

Texas A&M University-Commerce

Graduate Programs in Business

Please return all of the following documents to the Graduate School as early as possible (for US citizens, at least 30 days before the first class day and for international applicants: Oct. 1st for spring semester, February 15th for summer semester, and May 15th for fall semester).

A complete file for admission consists of the following; each is described in detail below:

1. Application for admission and applicable fee
2. Transcripts (official)
3. One letter of recommendation
4. *Official GMAT/GRE Test Score (can be waived, see details below)
5. Official TOEFL or IELTS Test Score (**international students only** – scores over two years old are unacceptable)

<p>SEND DOCUMENTS to GRADUATE SCHOOL:</p> <p>Transcripts and GRE and/or TOEFL test scores must be official originals; no copies or emails (unless e-script or safe script for transcripts or directly from ETS for GRE or TOEFL). GMAT and IELTS scores may be emailed copies which will be verified through the testing company.</p> <p>MAILING ADDRESS: Texas A&M University-Commerce Graduate Studies PO Box 3011 Commerce, TX 75429</p> <p>Once your application is processed and you have your CWID (student id no. and password), you can electronically upload your letter of recommendation here: https://apps.tamuc.edu/appupload</p> <p>EMAIL ADDRESS: Rebecca.Stevens@tamuc.edu http://www.tamuc.edu/academics/graduateSchool</p>	<p>FOR PROGRAM/DEGREE PLAN INFORMATION:</p> <p>Texas A&M University - Commerce Graduate Programs in Business Phone: 903.468.3197 Fax: 903.468.6011 Toll Free: 1.866.MBA.3899</p> <p>MBA@tamuc.edu http://www.tamuc.edu/academics/colleges/business/</p>
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1. The Application Form and application fee

The Application can be found online here: https://www.applytexas.org/adappc/gen/c_start.WBX

2. Transcripts

ALL official transcripts from any college or university attended. Applicants are required to have a conferred baccalaureate degree from a regionally accredited institution. All transcripts must be official; copies are not accepted. A bachelor's degree overall GPA of 3.0 or higher on a 4.00 scale or its equivalent is required to be considered for full admission.

3. Letter of Recommendation

One professional letter of recommendation must be submitted. This can be from previous professors, employers, etc. There is a form available (attached) however; a written and signed letter on company letterhead will suffice as well.

4. GRE or GMAT

All applicants with a bachelor's degree GPA of less than 3.0 are required to submit either an official GMAT or GRE score. A completed Master's degree will also waive this requirement (transcripts must be submitted for verification).

5. TOEFL or IELTS (International students only)

International students must submit an official TOEFL (79 or higher ibt) or IELTS (6.0 or higher).

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Graduate Programs in Business

RECOMMENDATION FORM

Applicant: Please print or type your name and make necessary number of copies (you will need one with your application).

 Last First M.I. Student ID
 (This must be the name on your application)

TO THE PERSON COMPLETING THIS EVALUATION: The person above is applying for admission to the Graduate Programs in Business at A&M-Commerce. In our consideration of each applicant, we place particular emphasis on comments from individuals whom the applicant has chosen to assess him or her. This recommendation will be used only for admission purposes; it will not be made a part of the student's educational record, and no reference will be made to it for educational purposes after a decision is final on the applicant's admissibility.

NAME OF PERSON COMPLETING THIS FORM: _____

POSITION/TITLE: _____

ORGANIZATION: _____

TELEPHONE: _____ EMAIL: _____

How Long Have You Known The Applicant? _____ years _____ months
 Under What Circumstances Have You Worked With The Applicant? _____

May We Contact You Regarding This Application? YES NO

Describe the applicant's ability to communicate orally and in writing. If applicant is from a non-English speaking country, how well does he or she understand, write, and speak English? _____

What characteristics of the applicant lead you to believe that he/she is ready for graduate level study? _____

Please rate the applicant as compared to his or her peers:

	Top 5%	Top 15%	Top 25%	Top 50%	Lower 50%	Not known
Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning skills/Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Of the attributes and abilities evaluated above, please comment on: (use back of form if necessary)

a) Applicant's area of greatest strength. b) Areas where applicant could use greatest development.

Overall evaluation: Strongly Recommend Recommend Recommend with Reservations Do not Recommend

Please return this form to the student in a sealed envelope with your signature written across the seal so they can make it a part of their application package.

 Signature Date