

The University of Alabama in Huntsville
Graduate School

APPLICATION CHECKLIST – GETTING STARTED

1) Online Application

Let us know you are coming! Online and paper applications can be found at:
<http://www.uah.edu/admissions>. Return paper applications to the Graduate School.
Address provided under Transcripts.

Pay Application Fee

Domestic & International: \$60.00

UAH Alumni: \$30.00

Fee is nonrefundable and may be paid by personal check or credit card, either online or in person at the time you submit your application. Cash is not accepted.

2) Transcripts

Send official transcripts to UAH from any university you have previously attended.
Mail to:

UAH Graduate Admissions
301 Sparkman Drive
Huntsville, AL 35899

3) Complete your Entrance Exam

GRE/GMAT/MAT official scores must be sent directly to UAH by the testing agency.

GRE (Science, Engineering, Business)

o Minimum score: 300 verbal and quantitative and a 3.0 on analytical writing

o <http://www.taketheGRE.com>

o *Institutional code: 1854*

GMAT (Business)

o Minimum score: 500

o <http://www.mba.com/gmat>

MAT (Humanities, & Social Sciences)

o Minimum score: 410

o <http://www.milleranalogies.com>

TOEFL or IELTS (Non-Native English Speakers)

o TOEFL (iBT): all sub-scores ≥ 18 OR

o IELTS: all sub-scores ≥ 6.0

o <http://www.ets.org/toefl>

o <http://www.ielts.org>

Important: Department standards may be higher and these minimum scores do not guarantee admission. Program committees will not consider your application until all documents are received. Please contact the department or program website for any additional required documents (letters of recommendation).

DOMESTIC APPLICATION DEADLINES

Provided below are priority domestic application deadlines. Any application received after these dates will still be evaluated, but an admission decision for semester of choice is not guaranteed. Submit your application as early as possible to be the most competitive and to receive the greatest selections of classes.

Business, Education, Engineering,
Arts, Humanities, & Social Sciences, and Science*:

- o Spring Admission Deadline: October 15
- o Summer Admission Deadline: March 15
- o Fall Admission Deadline: June 1

Nursing:

- o Once a year deadline for all Nursing programs for Fall Admission: April 1
- o DNP only Spring Admission: Nov 1

*Biotechnology applicants, please check directly with department for their admission deadlines.

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INTERNATIONAL APPLICATION DEADLINES

UAH is proud to be the home to students from over 70 countries worldwide. International applicants (currently living outside of the U.S.) are encouraged to apply early in order to process immigration paperwork in time for admission deadlines. Dates below are priority deadlines. Applications received after these dates will still be evaluated, but an admission decision for semester of choice is not guaranteed. Submit your application as early as possible to be the most competitive and to receive the greatest selections of classes.

All Programs but Nursing:

Spring

- Sept. 1 (if currently living outside the United States)
- Oct. 15 (if currently living inside the United States)

Summer

- Feb. 1 (if currently living outside the United States)
- Mar. 15 (if currently living inside the United States)

Fall

- Apr. 1 (if currently living outside the United States)
- June 1 (if currently living inside the United States)

Nursing Only:

- Once-a-year deadline for all Nursing programs for Fall Admission: April 1
- DNP only Spring Admission: November 1

If your native language is not English, you will need to submit proof of English proficiency in the form of a TOEFL or IELTS official score report. See previous page for required minimum scores. These scores must be less than two years old at the time of anticipated enrollment at UAH.

International students must provide an original, notarized Affidavit of Financial Support Form as evidence of sufficient finances to cover fees and personal expenses while attending UAH: <http://bit.ly/UHAAffidavitSupport>. The completed affidavit must be submitted along with an original bank letter from your or your sponsor's bank indicating that the amount of funds in the account will cover the estimated annual cost for international graduate students. These documents are required for UAH to issue the I-20 form to International graduate students.

If your bachelor's degree was earned from a foreign country, and your transcripts are not in English or are not easily evaluated for U.S. equivalency, you may be requested to provide a course-by-course evaluation of your transcripts. If you are asked, the agency you choose must send the official evaluation directly to the UAH Office of Graduate Admissions before your application materials are sent to the College of Business for review for admission.

UAH only recognizes the following evaluation agencies:

[World Education Services \(WES\)](#) | [Josef Silny and Associates](#) | [Lisano International](#)

ONLINE PROGRAMS FOR INTERNATIONAL STUDENTS

International students who wish to complete an online degree, without physically attending The University of Alabama in Huntsville must notify our office immediately upon submission of your application. All admission documentation is still required to enroll in an online program except the affidavit of financial support.

Emails should be sent to: Linda.Clugstone@uah.edu with the subject "International Student Online Program." For more information regarding our eligible online programs, please visit our webpage: <http://www.uah.edu/online-learning>

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TUITION

UAH offers block tuition which allows students to pay a flat rate per semester up to a limited number of hours instead of paying by the credit hour. Full-time enrollment for graduate students is 9-12 hours per semester.

