Application Process
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 Apply Texas 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. Additionally, all application items, with the exception of the Electronic Portfolio, should be submitted to the Office of Graduate Studies and Research. Your Electronic Portfolio should be submitted to the MA/MFA Studio Art Graduate Coordinator.

Steps to Apply:
APPLY
Please go to www.applytexas.org to submit your application for the program.

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 Apply Texas; online at your MyLeo account; by calling 903.886.5591; and by mailing a check to the Office of Graduate Studies (Office of Graduate Studies and Research, Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429).

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 (Office of Graduate Studies and Research, Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429). The Office of Graduate Studies may be able to accept electronic transcripts that are sent directly from the institution. Please contact the MA/MFA Studio Art Graduate Coordinator as to whether or not our university can accept electronic transcripts from your previously attended institutions.

ELECTRONIC PORTFOLIO
Portfolio of 20 images, clearly labeled with the applicant’s name, title of piece, medium, dimensions, and date completed. The portfolio should emphasize the applicant’s proposed area of study. (Examples of sites for building an electronic portfolio – SquareSpace.com and Blogger.Com) Your Electronic Portfolio should be submitted to the Office of Graduate Studies and the MA/MFA Studio Art Graduate Coordinator.

RECOMMENDATION LETTERS
A recommendation letter template is attached to this document. Please note that two letters of recommendation are required; however, you may submit up to three letters of recommendation.
STATEMENT OF INTENT
Please address your interest in the program, as well as your goals for your education and career. Please also make clear whether you are applying to the MA or the MFA program, and why.

Evaluation of Application
To evaluate MA/MFA applications, the Graduate Coordinator reviews each application, and then determines a committee of graduate faculty in the applicant’s media to evaluate the prospective student. The greatest emphasis is placed on the quality of the applicant's portfolio, although academic success and letters of recommendation are very important to the overall assessment of potential.

Admission
Upon admission to the MA/MFA program, all students begin with conditional status, allowing for the graduate student to establish themselves in the program. Conditional status will be changed to full admission once the student has completed 12 semester hours of Texas A&M University-Commerce graduate coursework with a graduate GPA of at least 3.0. Failure to achieve a 3.0 GPA after completing 12 graduate hours will result in suspension of the student from further graduate study in any degree program for 3 years.

In addition to the previously described application requirements, International Students must also complete the following:

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 is required.

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.

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 consult the International Student Statement of Finances Form on the Graduate School’s website (http://www.tamuc.edu/academics/graduateSchool/documents/sponsorstatement1.pdf) to learn more about this required portion of your application or contact International Student and Scholar Services (903-886-5097 or New.Intl@tamuc.edu).

GRADUATE COORDINATORS
MA/MFA: STUDIO ART: Brian Weaver brian.weaver@tamuc.edu
MA/MFA: VISUAL COMMUNICATION: Virgil Scott virgil.scott@tamuc.edu
Texas A&M University-Commerce
MA/MFA Graduate Program
ADMISSIONS RECOMMENDATION LETTER REQUEST FORM

To be completed by applicant:

Name _______________________________________________________________

Address __________________________________________________________________

City __________________________ State ___________ Zip code ________________

Email ___________________________________ CWID (if known) ________________

Area of Specialization ______________________________________________________

☐ MA Program in Studio Art            ☐ MFA Program in Studio Art

☐ I request access to this letter.      ☐ I waive access to this letter.

Applicant’s Signature ___________________________ Date____________________

To be completed by the Recommender:

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

____________________________________________________________________________

Does the applicant’s undergraduate performance suggest potential for graduate study?

☐ yes            ☐ no If no, please elaborate:

____________________________________________________________________________

____________________________________________________________________________

Please rank the applicant in the following categories.

5 = Outstanding     4 = Above Average     3 = Average     2 = Poor     1 = Unable to rank

<table>
<thead>
<tr>
<th>BREADTH OF GENERAL EDUCATION</th>
<th>WRITING ABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORK HABITS</td>
<td>ABILITY TO PROBLEM SOLVE</td>
</tr>
<tr>
<td>EDUCATIONAL BACKGROUND IN ART</td>
<td>COMPETENCY IN OTHER MEDIA</td>
</tr>
<tr>
<td>SPEAKING ABILITY</td>
<td>POTENTIAL AS A TEACHING ASSISTANT</td>
</tr>
<tr>
<td>CREATIVITY</td>
<td>MASTERY OF OWN MEDIUM</td>
</tr>
</tbody>
</table>
Texas A&M University-Commerce  
MA/MFA Graduate Program  
ADMISSIONS RECOMMENDATION LETTER REQUEST FORM

Name ____________________________________________

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

Name of Recommender ________________________________________________________________

Signature ___________________________________________ Date ____________________________

Position/Title _______________________________________________________________________

Address ___________________________________________________________________________

City _______________________________ State _______________ Zip Code _______________

Please return letter to Graduate School Coordinator, Rebecca Stevens  
(rebecca.stevens@tamuc.edu) or mail to the Office of Graduate Studies and Research, 
Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429.