



THE UNIVERSITY OF TEXAS AT AUSTIN

SCHOOL OF  
information

School of Information

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# MSIS Admissions Handbook

Admissions Procedures for the MSIS Graduate Program

Rev. 10/31/2019

**Table of Contents**

Overview ..... 2  
MSIS Program Requirements..... 2  
Deadlines..... 2  
Materials for the Graduate School ..... 3  
Forms ..... 3  
Tests ..... 3  
Fees ..... 3  
School of Information Address ..... 4  
Funding Resources ..... 4  
Additional Notes ..... 4

## Overview

Admission to the School of Information MSIS Program requires:

- Meeting the MSIS Program Requirements
- Admission to the Graduate School of the University of Texas.
- Admission to the University of Texas School of Information

## MSIS Program Requirements

Applicants meeting the following specific requirements will receive first consideration:

- The completion of a bachelor's degree from an accredited institution in the United States or proof of equivalent education at a foreign institution
- A grade point average (GPA) of 3.0 or higher (on a scale on which the grade of "A" is equal to 4.0) in all junior- and senior-level upper-division and graduate-level coursework attempted or completed
- A satisfactory score on the Graduate Record Examination General Test (GRE). In the admission-decision process, an applicant's GRE scores are judged in conjunction with his or her GPA. The median GRE (combined Verbal and Quantitative Aptitudes) of School of Information master's-level students in recent years has typically been slightly above 1250 for GRE's taken prior to August 1, 2011 and slightly above 312 for GRE's taken after August 1, 2011. GMAT scores are not accepted.
- Clearly and thoughtfully written statement of purpose.
- Strong letters of recommendation discussing the applicant's academic abilities.

## Deadlines

Note: Please disregard the October 1, deadline indicated on the Texas Common Application.

Semester	Deadline
Fall	February 1st

## Materials for the Graduate School

For complete information about applying to the Graduate School, refer to the [UT Austin Graduate Catalog](#). The catalog is the document of authority for all students.

Note: Please submit official documents to GIAC as far in advance of the deadline as possible to allow for processing time, as there are many students applying for admission through GIAC every semester.

Applicants must submit the following materials to the Graduate and International Admissions Center ([GIAC](#))

## Forms

- The [GIAC](#) application, which is submitted electronically online. This application includes the **statement of purpose, résumé/CV, and three electronic letters of recommendation** that will be used by the School of Information.
- The Statement of Purpose (which is part of the GIAC online application) must include your long-range career objectives and desired program of study.
- One official transcript from every senior college attended. You must request these transcripts from the registrar of each institution.

## Tests

- A copy of the report on your Graduate Record Examinations (GRE) General Test from the Educational Testing Service (ETS), sent directly to the [Office of Admissions](#). GMAT scores are not accepted.
- If you are an international student whose native language is not English, you also must submit a report of your score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), sent directly to the [Office of Admissions](#).
- *Note: If your score on either the GRE or TOEFL/IELTS is no longer available, you will be required to take the appropriate test again.*

## Fees

- The GIAC [application fee](#).

## School of Information Address

Send email to: [Carol Carreon](#)  
School of Information / Admissions  
The University of Texas at Austin  
1616 Guadalupe, #5.202  
Austin, TX 78701-1213

## Funding Resources

For information about funding resources including grants, TAships, and more see [Funding Resources](#).

## Additional Notes

### *Non Degree*

Applicants wishing to do graduate-level coursework without becoming a candidate for an advanced degree may apply for admission to a graduate program as a nondegree graduate student. An application and transcripts of all college coursework should be sent to GIAC; Graduate Record Examinations (GRE) scores are not required.

### *Responsibility*

Once an applicant begins submitting materials, the applicant is solely responsible for following up with the graduate coordinator, [Carol R. Carreon](#) concerning the status of the application.

### *Conditional Admissions*

Once the application process is completed, students who fail to meet one of the requirements for regular admission may be granted conditional admission under strictly controlled criteria and conditions.

### *International Students*

International students whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). There is no institutional code for the IELTS examination. Test takers should provide the following address to have their official score sent to UT Austin:

Graduate and International Admissions Center  
The University of Texas at Austin

P.O. Box 7608  
Austin, Texas 78713-7608

A score of 550 (paper test), 213 (computer-based test), or 79 (internet-based test) on the Test of English as a Foreign Language (TOEFL) **OR** an overall band of 6.5 on the Academic Examination of the International English Language Testing System (IELTS) is considered the minimum acceptable for admission to The University of Texas at Austin and the School of Information.

**NOTE for Internet-based TOEFL takers:** Minimum score requirements on the individual sections of the TOEFL IBT examination may vary depending upon your major and other considerations such as employment as a teaching assistant.

### ***TOEFL or IELTS Waiver Information***

If you hold a bachelor's degree from a U.S. institution or from an institution in another English-only speaking country, you will receive a waiver of the TOEFL or IELTS. **We will not waive the requirement** for the TOEFL or IELTS if you earned only a master's degree from a U.S. institution or from an institution in another English-only speaking country.

The Master in Professional Accounting (MPA) program and the Foreign Language Education program (M.A. and PhD) do **not** waive the TOEFL or IELTS requirement for non-native English speaking applicants who hold a bachelor's degree from a U.S. institution or other English-only speaking country.

Applicants from the following countries do not need to submit a TOEFL or IELTS score:

- American Samoa
- Australia
- Bahamas
- Barbados
- Belize
- Canada (except Quebec)
- Dominica
- Grenada
- Grand Cayman
- Guyana
- Ireland
- Jamaica
- Liberia

- New Zealand
- Trinidad/Tobago
- United Kingdom
- U.S. Pacific Trust

Information concerning TOEFL schedules and test centers may be obtained from U.S. consulates or binational cultural centers in many countries or from the [TOEFL web site](#).

The International English Language Testing System (IELTS) is administered in more than 120 countries and is available off-site in additional countries. [Information about IELTS](#) test dates, locations, and procedures is published online.

The School reserves the right to require a re-administration of the TOEFL in Austin and/or to require an international student to take remedial work in English. The Graduate School offers courses in writing for graduate students for whom English is a second language. The School of Information often recommends that students who need further work with written English take these courses.