

A P P L I C A T I O N

# GRADUATE AND DOCTORAL PROGRAM ADMISSION



**UNIVERSITY OF THE INCARNATE WORD®**

Office of Admissions ■ 4301 Broadway ■ San Antonio, Texas 78209  
210-829-6005 ■ 1-800-749-9673 ■ Fax: 210-829-3921 ■ [www.uiw.edu](http://www.uiw.edu)



# APPLICATION INSTRUCTIONS

(Apply online at [www.uiw.edu/admissions](http://www.uiw.edu/admissions))

## First Time Graduate and Doctoral Program Admission

- Complete the application and return it with a \$20.00 application fee in the form of a check or money order. This fee is non-refundable. A business reply envelope is enclosed or you can mail the application to the Office of Admissions at 4301 Broadway, San Antonio, Texas, 78209.
- Submit official transcripts from all colleges attended, undergraduate and graduate, reflecting degree(s) received from an accredited U.S. institution or equivalent training at an institution outside the U.S.
- If necessary, submit official score reports from the Graduate Records Examination (GRE), Miller Analogies Test (MAT), or the Graduate Management Aptitude Test (GMAT), according to the requirements of the program for which you are applying.
- For UIW Accelerated Bachelor to Master (ABM) Students Only: All ABM program students must consult their advisor prior to admission. Please indicate the semester you will be exclusively enrolled in graduate-level coursework. Indicating the incorrect semester may result in a loss of federal funding and/or scholarship.
- Please consult with the Graduate Bulletin for specific program requirements or for any additional admissions requirements in the program for which you are applying. The bulletin can be found online at [www.uiw.edu/gradcat](http://www.uiw.edu/gradcat).
- Please note, this is NOT an Adult Completion Program (Adcap) or Virtual University application. All Extended Studies applications can be found at <http://adcap.uiw.edu/admissions/graduate-admissions> or <https://www.universeonline.uiw.edu/> respectively.

## International Student Admission

Prospective students who are not U.S. citizens or resident aliens must complete the Application for International Student Admission. Please contact the International Student Office for this application, or apply online at [www.uiw.edu/admissions](http://www.uiw.edu/admissions).

## Financial Assistance

The Office of Financial Assistance supports UIW graduate students seeking the means to fund their education. Aside from students who receive reimbursement from their employer, the most common mechanism for graduate students are loans available from the federal government, often at a low interest rate. A limited number of assistantships are available each year.

To apply for financial assistance, graduate students must complete a Free Application for Federal Student Aid (FAFSA) and submit it to the federal processor. The FAFSA form can be obtained by contacting the Office of Financial Assistance at UIW. The results of the FAFSA will be used to determine your financial aid eligibility. The financial aid code for the University of the Incarnate Word is 003578.

For questions concerning financial assistance at UIW, please call the Office of Financial Assistance at (210) 829-6008 or 1-800-749-WORD, or refer to the website at [www.uiw.edu/finaid](http://www.uiw.edu/finaid).



## HELPFUL DEFINITIONS

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**A. FULL-TIME:** Those wishing to enroll in 9 hours or greater for Fall or Spring terms.

**B. PART-TIME:** Those wishing to enroll in fewer than 9 hours for Fall or Spring terms.

**C. DEGREE-SEEKING:** If you meet all the standards of admissions to the graduate program, you will be considered for full degree-seeking status, meaning you hope to achieve a degree from UIW. (see University catalog)

**D. NON-DEGREE-SEEKING:** Non-degree seeking students are not hoping to achieve a degree from UIW. Students may not take more than 12 credit hours, and are ineligible for federal financial aid. Acceptance as non-degree seeking does not ensure acceptance into the respective program, regardless of course grades received.

**E. TRANSIENT:** If you are pursuing a graduate degree at another institution, you may take graduate level courses at UIW by submitting a completed application form and application fee with a letter of good standing or current transcript of your primary institution.

**F. RE-ADMIT:** If you are a former UIW graduate student who has been away from the program for more than a year, you will need to re-apply to the University. All pertinent materials should be updated. If you have been out for just one fall or spring semester, you will fill out the Graduate Readmit form at: <http://www.uiw.edu/readmission/> If you have been out longer than one fall or spring semester, you must fill out a new graduate application.

