

**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**.

The screenshot shows the Howdy Portal interface. At the top, a navigation bar includes links for Home, Former Student, Applicant (highlighted with a red arrow), My Record, My Finances, Student Life, Grad Students, Howdy Dashboard, Advising, Employee, Research, ERS, and My Howdy. Below the navigation bar, a message states "You are signed in as catherineh". A tip box provides instructions on using the Registration Worksheet. A row of icons represents various services, including Howdy Checklist, Student Profile, Compass, Reports, eCampus, Canvas, Zoom, Gmail, Exchange, Google Drive, LinkedIn Learning, Academic Success Center, Study Hub, University Writing Center, Library, My Profile, Class Search, Registration, My Schedule, Degree Planner, Unofficial Transcript (PDF), Grades, My Information, Tuition Payment, and Financial Aid Portal. The main content area is divided into several sections: Admissions (with links like AIS login, Aggie Answers, Admissions Website, etc.), Subscribed Viewer Message (a yellow box stating the user is viewing as a subscribed applicant or student), Office of Graduate Studies, Financial Aid Portal, Scholarships, and Applicant News. The "Manage Applications" section is highlighted with a red box and contains instructions for undergraduate and graduate applicants to accept or decline offers of admission.

Home - Former Student - **Applicant** - My Record - My Finances - Student Life - Grad Students - Howdy Dashboard - Advising - Employee - Research - ERS - My Howdy

You are signed in as catherineh

Tip #1: Use the Registration Worksheet to find and save your classes for the upcoming summer and fall semesters. Next, complete all Howdy Checklist items prior to your registration time by clicking on the Howdy Checklist icon. Finally, during your registration time, use the saved classes from your Worksheets to quickly register. To get started, click on the Registration icon.

Howdy Checklist Student Profile Compass Reports eCampus Canvas Zoom Gmail Exchange Google Drive LinkedIn Learning Academic Success Center Study Hub University Writing Center Library My Profile Class Search Registration My Schedule Degree Planner Unofficial Transcript (PDF) Grades My Information Tuition Payment Financial Aid Portal

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**Admissions** Options+

- Applicant Information System (AIS) login
- Aggie Answers (Admissions FAQ)
- Admissions Website
- Credit by Examination
- Prospective Student Centers
- Transfer Course Equivalency
- Transfer Course Sheets
- Forms
- Required Documents
- Ways to submit documents
- Other Ways to be admitted
- Math Placement Exams

**Subscribed Viewer Message** Options+

You are viewing this tab as a subscribed applicant or student.

**IMPORTANT:** Click Manage Student View to remove or change student views

**Office of Graduate Studies** Options+

- Graduate Student Information
- Graduate Student Funding
- Graduate Publications and Forms
- Graduate Student Services and Organizations

**Financial Aid Portal** Options+

Financial Aid Portal

Courses Counting for Financial Aid and Veteran Benefits

**Scholarships** Options+

- Scholarships Office
- Scholarship resources
- Jobs for Aggies
- Money Education
- Aggie Answers (Financial Aid Help)

**Scholarships - Law** Options+

Law Scholarships

Veteran Services

**Manage Applications** Options+

Click Manage Applications to make updates to your admission application(s)

[Manage Applications](#)

**Undergraduate applicants:**

- Accept or decline offer of admission (if applicable)
- Request Change of Major
- Update address, email address, and applicant directory information
- View Transfer Audit (if applicable)
- Withdraw application for admission

