

## Applicant User Agreement

Before beginning the application, you must review and agree to the following guidelines:

### On Policies and Procedures Disclosures

- I have read and agree to the TMDSAS policies and procedures.
- I have read and agree to the applicant responsibilities in the TMDSAS Application Handbook
- I understand it is my responsibility to observe important deadlines.
- I have accessed the TMDSAS Application Handbook and will use it to complete my application.

### On Communicating with TMDSAS

- I am responsible for reviewing and responding to messages sent through the application system portal, as this is the official mode of communication with TMDSAS

### On Technical Considerations

- I understand that **once the application fee has been paid, my application will be submitted to TMDSAS**
- I understand that each page will time out after 60 minutes and it is my responsibility to review that each section has been completed to my satisfaction prior to submitting
- I understand that TMDSAS recommends I print my application and review it in its entirety for completeness prior to paying and submitting in order to avoid having an incomplete application

### On Letters of Evaluation & Test Scores

- I understand that letters of evaluation can take 7-10 days for receipt and processing, and I will keep this in mind before contacting TMDSAS
- I understand that letters of evaluation and test scores are not required for processing, as my application will be transmitted to my select schools without them. However, I also understand many schools may not process my application until these items have been received

### On Transcripts

- I understand that unless I fall into one of the following categories, my spring 2020 grades must be entered before I can submit my application:
  - I am a graduate student who will not receive grades until after June 1<sup>st</sup>
  - I attend a school that follows the quarter system (most recent winter grades then required)
  - I am taking Study Abroad coursework and grades will not be available until after June 1<sup>st</sup>
- I understand that transcripts should not be submitted until they have been requested by TMDSAS via email. Transcripts sent prior to request will not be processed until August 1, 2020
  - EXCEPTION:** If I am an applicant to a special program with an expedited deadline (Early decision program, JAMP, etc.), or elected the Academic Fresh Start Provision, or I am a foreign applicant I will send transcripts to TMDSAS once my Spring 2020 grades are available

### **On Entering Coursework**

- I will utilize the Course Listings page on the TMDAS website when coding and completing the college coursework section of my application, if available for my institution.
- I will review the College Coursework section of my application after transmission for changes made to coding during processing. *Please review policy 17.1 in the handbook for information on the appeals process*
- I will enter my coursework exactly as it appears on the institution's transcript from which I initially received the credit
- I understand that once my coursework has been validated to my transcripts, there may be additional changes to my PCR