**1 TRANSCRIPTS**

We get all sorts of questions about all sorts of transcripts, from foreign language transcripts to study abroad transcripts, and from old transcripts to web downloaded transcripts. Here’s how to deal with transcripts:

1. Order official transcripts from any university or college you attended EXCEPT junior or technical colleges. If your transcripts are in a foreign language, they must be translated into English.
2. Scan and upload these to your McCombs Application online.
3. Pay your Application Fee.
4. Scan and upload transcripts to the Graduate and International Admissions Center (GIAC).
5. Put your official transcripts in safe-keeping. If you’re offered admission and intend to enroll, you’ll send your officials to GIAC.

**2 LETTERS OF RECOMMENDATION**

We recommend one letter from an academic reference and one from a professional reference. The most effective letters will describe the applicant’s quantitative skills and intellectual ability. Letters of recommendation are received directly from the recommender via a secure portal. While completing your application, you will be able to send your recommender an invitation to access this secure portal to submit their recommendation. Once your letter of recommendation is received, you will receive an automated email.

A couple of helpful hints:

1. Complete this part of your application first. This will launch email notifications to your recommenders and allow them to get started on the form while you’re working on the other components of your application.
2. Contact your recommenders ASAP to let them know they should receive an email as soon as you save the section. Sometimes these emails end up in a junk folder since they come from a generic Texas MSM email address.
3. Monitor the status of your recommendations on your McCombs application status page to ensure they’re completed within a reasonable amount of time and by the deadline. You can resend notifications from within the application as needed.

**3 TEST SCORES**

As long as you’ve taken the test and have made the request to have your official scores sent to UT Austin by the round deadline, your application will be considered “on time.” During the admissions process, we sync what you reported in the application with what’s received by UT Austin. It can take several weeks for your official score to be received by the university, and the one-stop status check in your application marks this item complete once it arrives.

We cannot reverse “deny” decisions, so you should submit your strongest possible application. Please do not submit the application with the intent to send updated test scores.

If you’re applying to multiple programs at McCombs, you don’t need to send separate scores to each program. UT Austin has a central repository for official scores that all departments can access.

Frequently asked questions:

What are the Codes for GRE/GMAT/TOEFL/IELTS?
The Educational Testing Service institution code for the GRE and TOEFL is 6882. The institutional code for the GMAT is 394-44-45. It is not necessary to use a department code. To fulfill the requirement with scores from the IELTS, have an official paper score report sent to the Graduate and International Admissions Center.

What’s your minimum acceptable test score? What test scores do I need in order to secure admission?
We do not admit/deny solely based on test scores since we are looking for overall exceptional applications, including high grades, strong professional development, high test scores and communication skills. Our faculty committee is concerned when GRE/GMAT scores are below the 50th percentile (verbal or quantitative), or TOEFL scores are below 100 (IELTS below 7).

I have an advanced degree/work experience. Can I waive the test score requirement?
We cannot waive the GRE/GMAT/TOEFL requirement for applicants with work experience or advanced degrees. These scores are an important part of our evaluation.

**4 APPLICATION FEE**

You will not be able to pay the application fee for approximately two business days after you hit the submit button, depending on when you submit your application. Your application is considered “on time” if submitted by the deadline, regardless if the fee is paid on that date. However, your application will not be evaluated if you do not pay the fee once it’s due.