Congratulations on your decision to continue your educational pursuits at the University of Texas at El Paso. UTEP offers outstanding academic programs, exciting student life activities, innovative research programs, and great opportunities to gain experience and leadership skills.

Please contact our respective office to get more information.

**Undergraduate Admissions**
Admissions and Recruitment
Academic Services Building 102
915/747-5890
http://www.utep.edu/admit

**Graduate Admissions**
Graduate School
Academic Services Building 223
915/747-5491
http://www.utep.edu/graduate

**Requirements for Undergraduates**

### All Incoming Freshman
All entering freshman must have completed the Recommended Curriculum, see academic catalog for more information.

- Application
- Official high school transcript with GPA, class rank, class size and TAKS scores
- Official SAT or ACT scores
- Accuplacer scores

### Transfer Student
- Application
- Official transcript from each college or university attended

### International Student
- Application and fee ($65)
- Official transcript
- Official transcript from each college or university attended (if applicable)
- Official test scores for the PAA or TOEFL (admission entrance exams)
- SAT or ACT exam scores only if applying for scholarships

### Requirements for Graduate Admission

#### Domestic Students
*For all applicants*
- Application & Fee ($30)
- Official transcripts of all upper division and graduate work from an accredited U.S. institution(s) or the equivalent work and degree from a foreign institution(s).

*Requirements that vary by program*
- Official Standardized Test Scores
- Statement of Purpose
- Letters of Recommendation

#### Mexican National and International Students
*For all applicants*
- Application & Fee ($30 for Mexican Nationals, $65 for other Internationals)
- Diploma, Provisional Certificate, Carta de Pasante or Titulo

- One official transcript with final marks or relación de estudios
- Statement of adequate financial support is needed to prepare an I-20 non-immigrant visa certification form and a copy of your passport, if applicable, to ensure accuracy your I-20 documents.

*Requirements that vary by program*
- Official Standardized Test Scores, most require TOEFL
- Statement of Purpose
- Letters of Recommendation

**Application**

Where do I apply?
Students can apply online at www.applytexas.org or in person by visiting the appropriate office in the Academic Services Building. The Graduate School (ASB 223) or Undergraduate Admissions and Recruitment (ASB 102).

Is there an application deadline or fee?
Applications are accepted for undergraduate admission at all times, however there are priority dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

There is no undergraduate application fee.

Should I also apply for financial aid?
Yes!

- Financial Aid Eligibility requires
Admissant

What do I do now that I am admitted to UTEP?

Now that you are admitted follow this check-list:

- Get your official student ID card at the Miner Gold Card Office (ASB 116).
- Register for your UTEP e-mail (see UTEP email box on lower right of this page for instructions).
- Take Required Placement Tests (as required by Admissions and Recruitment, the Graduate School or your academic advisor) Register for tests at http://testing.utep.edu using your student ID number and date of birth, or by calling 915/747-5009. Free test preparation information and workshops are available at www.academics.utep.edu.
- Get Advised by calling 915/747-5290 for more information.
- Register for New Student Orientation (required for all First-Time Freshmen and International Students) Register at http://orientation.utep.edu (requires student ID number & date of birth) or by calling 915/747-6752.

Tuition - Resident and Non-Resident

What do I need to know about residency status?

The Admissions Office is responsible for determining the official residency of all students. Residency for tuition purposes at UTEP can be established if an applicant has established a domicile in Texas for 12 months immediately preceding registration, has been a citizen or permanent resident of the United States for those 12 months, and if the applicant’s reasons for coming to Texas were primarily non educational. For people who have physically resided in Texas for 12 months prior to enrollment a domicile in Texas is presumed if the person owns real property in Texas, owns a business in Texas, or is married to a person who has established a domicile in Texas. Gainful employment other than work-study and other such student employment can also be a basis for establishing a domicile.

Students who have lived in Texas for three consecutive years prior to enrollment at the University and who have graduated from an accredited Texas High School or who have obtained a GED will be classified as Texas residents. Individuals who have resided, worked, or attended school outside Texas may be required to submit additional documentation to assist in the residency determination.

If these criteria have not been met, the Residency Core Questions (CQ) form available in the Admissions Office (ASB 102) must be completed prior to the beginning of registration to have the tuition status reconsidered. Non resident tuition classification is presumed to be correct until the CQ form has been submitted and approved.

If you do not meet the above requirements for residency, you may still qualify for resident tuition on a semester to semester basis if you fall into one of the following categories. Unless otherwise stated, verification of eligibility for the exemption must be submitted to the Admissions Office PRIOR to the beginning of classes for EACH semester for which the exemption is sought.

1) Recipients of a $1,000 or more competitive University scholarship. Verification must be submitted from the Scholarship Office.
2) Teaching/research assistants and their dependents employed at least half time in a position related to the field of study. The TA/RA verification form must be completed by the academic department and submitted to the Graduate school for graduate students and the Admissions Office for undergraduate students.
3) Active duty NATO and US military personnel and reservists stationed in Texas and their dependents. A verification of duty status form or letter from the military member’s commanding or personnel officer must be submitted. Make sure the student’s name and social security number are included.
4) Faculty employed at least half time by a Texas institution of higher education and their dependents. A letter of verification from the University Human Resources Office must be submitted.
5) Mexican citizens approved for PASE (Programa de Asistencia Estudiantil). Verification of eligibility from the Office of International Programs must be submitted to the Admissions Office prior to registration for each fall semester.
6) Employees and dependents of approved organizations or businesses established in Texas as part of the program of state economic development and diversification. A letter of intent to establish residency in Texas must be filed with the Admissions Office.
7) Residents of the following New Mexico counties bordering on Texas: Dona Ana, Otero, Eddy, Lea, Roosevelt, Curry, Quay, and Union must submit a New Mexico waiver form along with a copy of student’s valid New Mexico diver’s license or state id.
8) Participants in the Academic Common Market.
9) US Foreign Service Officers assigned to posts in Mexico.
10) Non-resident aliens who are residents of Texas based on high school graduation or receipt of a GED (Texas Education Code 54.052).

To ensure tuition and fees assessment and invoicing are at the appropriate rate, all residency questions must be resolved, and verification of status for tuition exemptions should be received by the Admissions Office BEFORE the student begins the registration process.

UTEP email Address
You must activate your “miners.utep.edu” e-mail address. Official University information in regards to grades, deadlines and billing notification are sent to your “miners.utep.edu” e-mail address. To obtain your miners.utep.edu e-mail address, visit my.utep.edu, click on Get Account.