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# UNM DEPARTMENT OF SPEECH & HEARING SCIENCES

## APPLICATION TIPS

THE APPLICATION DEADLINE IS FEBRUARY 1ST

### TRANSCRIPTS

One copy of official transcripts from every academic institution you have attended since high school must be sent to UNM's Admissions Office. If you receive these letters yourself, the letters must remain in the sealed envelope in which they were sent to you. If you open the envelope, the transcript is no longer considered official and your application will be considered incomplete.

Unofficial (or official) copies of transcripts must be uploaded as part of your online application. *Wait until you have your final grades for the most recent fall semester before submitting your application.*

### LETTERS OF RECOMMENDATION

We require three letters of recommendation. You will enter the names and contact information for your recommenders into the UNM online application system. Your recommenders must submit their letters electronically. Note: you can send requests for letters *before* finalizing or paying for your application.

The letters that are most helpful in our admissions decision process are ones that come from faculty from whom you have taken communication sciences and disorders/speech and hearing sciences coursework. Faculty who have taught you in more than one course or who know you in other ways (through advisement, extracurricular activities or research projects, for example) are especially good choices. Faculty in other fields, even if they know you well, are often not as familiar with the requirements of graduate study in this field and so are less likely to give us the type of assessment that we can use best. Please try to obtain at least two letters from faculty.

Give your recommenders plenty of time to complete the letters and submit them online. Most prefer that you give them your resume, an unofficial transcript and clear instructions on how to fill out and submit the letter, including the deadline dates. Most faculty prefer that you get the materials to them by the end of November for January and February deadlines. If you are asking UNM faculty for recommendations, see our explicit instructions on the "Apply" page of our website.

### GRE SCORES

A copy of your GRE (Graduate Record Examination) scores must be unloaded as part of your online application. Also, you must request that ETS (the GRE test owners) send your official scores directly to the University of New Mexico (institution code 4845.) Take the test early enough for your score to arrive by the application deadline. Your GRE scores must be taken no more than five years before the application deadline.

Course contents and grading systems can vary widely across universities, but GRE tests are the similar for all applicants; therefore, GRE scores do provide useful information. It is in your best interest to prepare thoroughly and do as well as you can on this exam, but GRE scores are only one of the many application materials we consider. We do not use any "cut-off" guidelines for GRE scores.

### GRADE POINT AVERAGE

Applicants must have a minimum GPA of 3.4 (on a 4-point scale) in all communication sciences and disorders/speech and hearing sciences coursework that they have completed. Most successful applicants have a considerably higher GPA in those courses and a cumulative GPA that is at least 3.0 overall. If your transcript shows weak performance at any stage, you should offer an explanation in your letter of intent.

### LETTER OF INTENT

There are no official guidelines for the letter, but we normally expect that it will include an explanation of why you wish to attend this graduate program and why you think you will succeed here. You can use the letter to highlight your strengths and experiences, explain discrepancies and tell us your goals. Examples of strengths and experiences include, but are not limited to fluency in another language in addition to English or volunteer work or employment in a related field.

Most letters are approximately two pages long; do not exceed two pages. Make sure that the spelling, grammar and clarity of expression in the letter are impeccable, as we will use the letter as a sample of your writing ability.

### SPEECH & HEARING SCIENCES APPLICATION FOR SCHOLARSHIPS, ASSISTANTSHIPS AND OTHER FINANCIAL AID

Please fill out this form and include it with your online application if you wish to be considered for any of the types of aid that are administered through this department. Refer to the *Financial Matters* information sheet for an explanation of various sources of financial aid. If you are not sure, it is best to go ahead and fill out the form so we can have it on file in case something you are interested in becomes available. It is also a good idea to file a FAFSA in order to be considered for certain need-based scholarships offered at UNM.