When you are ready to apply, follow this checklist to make sure you have submitted all the necessary documents:

* Submit the [online application.](https://goapplytexas.org/)  
  *(It's the same form for all degree plans--on the form you will check a box to specify whether you are applying to be an MA, PhD, Special Student, or Certificate Student.)*
* Pay the application fee.
* Have official transcripts sent in from all your previous schools.   
  *(Have transcripts sent to the [Office of Graduate Studies Admissions.)](http://grad.recruit@uta.edu)*
* If you are not a native speaker of English and have not earned a BA or MA at an English-medium institution, you'll also need to submit TOEFL or IELTS scores.   
  *(Test scores should also be sent to the* [*Office of Graduate Studies Admissions*](http://grad.recruit@uta.edu)*.)*

The above four items are all you need when applying for a **Graduate Certificate** or for **Special Student** admission.   
  
But to apply for **MA** or **PhD** programs, send the above four items, plus these additional required materials:

* Three letters of recommendation by people who can attest to your ability to do graduate work.  
  *(Recommenders for MA applicants may include this* [*Request for Recommendation form (pdf)*](https://cdn.web.uta.edu/-/media/project/website/cola/history/academics/graduate/documents/request_recommendation.ashx?revision=7c6dcc96-59db-4c8f-bec2-89313dfc2b3b) *that should be sent directly to our Grad Admission advisor* [*daniel.scarpace@uta.edu*](http://daniel.scarpace@uta.edu)*)   
    
  But PhD applicants should instead have personalized letters written by instructors or by mentors on research projects who can attest to the applicant's work.* ***Please have PhD recommendation letters sent as PDFs*** *to* [*daniel.scarpace@uta.edu*](mailto:daniel.scarpace@uta.edu?subject=Applicant%20Materials)*.*
* Your statement of academic and/or career plans explaining why you selected this program. *(If you did not fill out the section at the end of the online application, MA, Graduate Certificate, and Special Student applicants should send in a 250-word statement to the Department of Linguistics and TESOL (*[*daniel.scarpace@uta.edu*](mailto:daniel.scarpace@uta.edu?subject=Applicant%20Statement)*.)*
* GRE scores.  
  *(Send scores from the general test, which will include Verbal, Quantitative, and Analytical Writing sections. Test scores should also be sent directly to the* [*Office of Graduate Studies Admissions*](http://grad.recruit@uta.edu)*.)*

Applicants for the **PhD** should send the above seven items, plus these final required items:

* An academic writing sample (e.g. a research paper), written in English, containing no more than 25 pages. Please send the sample **as a PDF** to [daniel.scarpace@uta.edu](mailto:daniel.scarpace@uta.edu?subject=Applicant%20Materials).
* Statement of academic and/or career plans explaining why you selected this program.  
  *(In addition to the prose you may have filled out at the end of the online application, PhD applicants should send in a 500-word statement about their research interests* ***as a PDF*** *directly to the PhD advisor* [*daniel.scarpace@uta.edu*](mailto:daniel.scarpace@uta.edu?subject=Applicant%20Materials)*.)*
* Applicants who are applying for an [Dean’s Doctoral Assistantship](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjE8fWXjZPzAhWalGoFHRgNBfoQFnoECAQQAQ&url=https%3A%2F%2Fresources.uta.edu%2Fresearch%2F_documents%2Fgcs_documents%2Fstem-tuition%2FDDA%2520Policy%2520rev%2520July%25202017.pdf&usg=AOvVaw1Stphrgvs9x5dxsPqi1o2c) who are not native speakers of English must submit scores for either the iTOEFL or IELTS (even if they have earned a BA or MA at an English-medium institution) to *the* [*Office of Graduate Studies Admissions*](http://grad.recruit@uta.edu)*.)* Those not applying for funding are still encouraged to send in scores than can provide proof of English proficiency to help bolster their application.