Mays Business School ● Texas A&M University
MS – Management Information Systems (MS-MIS)
Fall 2022 Admissions Checklist

Congratulations on being admitted to the MS-MIS program at Texas A&M University! Now that you've been admitted, please use the following checklist to ensure you complete all the necessary steps toward your enrollment. Tasks must be completed in order.

☐ **1. Create/Activate your NetID.** Your NetID is your username needed to access many university resources at TAMU. You'll need your Universal Identification Number (UIN) which you will soon receive via email from Texas A&M University to create/activate your Net ID. Please use caution when creating a NetID since this will also serve as your TAMU e-mail ID. We recommend using some version of your name since your e-mail address will be used in communication with TAMU and with potential employers. https://applicant.tamu.edu/

☐ **2. Accept Offer of Admission**. Log into the **Howdy Portal** and accept offer of admission.
In the Howdy Portal: **Applicant Tab ➡ Manage Applications Channel**
(See page 3 for step-by-step instructions)

☐ **3. Pay your admissions deposit** to hold your seat in the class. The deadline for submitting admissions deposits is **April 15, 2022**. We will notify you via e-mail within a week of the date your deposit is received. There is no need for you to contact us to let us know you've paid your deposit.

http://mays.tamu.edu/ms-management-information-systems/application-process/#DEPOSIT

☐ **4. Submit official test scores (GRE, GMAT, TOEFL, IELTS, PTE)**, as applicable, to TAMU. To check to see if your official scores have been received by TAMU, login to Howdy and click on "My Profile" in the My Information channel. Then click on "Prior Education and Testing." If your official scores have been received, they will appear here.

☐ **5. Arrange to get all required immunizations** and submit necessary documentation to TAMU.
http://shs.tamu.edu/immunizations

☐ **6. Submit official undergraduate transcripts to TAMU.**
Domestic students: Have your undergraduate institution submit transcripts NOW.

Texas A&M students: No need to send your undergraduate transcript. We already have it.

International students: Bring your official (original) mark sheets, consolidated transcripts, and degree certificates to the INFO Student Services Office (SSO) upon your arrival on campus. The documents submitted to TAMU must be the same documents that were provided to WES.

FINANCIAL AID OFFERS

Financial aid offers will be distributed via e-mail in mid-March. Offer letters will need to be signed and returned to the INFO Student Services Office by April 15, 2022.

INTERNATIONAL STUDENTS ONLY

In addition to following the steps outlined on the previous page, please be mindful of the I-20 process. Failure to follow these instructions and complete the necessary tasks in the proper order will cause a delay in the processing and delivery of your I-20.

Before beginning I-20 process:

☐ **1. Accept Offer of Admission**. Log into the **Howdy Portal** and accept offer of admissions.

In the Howdy Portal: **Applicant Tab ➡ Manage Applications Channel**

(See page 3 for step-by-step instructions)

☐ **2. Pay your admissions deposit.** (Summer admits: Then wait to receive summer offer letter from Meaghan before proceeding to #3.)

☐ **3. Submit official test scores.** If not submitted, your I-20 will indicate that you are not English language proficient.

☐ **4. Upload financial documents into Terra Dotta** to begin the process of obtaining your I-20. Please note that as a first-time user of the Terra Dotta system, you will need to start your initial I-20, transfer, or DS-2019 request in the system before logging-in. You will be instructed to log-in after starting the request. http://iss.tamu.edu/Prospective-Students . You will receive further instructions from the MS-MIS program regarding the I-20 request process.