Tuition rates are available in the following categories: Resident, Non-Resident, and 100% Online/Distance Learner Rate.

Tuition is subject to change without prior notice. For more information regarding tuition and fees, please visit the bursar's website: <http://www.uah.edu/bursar/tuition>

FREQUENTLY ASKED QUESTIONS

Q. How can I find out the status of my application?

A. Applicants may request their status by emailing the appropriate admissions staff:

U.S. citizens may email Kim Gray (grayk@uah.edu)

International students may email Linda Clugstone (llc0006@uah.edu).

Additionally, online applicants may return to their online application account to check their status. The online status will indicate what documents the admissions staff have received, e.g. transcripts, test scores, etc.

Q. May the GRE or MAT be waived?

A. If you graduated from an accredited college or university five or more years ago and have not been subsequently enrolled since that time, AND if you have a record of consistent professional achievement as documented on a submitted resume, the GRE/GMAT/MAT requirements might be waived upon recommendation of the department or program chair. The final decision is made by the Graduate Dean. You must submit a written request for a waiver to be sent to the Office of Graduate Admissions.

If you have an advanced degree from the United States, the GRE/GMAT/MAT scores might be waived. You should also submit a written request for the waiver and send it to the Graduate School.

Q. I am a non-native English speaker. May the TOEFL or IELTS be waived?

A. If you have a bachelor's or an advanced degree from the United States, the TOEFL/IELTS scores will be waived. You do not need to submit a waiver request.

Q. I am an international student. Do I need Health Insurance?

A. Admitted international students must purchase Health Insurance from the UAH Student Development Office for each semester enrolled. The current cost for single person coverage is approximately \$524 per semester. Family coverage may be purchased at an additional cost. This insurance is available but not required for students not on F-1 or J-1 visas.

Q. How long does it take to process my application?

A. Your application packet will be forwarded to the department for review for admission only after all official documents have been received (excluding financial documents for international students). Departments will generally make an admission recommendation to the Graduate Dean within 2-3 weeks. Upon receipt of the departmental recommendation, the Graduate Dean will review the recommendation and make his/her decision usually within a day or two.

Q. How do I add a master's program to my Ph.D. program?

A. You must apply to the master's program you are interested in by completing and submitting a printed/downloadable application to the Graduate School. Submitting a paper application will allow you to apply without paying the application fee.

Q. How many hours do I register for?

A. Full-time registration (required for F-1 and J-1 visa holders) is 9-credit hours/semester (fall and spring). Summer full time registration is 6 hours.

Q. How do I get a Graduate Teaching or Graduate Research Assistantship?

A. Graduate Teaching and Research Assistantships (GTA or GRA) are awarded by individual departments and programs. Please contact departments and/or faculty directly for availability of openings in your area and application.

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Q. How much do assistantships pay?

A. A full-time GTA or GRA (20 hours/week) typically covers full tuition benefits, a stipend and the international student fee for those students on F-1 visas. Stipend rates vary from department to department. Students should check with specific departments or faculty members regarding the actual stipend amount available.

Q. Where can I learn more about financial aid?

A. Visit our Financial Aid website for information on Scholarships, Work-Study Programs, Federal Loans, Assistantships, Fellowships, and Veterans Benefits: <http://www.uah.edu/admissions/graduate/financial-aid>

Also check with your employer to see if they provide tuition reimbursement assistance.

RESIDENCY

Questions regarding resident and nonresident status should be directed to the Office of Academic Records.
(256) 824-7777

FOR MORE INFORMATION

Contact Graduate Admissions
301 Sparkman Drive
Huntsville, AL 35899
(256) 824-6002

HELPFUL WEBSITES

UAH Homepage
<http://www.uah.edu/>

UAH Graduate School
<http://www.uah.edu/graduate>

UAH Office of the Registrar
<http://www.uah.edu/registrar>

UAH Bursar's Office
<http://www.uah.edu/bursar>

UAH Office of Student Health and Wellness
<http://www.uah.edu/health-and-wellness/student-health-center>

Graduate Catalog/Programs of Study/Course Descriptions
catalog.uah.edu

Graduate Handbook
<https://www.uah.edu/images/colleges/graduate-studies/GradHandbook.pdf>

UAH Student Financial Services
<http://www.uah.edu/admissions/graduate/financial-aid>

UAH Housing
<http://www.uah.edu/housing>

International Student and Scholar Services
<http://www.uah.edu/iss>

International Student Forms
<http://www.uah.edu/iss/forms-and-resources>

Intensive Language and Culture Program
<http://www.uah.edu/ilcp>

College of Business Administration
<http://www.uah.edu/cba>

College of Engineering
<http://www.uah.edu/eng>

College of Arts, Humanities, & Social Sciences
<http://www.uah.edu/ahs>

College of Nursing
<http://www.uah.edu/nursing>

College of Science
<http://www.uah.edu/science>