**G. ACCELERATED BACHELORS TO MASTERS:** Qualifying UIW students may participate in an accelerated Bachelor's to Master's (ABM) program. This program enables completion of a combined undergraduate and graduate degree in less time (minimum 5 years). This program is only available for students currently enrolled as full-time undergraduate students at UIW, who meet the admission criteria. This program is limited to select majors.

**H. ACADEMIC CERTIFICATE:** Professionals who have completed master's degrees or higher, or professionals who otherwise meet the standards of admissions as non-degree-seeking students, are eligible to obtain professional certificates by completing courses outlined in the concentration sections of the programs outlined in the graduate catalog. Upon completion of the specified graduate coursework, the student is awarded the professional certificate.

**I. ROLL-OVER:** You are permitted to roll over a complete or incomplete transcript with supporting documents for up to one year at the graduate level. Beyond one year, students must submit a new graduate application. Admission supporting documents are kept on file for up to two years.



# Incarinate Word™

## *Graduate Quick Facts*

### **Financial Aid**

Financial assistance is available for students enrolling in UIW graduate, doctoral and professional (optometry and pharmacy) programs. <http://www.uiw.edu/finaid/gradprofstud.html>

### **Graduate Student Services**

The Graduate Support Center directs a variety of activities geared towards increasing student retention, academic performance, and persistence to graduation.

- Academic and Professional Development workshop series enhance student academic performance
- Graduate Writing Institute (GWI) creates a dynamic process for evaluating student writing via a diagnostic review process and active engagement with faculty writing coaches

### **Office of Research and Graduate Studies**

Office: (210) 805-3555

Fax: (210) 805-3559

Email: [gazuniga@uiwtx.edu](mailto:gazuniga@uiwtx.edu)

### **Graduate Support Center**

Office: (210) 832-5628

Email: [gsc@uiwtx.edu](mailto:gsc@uiwtx.edu)

In 2014, the Graduate Support Center was nationally recognized with the “Excelencia in Education” award. This is the only national initiative to systematically identify, recognize, and catalogue evidence-based programs that improve Latino college success.

### **Classroom Experience**

At Incarnate Word, students enjoy small classes and a close network of family-like relationships between students and professors. With a student/faculty ratio of 14 to 1 and an average class size of 25, students build relationships that extend beyond the classroom and provide a solid foundation for their future.

### **Business Office**

Phone: (210) 829-6043

Fax: (210) 829-2745

E-mail: [busad@uiwtx.edu](mailto:busad@uiwtx.edu)

### **Office of Financial Assistance**

(210) 829-6008 or (800) 749-WORD

Fax: (210) 283-5053

Email: [finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)

### **Office of the Registrar**

Phone: (210)-829-6006

Fax: (210)-829-3922

Email: [fry@uiwtx.edu](mailto:fry@uiwtx.edu)



**UNIVERSITY OF THE  
INCARNATE WORD.**

GRADUATE SUPPORT CENTER



Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?  Yes  No

Have you ever committed, been convicted of, pleaded no contest to, or had adjudication withheld with respect to any criminal act other than a minor traffic violation.  Yes  No If yes to either question, please explain on a separate sheet of paper.

Have you taken the:

Graduate Record Exam (GRE)  Yes  No **Scores:** Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_ Analytical Essay \_\_\_\_\_ Date \_\_\_\_\_

Miller Analogies Test (MAT)  Yes  No **Score:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Graduate Management Test (GMAT)  Yes  No **Score:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Other: \_\_\_\_\_ **Score:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMPLOYMENT INFORMATION

Employer	Position held	Length of time
1. _____		
2. _____		
3. _____		

Please list any professional awards, honors, offices held in organizations, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OPTIONAL

Incarnate Word does not discriminate against any applicant because of race, sex, national origin, disability, or religious affiliation. In order for the University to respond to required state and federal questionnaires, you are asked to assist us on a voluntary basis, by answering the following questions:

Religious preference or denomination to which you belong: \_\_\_\_\_

Ethnicity:  Hispanic or Latino  Non-Hispanic

(Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

Race: (check all that apply)