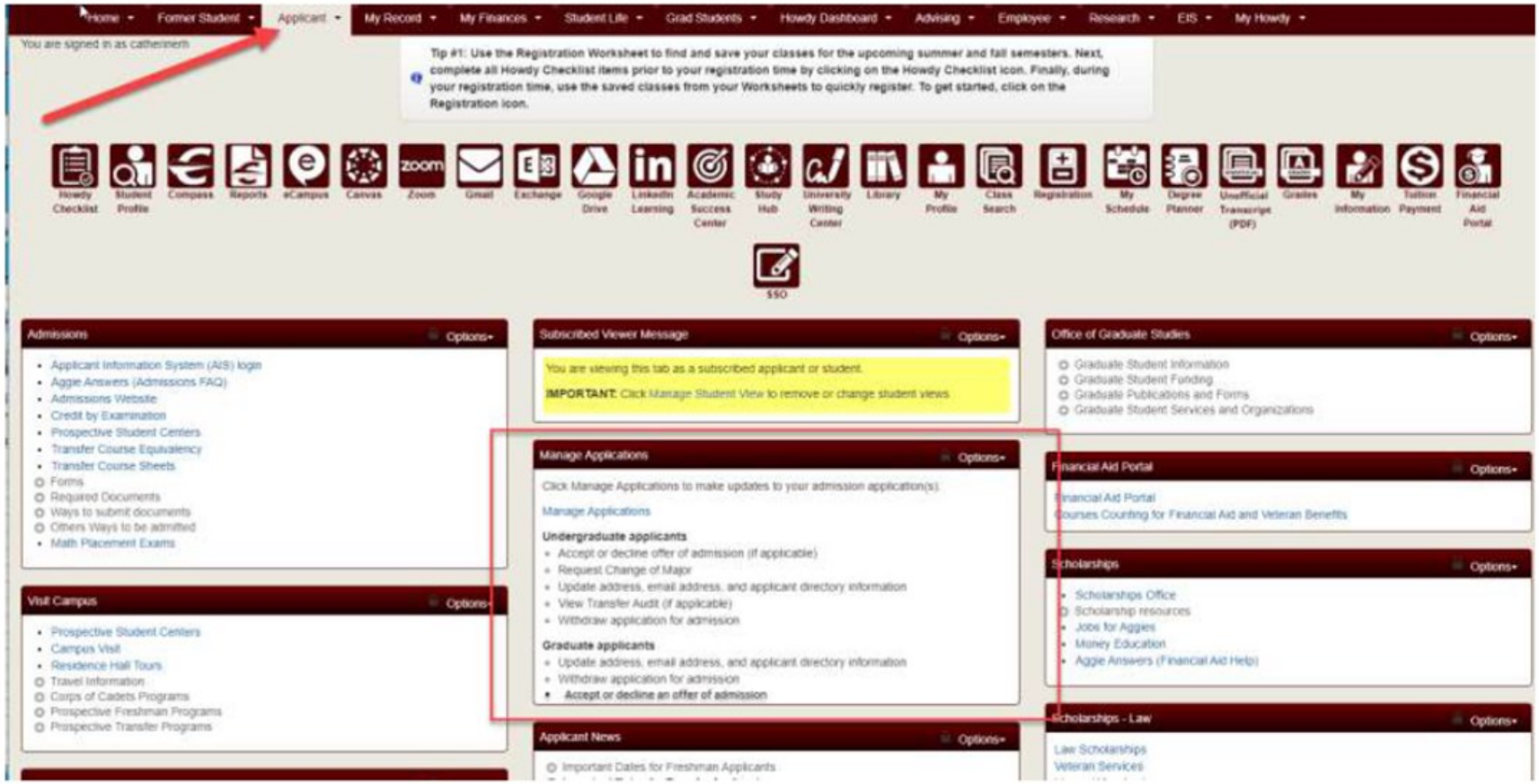
☐ **5.** For the purpose of qualifying for Graduate Assistantship – Teaching (GAT) positions, **official** TOEFL or IELTS scores are required. **Official scores must be on file by March 1, 2022** in order for you to be eligible for a GAT position.

See http://mays.tamu.edu/msmre-application-instructions/#TESTSCORES for submission instructions.