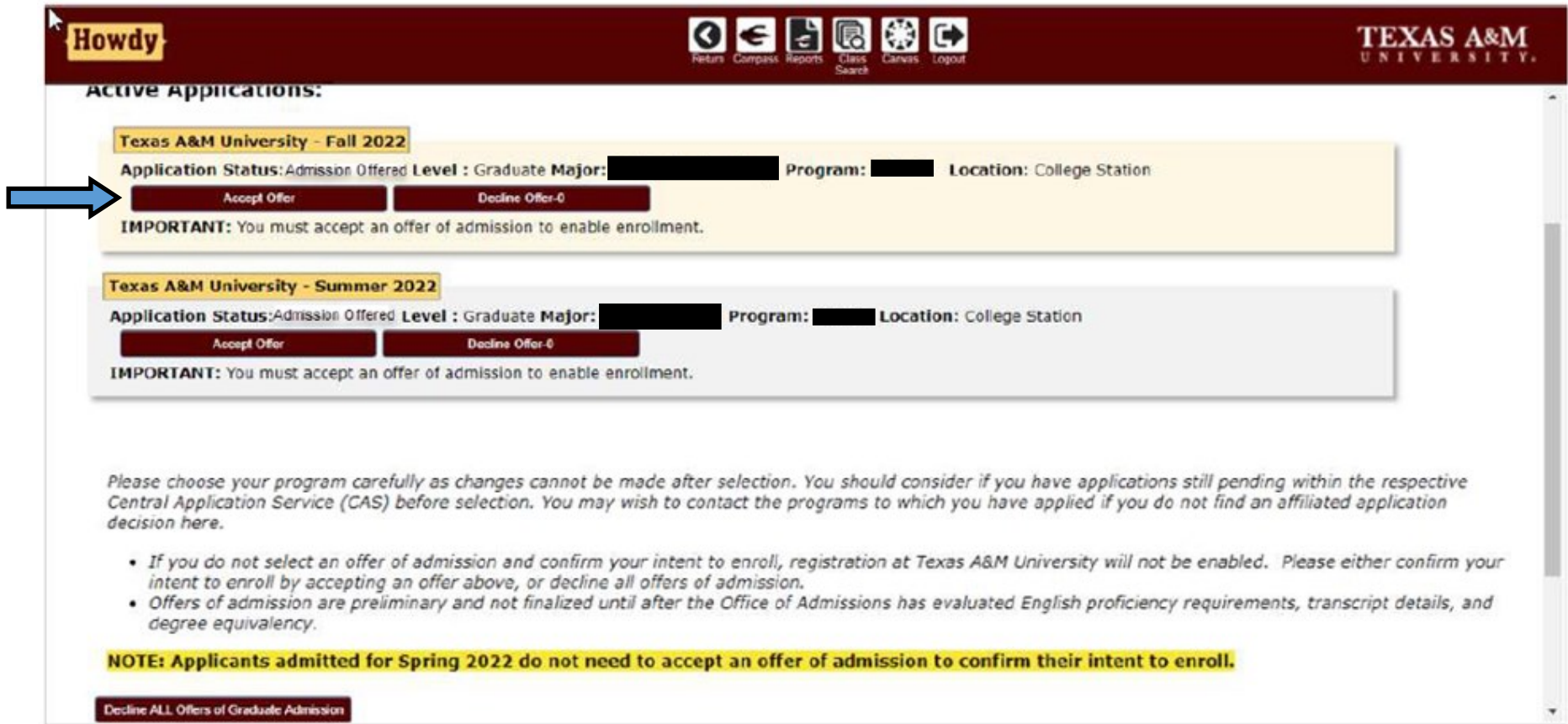
**Graduate applicants:**







- Update address, email address, and applicant directory information
- Withdraw application for admission
- Accept or decline an offer of admission

**Applicant News** Options+

• Important Dates for Freshman Applicants

Your offer of admission will display under Active Applications:



**Howdy**       **TEXAS A&M UNIVERSITY.**

**Active Applications:**

**Texas A&M University - Fall 2022**

Application Status: Admission Offered Level : Graduate Major: [REDACTED] Program: [REDACTED] Location: College Station

[Accept Offer](#) [Decline Offer-0](#)

**IMPORTANT:** You must accept an offer of admission to enable enrollment.

**Texas A&M University - Summer 2022**

Application Status: Admission Offered Level : Graduate Major: [REDACTED] Program: [REDACTED] Location: College Station

[Accept Offer](#) [Decline Offer-0](#)

**IMPORTANT:** You must accept an offer of admission to enable enrollment.

Please choose your program carefully as changes cannot be made after selection. You should consider if you have applications still pending within the respective Central Application Service (CAS) before selection. You may wish to contact the programs to which you have applied if you do not find an affiliated application decision here.

- If you do not select an offer of admission and confirm your intent to enroll, registration at Texas A&M University will not be enabled. Please either confirm your intent to enroll by accepting an offer above, or decline all offers of admission.
- Offers of admission are preliminary and not finalized until after the Office of Admissions has evaluated English proficiency requirements, transcript details, and degree equivalency.

**NOTE: Applicants admitted for Spring 2022 do not need to accept an offer of admission to confirm their intent to enroll.**

[Decline ALL Offers of Graduate Admission](#)



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

The screenshot shows the Texas A&M University application portal. At the top, there is a navigation bar with the 'Howdy' logo, a set of icons for 'Return', 'Compass', 'Reports', 'Class Search', 'Canvas', and 'Logout', and the 'TEXAS A&M UNIVERSITY' logo. The main content area displays two sections for 'Texas A&M University - Fall 2022' and 'Texas A&M University - Summer 2022'. Each section shows the 'Application Status: Under Review' and 'Level: C'. Below each status, there is an 'Accept Offer' button. A modal dialog box titled 'Accept Admission for [redacted]' is open in the center. The dialog contains the following text: 'You have chosen to accept the offer of admission from BICH - Biochemistry program. By clicking YES, you understand and acknowledge:'. It then lists three statements, each preceded by a checkbox: 'I must provide all required official transcripts including those to replace transcripts uploaded in the CAS application before I will be permitted to register for classes.', 'Funding offers are affiliated to a specific program and start term, and are non-transferable.', and 'Requests to defer this admission (for up to one year maximum) must be submitted before the start of the semester of original admission and must be approved by the admitting program (this acknowledgement is not a deferral request)'. At the bottom of the dialog, there are 'Yes' and 'No' buttons. A blue arrow points to the 'Yes' button. In the background, there is a note about Spring 2022 applicants and a 'Decline ALL Offers of Graduate Admission' button.

Howdy

Return Compass Reports Class Search Canvas Logout

TEXAS A&M UNIVERSITY

Texas A&M University - Fall 2022

Application Status: Under Review Level: C

Accept Offer

IMPORTANT: You must accept an offer of admission to be permitted to register for classes.

Texas A&M University - Summer 2022

Application Status: Under Review Level: C

Accept Offer

IMPORTANT: You must accept an offer of admission to be permitted to register for classes.

Please choose your program carefully as changes to your program selection will not be enabled. Please either confirm your selection or decline all offers of admission.

- If you do not select an offer of admission, you will not be enabled. Please either confirm your selection or decline all offers of admission.
- Offers of admission are preliminary and subject to change.

NOTE: Applicants admitted for Spring 2022 do not need to accept an offer of admission to confirm their intent to enroll.

Decline ALL Offers of Graduate Admission

Accept Admission for [redacted]

You have chosen to accept the offer of admission from BICH - Biochemistry program. By clicking YES, you understand and acknowledge:

- ☐ I must provide all required official transcripts including those to replace transcripts uploaded in the CAS application before I will be permitted to register for classes.
- ☐ Funding offers are affiliated to a specific program and start term, and are non-transferable.
- ☐ Requests to defer this admission (for up to one year maximum) must be submitted before the start of the semester of original admission and must be approved by the admitting program (this acknowledgement is not a deferral request).

Yes No

Please note: We do not offer deferrals for our MS-MIS Program.