American Indian or Alaska Native

Black or African American

White

Asian

Native Hawaiian or Other Pacific Islander

Spouse's name: \_\_\_\_\_ Spouse's occupation: \_\_\_\_\_

Children's names and ages \_\_\_\_\_

Names of relatives who are UIW alumni, current students, faculty, or staff:

_____	_____	_____
<i>name</i>	<i>relationship</i>	<i>class/year</i>
_____	_____	_____
<i>name</i>	<i>relationship</i>	<i>class/year</i>
_____	_____	_____
<i>name</i>	<i>relationship</i>	<i>class/year</i>

By submitting this application, I certify that I am seeking to enroll at Incarnate Word and that the information which I have given on these pages is complete and true to the best of my knowledge. I agree that if accepted for admission, I shall comply with all the rules and regulations of the University which may be in effect or which shall be put into effect while I am a student.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Return to: University of the Incarnate Word Admissions Office, 4301 Broadway, San Antonio, Texas 78209, U.S.A.  
210-829-6005, 1-800-749-WORD

# PROGRAMS FOR GRADUATE AND DOCTORAL PROGRAMS

## University of the Incarnate Word®

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### H-E-B School of Business and Administration

Accounting (M.S.)  
Administration (M.A.A.) *with concentrations in*  
    Adult Education  
    Communication Arts  
    Nutrition  
    Organizational Development  
    Sports Management  
Business Administration (M.B.A.) (General Business)  
Business Administration (M.B.A.) *with concentrations in*  
    International Business  
    Finance  
    Marketing  
    Sports Management  
Healthcare Administration (MHA)  
Doctor of Business Administration (D.B.A.)

#### Graduate Certificates:

International Business (GCIB)  
Project Management (GCPM)  
Organizational Development (GCOD)

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### Dreeben School of Education

Master of Arts in Teaching (M.A.T.) *with concentrations in*  
    All-Level Teaching (Grades Early Childhood-12)  
    Elementary Teaching (Early Childhood-Grade 6)  
    Secondary Teaching (Grades 8-12)  
Education (M.A. or M.Ed.) (General Education)  
Education (M.A. or M.Ed.), *with concentrations in*  
    Adult Education  
    Kinesiology  
    School Leadership *in collaboration with the Education Services Center, ESC-20's (CoLA)*  
    Online Teaching & Training Program Evaluation  
    Student Services in Higher Education  
Education (Ph.D.), *with concentrations in*  
    Higher Education  
    International Education and Entrepreneurship  
    Organizational Leadership

#### Graduate Certificates:

Adult Education  
Teaching of English as a Foreign Language (TEFL/TESL)

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### College of Humanities, Arts, and Social Sciences

Multidisciplinary Studies (M.A.)

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### School of Interactive Media and Design

Communication Arts (M.A.)  
Fashion Design (M.A.)

Accelerated Bachelors to Masters (Bilingual Communication-M.A.)  
Accelerated Bachelors to Masters (Media Studies-M.A.)

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### School of Mathematics, Science, and Engineering

Biology (M.A. or M.S.)  
Mathematics (M.A.) *with a concentration in Teaching*  
Multidisciplinary Sciences (M.A.)  
Nutrition (M.S.) (General Nutrition)  
Nutrition (M.S.) *with concentrations in*  
    Administration  
    Nutrition Education and Health Promotion)

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### School of Nursing and Health Professions

Nursing (M.S.N.)  
    Clinical Nurse Leader  
    Clinical Nurse Specialist  
Kinesiology (M.S.)  
Sport Management (M.S.)  
Doctor of Physical Therapy (*\*Please refer to department website [www.uiw.edu/physicaltherapy](http://www.uiw.edu/physicaltherapy)*)

#### Graduate Certificates:

Sport Management  
Sport Pedagogy

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### Rosenberg School of Optometry

Vision Science (M.S.)  
Vision Science (Ph.D.)

Biomedical Science (M.B.S.)

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Please refer to the Feik School of Pharmacy website, [www.uiw.edu/pharmacy](http://www.uiw.edu/pharmacy) for the online application to the Pharm.D program, and the School of Optometry web site, [www.uiw.edu/optometry](http://www.uiw.edu/optometry) for the online application to the optometry program.



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4301 Broadway St., San Antonio, TX 78209**

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