

# Application for Graduate Admission Update

**Directions:** An updated official transcript must be submitted if a full semester has passed and grades have been earned at another institution. **Paid application fees are good for only one (1) academic year from the date of initial receipt.**

**How to Submit Form:** Applicants must submit this form by e-mail to [graduate.documents@utsa.edu](mailto:graduate.documents@utsa.edu). This form must be submitted prior to the application deadline for the semester you are applying to.

**Deadlines:** This form must be submitted prior to the admission application deadline for the program and semester you are applying to. You can find these deadlines at [graduateschool.utsa.edu](http://graduateschool.utsa.edu). If you are using this form to apply after the application deadline of a specific program, it is at the program faculty's discretion as to the date the form will be accepted as long as the semester has not started.

**Please Note:** Applicants whose files are not completed by the deadline or formally awarded an exception will not be considered for admission to UTSA for the semester to which they applied.

## SECTION 1: APPLICANT INFORMATION

Name: \_\_\_\_\_ Student ID (if applicable): \_\_\_\_\_ Email: \_\_\_\_\_

Term and year for which application was originally submitted/admitted: \_\_\_\_\_

Please indicate the change you are requesting:

## SECTION 2: CHANGE OF ADMISSION TYPE

**Note:** Change in Admission Type/Program may result in admission status change and document requirements.

My current Admission Type on the Application:  and current Admission Program: \_\_\_\_\_

The Admission Type I want to change is:  and Program I want to change to: \_\_\_\_\_

## SECTION 3: CHANGE OF ADMISSION TERM

**Note:** Your application for admission is good through one (1) academic year. Those students wanting to change their entry term for a longer period of time must re-apply for admission.

Change Term to: \_\_\_\_\_ Have you or will you be attending another college/university? Yes No

If yes, please indicate which institution: \_\_\_\_\_

## SECTION 4: APPROVAL TO APPLY PAST THE PUBLISHED DEADLINE

Students who miss an application deadline may be approved by a program to apply after the deadline. Students must discuss any potential exceptions directly with the advisor for that program.

Term: \_\_\_\_\_ Program: \_\_\_\_\_ Admission Type:

