

TEXAS A&M UNIVERSITY-COMMERCE, GRADUATE PROGRAM

Procedures for Application to the MFA or MA in Art with an Emphasis in Visual Communication

Students hoping to pursue a graduate degree in art must complete an application packet and meet the Department of Art's requirements for admission. It is important you submit the application prior to submitting the remaining application items. The university must receive all application materials prior to the semester in which the applicant intends to enroll. Once a student's application is complete, the department is allotted two weeks to review the application. While many times the review process is much quicker, please keep the two weeks in mind as you work to gain admission into the program.

1. **APPLY:** Please go to www.applytexas.org to submit your application for the program.
2. **APPLICATION FEE :** The application fee is \$50 for domestic students and \$75 for international students. There are several ways to pay your application fee. Online while applying at ApplyTexas - Online at your myLeo - By calling 903.886.5591 - By mailing a check to the Office of Graduate Studies (address provided below)
3. **TRANSCRIPTS:** Request official transcripts from all institutions you have attended, including all undergraduate and graduate coursework. Your official transcripts can be mailed to the Office of Graduate Studies (address provided below). The Office of Graduate Studies may be able to accept electronic transcripts that are sent directly from the institution. Please contact your Graduate School Coordinator as to whether or not the university can accept electronic transcripts from your previously attended institutions
4. **ELECTRONIC PORTFOLIO:** Portfolio of 20 images, clearly labeled with the applicant's name, title of piece, client, purpose, medium, involvement and date. The portfolio should emphasize the applicant's proposed area of study. (Examples of sites for building an electronic portfolio – SquareSpace.com and Blogger.Com)
5. **RECOMMENDATION LETTERS:** A recommendation letter template is attached to this document. Please note that only one letter of recommendation is required, however you may submit up to three letters of recommendation if you'd like.
6. **STATEMENT OF INTENT:** No more than one page. Please address your interest in the program, as well as your goals for your education and career.

ARE YOU AN INTERNATIONAL STUDENT? *(In addition to the items above)*

7. **TOEFL OR IELTS SCORES:** TOEFL or IELTS Scores – Applicants whose native language is not English are required to submit proof of English proficiency. A minimum TOEFL score of 79 or a minimum IELTS score of 6.0
8. **TRANSCRIPTS & DIPLOMA/CERTIFICATE:** Request official transcripts from all institutions you have attended, including all undergraduate and graduate coursework. You must also submit an official diploma/certificate representing your completed undergraduate studies.
9. **SPONSOR'S STATEMENT & BANK STATEMENT:** These items are not required in order to gain admission into the program. If admitted into the program, these documents will be required for visa purposes. Please visit this form to learn more about this required portion of your application or contact the International Student Services Office.

LETTER OF RECOMMENDATION FOR GRADUATE STUDY IN ART
DEPARTMENT OF ART TEXAS A&M UNIVERSITY-COMMERCE
Procedures for Application to the MFAOR MA in Art with Emphasis in Visual Communication

TO BE COMPLETED BY APPLICANTS:

Name: _____

Address: _____

Email: _____

CWID (if known): _____

Area of Specialization _____

() I request access to this letter.

() I waive access to this letter.

TO BE COMPLETED BY THE SPONSOR:

1. In what context and for how long have you known this applicant?

2. Does the applicant's undergraduate performance suggest potential for graduate study?

() yes () no If no, please elaborate.

3. Please rank the applicant in the following categories.

O=Outstanding, A=Above Average, A=Average, P=Poor, U=Unable to rank

_____ Breadth Of General Education

_____ Work Habits

_____ Educational Background In Art

_____ Speaking Ability

_____ Creativity

_____ Writing Ability

_____ Mastery Of Own Medium

_____ Ability To Problem Solve

_____ Competency In Other Media

_____ Potential As A Teaching Assistant

4. Please use the space below or additional paper for comments about the suitability of this applicant for graduate study.

Name of Sponsor: _____ Date: _____

Signature: _____ Position: _____

Address: _____

Please return your response to Graduate Coordinator, Dayla Burgin at Dayla.Burgin@tamuc.edu or mail form to the Office of Graduate Studies and Research, Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429

Applicant's Signature: _____ Date: _____



Application for Graduate Assistantship
Department of Art
Texas A&M University-Commerce, Commerce, TX 75429-3011

TAMU-C is Equal Opportunity University and complies with all federal requirements prohibiting discriminatory activities. Please visit our [website](#) for more information on the university's graduate assistantship guidelines and policies.

*An assistantship appointment must be preceded by admission to a graduate program.

Name _____ **CWID** _____
Last First Middle/Maiden

Mailing Address _____ **City** _____ **State** _____ **Zip Code** _____
Street or Box

Permanent Address is same as Mailing Address

Permanent Address _____ **City** _____ **State** _____ **Zip Code** _____
Street or Box

Day Phone _____ **Night Phone** _____ **Place of Birth** _____
City/State

Email _____

Citizenship _____ **TOEFL Score** _____
Country (if applicable)

Degree, major, and emphasis seeking _____

Workload desired: Full Time Part Time

Preferred beginning month/year of appointment: Aug. Jan. June July

College/University and Location	Degree Received/Hours	Date

Teaching and/or Professional Certificates held _____

Have you ever held a graduate appointment at TAMU-C? Yes No

If yes, specify date and type of appointment _____

List any other information which may reflect your general qualifications _____

Employment – for the past five years beginning with your most recent position

Position	Employer and Location	Dates

References

Name	Position	Email	Phone
1.			
2.			
3.			

Statements by Applicant

What do you hope to accomplish professionally in the next five years?

What do you hope to accomplish during your tenure as a graduate student at TAMU-C?

For Office Use Only

Approved Disapproved for the following reason(s) _____

Signature of Department Head

Date