’s last name. If you have questions or need assistance, please contact the appropriate Admission Advisor listed below.

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<thead>
<tr>
<th>Advisor</th>
<th>Phone</th>
<th>Case Load</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>LeAnne Snow</td>
<td>884-8946</td>
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<td><a href="mailto:snowlm@missouri.edu">snowlm@missouri.edu</a></td>
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<td>Chris Platto</td>
<td>884-2312</td>
<td>S-Z</td>
<td><a href="mailto:plattoc@missouri.edu">plattoc@missouri.edu</a></td>
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(See Next Page)
Below is an outline the responsibilities of applicants, the Office of Graduate Studies and academic programs with regard to the Graduate admission process.

Graduate Admission Flow

**Applicants**

- Complete the **online application** for admission [http://gradstudies.missouri.edu/](http://gradstudies.missouri.edu/)
- Complete all degree program admission requirements (departmental application, etc.)
- Upload all post-secondary transcripts/mark sheets to the Graduate online application (required).
- Request official test scores (GRE, GMAT, MAT) be sent to the Office of Graduate Studies and program.
- Request official test TOEFL or IELTS scores be sent to the Office of Graduate Studies (non-native English Speakers)
- Forward proof of financial support to Office of Graduate Studies, after program acceptance. (foreign applicants only)

**The Office of Graduate Studies**

- Reviews **unofficial transcripts** uploaded by applicants for acceptability. Communicates issues to applicants if needed.
- Forwards all hard-copy supplemental admission materials (resumes, statements of purpose, dept. application, etc.) directly to degree programs.
- Loads all official test scores (e.g. GRE, GMAT, TOEFL, and IELTS) to the application system.
- After degree programs accept applicants and communicate the acceptance decisions to the Office of Graduate Studies, the Office of Graduate Studies will review academic credentials and/or financial documents.
- Communicates via ApplyYourself the official Office of Graduate Studies admission letter and basic registration information (PawPrint/Password), if credentials and/or funding are acceptable.

**Academic Programs**

- Check out the **Toolkit** for application system and admissions resources.
- Forward any hard copy Office of Graduate Studies applications for admission with fees to the Office of Graduate Studies.
- Forward official transcripts/mark sheets to the Graduate Admission Office.
- Review applications, academic credentials and program admission materials to determine fit with program.
- **Communicate decisions** to the Office of Graduate Studies.
- Send a copy of official offer of support to the Graduate Admission Office (for foreign applicants only).
- Communicate by email or mail the official letter of acceptance or denial to applicants **academic program acceptance letters must contain the two phrases below:**
  1. "Please provide official transcripts to the Office of Graduate Studies as soon as possible."
  2. "Pending receipt of your official transcripts and final review and approval by the Office of Graduate Studies, you will be formally admitted to the University"
- Notify the Office of Graduate Studies of any applicant status changes (deferrals, declined offers, etc.).