

ADMISSIONS

PRE-ENROLLMENT RECOMMENDATIONS

Materials Needed for Application

1. The State of Texas Common Application for Public Universities,* available at the following locations:
 - a. www.applytexas.org (Application is submitted electronically.),
 - b. www.tarleton.edu/admissions (printed or on-line version).
2. Official transcripts from high school/colleges previously attended (see next page)
3. Official scores from the Scholastic Aptitude Test (SAT I) or the American College Test (ACT) including the essay writing component,
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4. Application fee \$30 non-refundable, and
5. Section of application form used to determine Texas residency for tuition purposes. Texas residency is determined in accordance with state law. **See p. 38.**

Each of the above items must be received before an application can be evaluated. Other documents may be requested as needed.

*** Used by U.S. citizens and permanent residents to apply for undergraduate admission.**

**** Scores must be on an official high school transcript, or an official college transcript, or sent directly from the testing agency. SAT total consists of Critical Reading (Verbal) and Mathematics only. Test scores must be no more than six years old at the time of admission.**

Materials should be on file well in advance of registration. Students are encouraged to apply on or before the following dates:

Semester	Recommended application date
Fall Semester	November 30 (application based on transcript through junior year) April 28 (application based on transcript through first semester of senior year) July 1 (transfer students)
Spring Semester	December 1
Summer I	May 1
Summer II	June 1

Materials submitted by applicants who do not enroll at Tarleton are destroyed after one calendar year. **If a student applies for one semester and does not attend, he/she must complete a new application and pay the application fee.** Official documents received for a previous term may be added to the new file. If a student has completed work since applying with Tarleton, he/she must provide final official transcripts and/or score reports. If a student applies for admission more than a year after submitting a previous application, he/she will be required to submit the completed application, the application fee, test score reports, and a complete set of transcripts.

Official High School Transcripts

A freshman applicant who has not graduated from high school at the time of application must submit an official transcript indicating grades, projected high school program, projected graduation date, and class rank.

A freshman applicant who has graduated from high school at the time of application and transfer applicants with less than 30 semester hours of college credit must submit an official high school transcript that includes date of graduation. The transcript should also include **class rank** and designation of **recommended or advanced** high school program or an equivalent curriculum if these programs were not available. If the high school does not rank, student must provide a letter from school stating such.

Class rank shall be calculated at the end of the 11th grade, middle of the 12th grade, or high school graduation, whichever is most recent when the application is complete.

If an applicant is accepted during his/her 11th or 12th grade year of high school, he/she must submit an official, **final** high school transcript **upon graduation**. The transcript **must** show final class rank, graduation date (not certification of completion date), and a seal displaying the high school program the student completed. **The final high school transcript must be submitted by the end of the first semester of attendance at Tarleton.**

To be considered official, the high school transcript must bear an **original signature** of a school official and an **original school seal**. **Faxed copies are not official.** Transcripts in a language other than English must be accompanied by an official English translation.

Courses in Progress

Freshman applicants must provide a list of all courses in progress and those yet to be taken in high school. The list should include exact course titles. A copy of the applicant's senior class schedule will fulfill this requirement.

Official College Transcripts

An official transcript is required from every post-secondary institution attended, even if the applicant did not earn credit or receive a course grade from the institution, or the course is not transferable. Course work from one college posted on the transcript of another college will not satisfy this requirement.

For readmission to Tarleton, only those transcripts from institutions attended since the last enrollment at Tarleton State University are required.

Faxed copies are not official. Electronic transcripts are considered official transcripts. Check with sending/receiving institutions for availability. Electronic transcripts take 24 to 48 hours to be received from sending school.

Foreign transcripts must be accompanied by an English translation and an evaluation of course work by a foreign credentials evaluation service. Check with Undergraduate Admissions for information on transcript evaluation services.