

# UNIVERSITY OF NORTH TEXAS RESEARCH MASTER'S DEGREE IN GEOGRAPHY APPLICATION CHECKLIST

The department requires the following from all prospective candidates for graduate studies before they can be considered for acceptance and support:

**Items 1 and 2 should be done online and/or sent electronically to the Toulouse School of Graduate Studies:**

\_\_\_\_\_ 1. Completed Robert B. Toulouse School of Graduate Studies Application for Admission form and \$75.00 application fee. The fastest, most efficient way to apply for admissions to UNT is apply with the UNT GradCAS (Centralized Application System) online at <https://unt2025.liasoncas.com/applicant-ux/#!/login> . If you apply online, you may pay the application fee online with a credit card. If you prefer, you may call the UNT admissions office, (800) UNT-8211, with your credit card information, or send a check (payable to the UNT admissions office). Remember that your application cannot be processed until your fee payment is received.

\_\_\_\_\_ 2. Official transcripts from all colleges and universities attended.

**Official transcripts can be submitted using any of the following methods:**

- Emailed to GradAdmission@unt.edu from your university's registrar or records office (not from a professor or head of an academic program)
- Ordered through these approved transcript services:
  - o TrueCopy India at [www.electronictranscripts.com](http://www.electronictranscripts.com)
  - o China Credential Verification (CSSD / CHSI / CHESSICC) at [https://www.chsi.com.cn/en/help/howtoapply\\_p\\_en.jsp](https://www.chsi.com.cn/en/help/howtoapply_p_en.jsp)
  - o Any NACES member evaluation company at <https://www.naces.org/members>
- Mailed in an institution-sealed envelope to

UNT Admissions Office 1155

Union Circle #311277

Denton, Texas 76203

- Delivered in person to the Admissions desk in the Eagle Student Services Center in an institution-sealed envelope.

Items 3 through 7 can be emailed to: [GEOG-GradAdmissions@unt.edu](mailto:GEOG-GradAdmissions@unt.edu).

\_\_\_\_\_ 3. Letter of application: please see instructions for the essay [here](#).

\_\_\_\_\_ 4. Academic Writing Sample (Preferably sole authored; if unavailable, then as lead author)

\_\_\_\_\_ 5. [Geography Application Data Sheet](#)

\_\_\_\_\_ 6. A current curriculum vitae summarizing your educational background and work experience.

\_\_\_\_\_ 7. Three [Request for Reference forms](#) (former professors/supervisors/associates) who know your academic qualifications. Fill out the first section of the form and then send it to your referees. They will fill out the bottom section and return the form to [GEOGGradAdmissions@unt.edu](mailto:GEOGGradAdmissions@unt.edu) along with their letters of references. Instructions for referees can be found on the Request for Reference form pg 2.

**Item 8 is OPTIONAL:**

\_\_\_\_\_ 8. Supplemental materials detailing other experience(s) that has prepared you for our program.

Carefully read the Graduate Catalog for general admissions requirements of the University of North Texas and departmental information regarding the Applied Geography degree program.

Applicants should have a minimum GPA of 3.0 in the last 60 hours. After letters of reference, essay and application forms are received, allow four to six weeks for processing.

Please refer to our website if you have any questions: [Geography and the Environment Homepage](#)