Application and Instructions for Admission to:

Tennessee Intensive English Program
Undergraduate Degree Programs
Graduate Degree Program

Please return the application to:

The University of Tennessee at Martin
Office of International Programs
144 Gooch Hall
538 University Street
Martin, Tennessee 38238 USA

Tel: 731 881 7340
Fax: 731 881 7322
E-Mail: tiep@utm.edu
www.utm.edu/tiep

2016
Please follow the instructions below to complete the application.

**TIEP**

1. A completed, signed application form - an applicant must be at least 17 years old.
2. A bank letter or other papers of financial support (Financial aid is not available for international students.)
3. A payment (draft, money order, credit card) for the total fees and deposits (all non-refundable)*
4. An official high school transcript and certificate of graduation translated into English.
5. If you are a transfer student, you must also provide official transcripts translated into English from each higher education institute you have attended since your graduation from high school. Course descriptions from your university are required for evaluation of transfer credits**.
6. Official minimum TOEFL score of 500 (UT Martin’s Institutional paper test only), iBT of 61 (internet-based), IELTS of 6.0, or successful completion of Level 6 in TIEP is required for all majors.

**Undergraduate**

1. A completed, signed application form
2. A bank letter or other papers of financial support (Financial aid is not available for international students.)
3. A payment (draft, money order, credit card) for the total fees and deposits (all non-refundable)*
4. An official high school transcript and certificate of graduation translated into English.
5. If you are a transfer student, you must also provide official transcripts translated into English from each higher education institute you have attended since your graduation from high school. Course descriptions from your university are required for evaluation of transfer credits**.
6. Official minimum TOEFL score of 500 (UT Martin’s Institutional paper test only), iBT of 61 (internet-based), IELTS of 6.0, or successful completion of Level 6 in TIEP is required for all majors.

**Graduate**

1. A completed, signed application including an accurate chronological outline of all previous education
2. A bank letter or other papers of financial support (Financial aid is not available for international students.)
3. A payment (draft, money order, credit card) for the total fees and deposits (all non-refundable)*
4. Official university transcript/s translated into English. Must include descriptive course titles, credit hours, and final grades. Minimum overall GPA of 2.50 or senior year GPA of 3.00 on 4.00 scale**.
5. Official minimum TOEFL score of 525 (UT Martin’s Institutional paper test only), iBT of 71, IELTS of 6.5 or the applicant has earned a bachelor’s degree or higher within the past three years from a university in the USA.
6. Resume
7. 3 letters of recommendation
8. GMAT, use one of the following formulas:
   a. (overall GPA)(200) + GMAT = 1050, minimum GMAT 450.
   b. (senior year GPA)(200) + GMAT = 1100, minimum GMAT 450.
   c. (overall GPA)(200) + GMAT = 950 plus 3 years professional work experience, minimum GMAT 400.
   d. (senior year GPA)(200) + GMAT = 1000, plus 3 years professional work experience, minimum GMAT 400.

**Students from Africa, China and India must have their transcripts and certificate of graduation be evaluated by WES (www.wes.org) or ECE (www.ece.org).**

All undergraduate students must take an English Composition Placement Test administered by the Department of English. The student will enroll in the appropriate English course, as identified by the placement test, and remain enrolled each semester until successful completion of English 112.

Students are urged to carry health insurance to cover illnesses and accidents. You may purchase UT health insurance for about $1600 per year or have insurance from your home country.

**All students are required to complete UT Martin’s immunization form attached to the I-20. With no proof, you must stay at the nearby hotel at your expense until immunizations can be administered locally.**

**Fees and deposits**

TIEP: $100 deposit + $130 application fee = $230 + housing deposit
University: $130 application fee = $130 + housing deposit
TIEP + University: $230 + $130 = $360 + housing deposit

Housing deposit is required only if the student is arriving in August or January.
- Housing deposit for University Dorms (Cooper, Ellington and Browning): $100
- Housing deposit for University Village: $150
- Housing deposit for University Apartments: $50

A conditional I-20 will be issued to students who are academically qualified but need to achieve the required TOEFL and GMAT scores before starting the academic programs.

Students who present minimum TOEFL or IELTS proficiency scores but still struggle in degree courses may need to attend TIEP to improve their academic English.
Our FREE Memphis airport (MEM) pick-up date is indicated on your I-20 and our calendar below. Your flight must arrive before 8 pm. The cost for airport pick-up by our office on any other day is $250.00. This service is not guaranteed, and a week of advance notice is required.

Term you intend to enter **TIEP (study English):**

- Fall 1, '14: Aug 20 (W) ~ Oct. 10
- Fall 2, '14: Oct. 19 (Su) ~ Dec. 11
- Spring 1, '15: Jan. 5 (M) ~ Feb. 25
- Spring 2, '15: Mar. 11 (W) ~ May 1
- Summer 1, '15: May 10 (Su) ~ June 19
- Summer 2, '15: June 28 (Su) ~ Aug. 7
- Fall 1, '15: Aug 19 (W) ~ Oct. 9
- Mid term entry Sep. 13 (Su)
- Fall 2, '15: Oct. 18 (Su) ~ Dec. 11
- Spring 1, '16: Jan. 11 (M) ~ Mar. 2
- Mid term entry Feb. 7 (Su)
- Spring 2, '16: Mar. 16 (W) ~ May 6
- Summer 1, '16: May 15 (Su) ~ June 24
- Summer 2, '16: July 5 (Tu) ~ Aug. 13

Semester you intend to enter the **university:**

- Fall 2014: Aug. 20 ~ Dec. 12
- Spring 2015: Jan. 05 ~ May 1
- Summer 2015: May 27 ~ Aug. 7
- Fall 2015: Aug. 19 ~ Dec. 11
- Spring 2016: Jan. 11 ~ May 6
- Summer 2016: June 2 ~ Aug. 12
I understand that withholding information required in this application or giving false information may make me ineligible for admission to or continuation in the University of Tennessee at Martin. I certify that the above statements are correct and complete.

Signature ___________________________ Date ____________ 2016