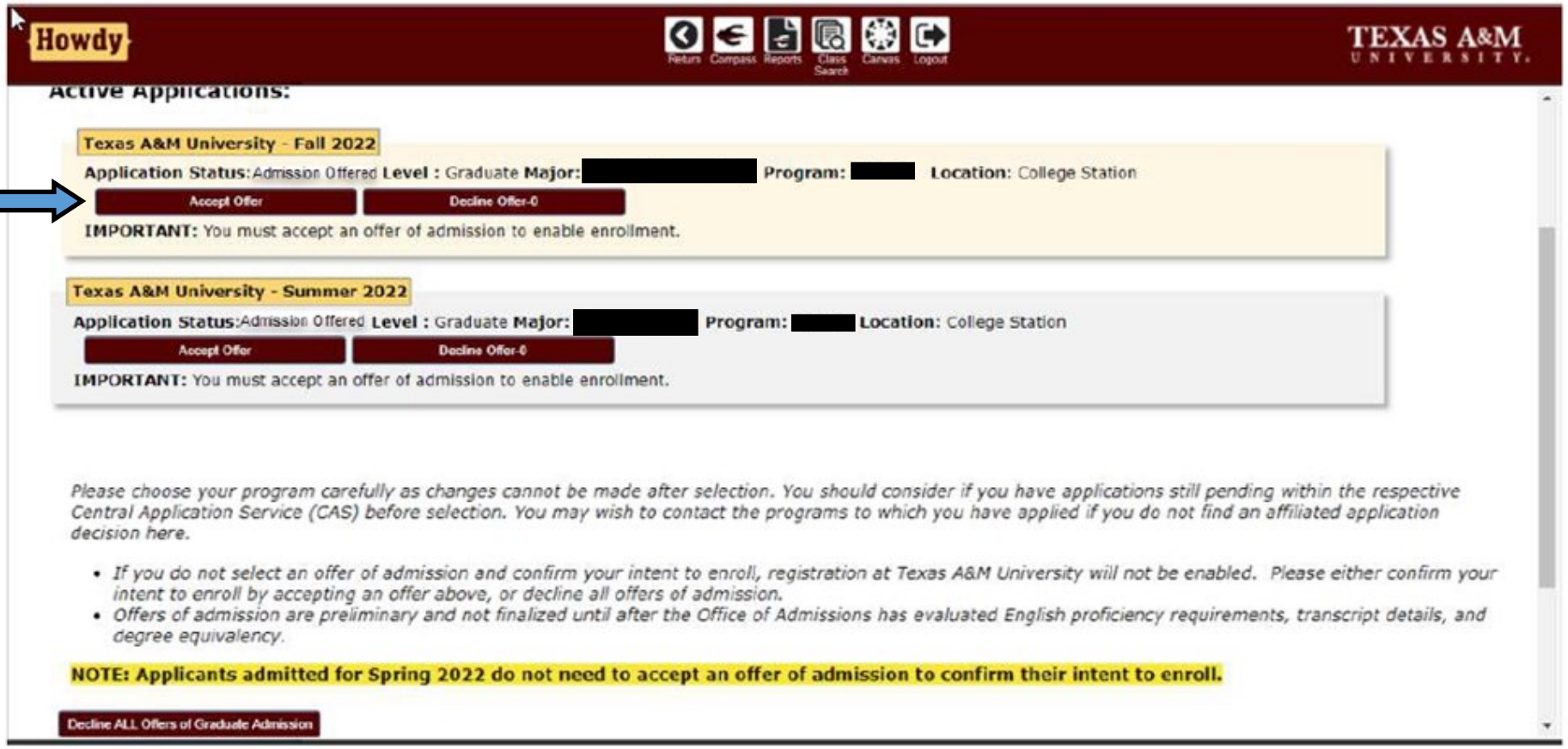
See http://mays.tamu.edu/ms-management-information-systems/financial-aid/ for minimum standards of English language proficiency for serving as a Graduate Assistant.

Accepting Offer of Admissions:

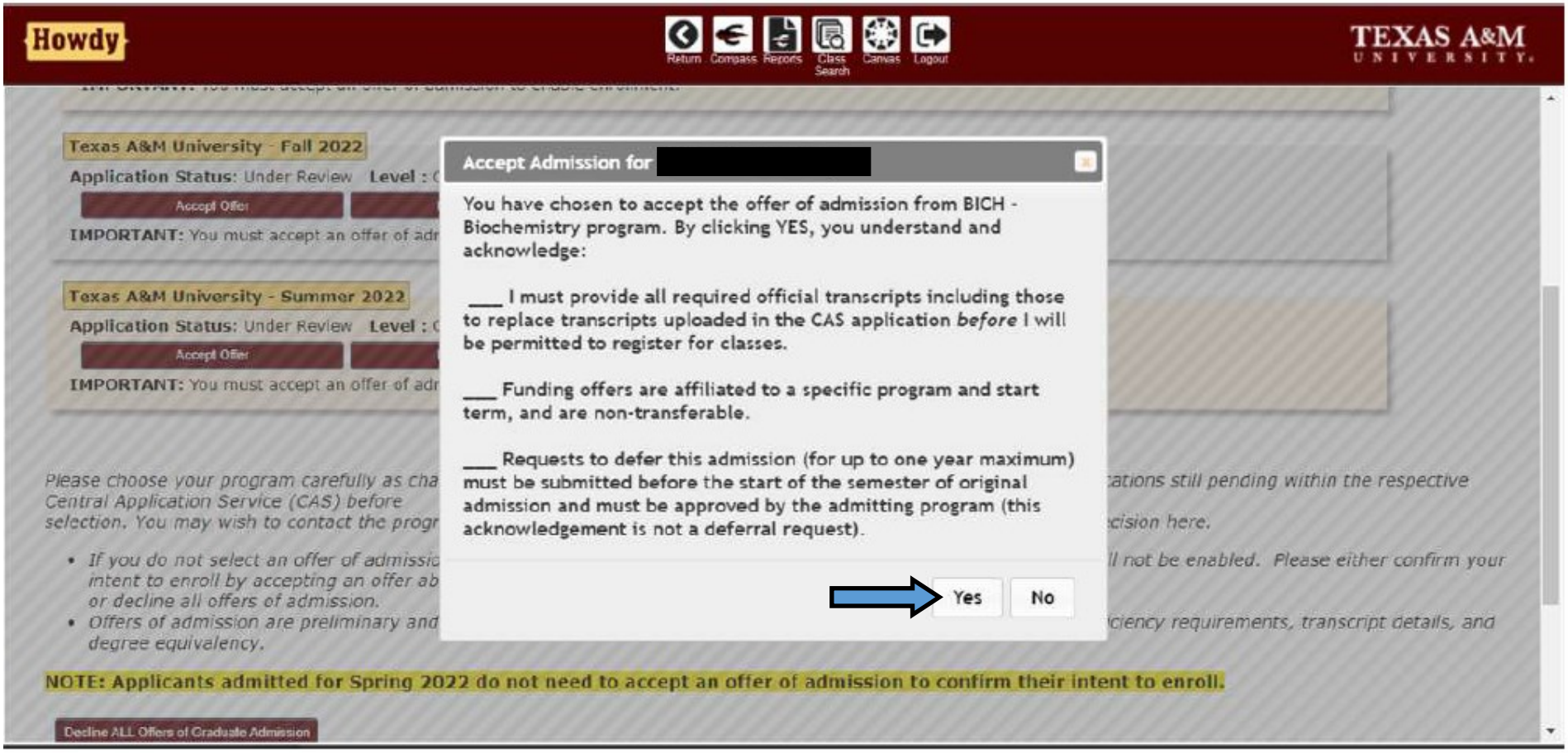
After you have created your Net Id, log into the Howdy Portal. Go to the **Applicant Tab** and then **Manage Applications Channel**.



Your offer of admission will display under Active Applications:



Once you accept an offer of admissions, you must then agree to these statements:



Please note: We do <u>not</u> offer deferrals for our MS-MIS Program.