

# GIAL Admissions Checklist

Use the following checklist to ensure that your application is complete. This checklist is for your use and is NOT to be submitted with your application. Refer to the Admissions section of the GIAL Catalog for details and further information.

*Note: Recommended application dates are prior to April 15 for the fall term and October 15 for the spring.*

## All applicants:

- a. Complete the application form and submit it to the address below.
- b. Submit your application fee with your application. (*Cash, check or money order payable to "GIAL".*)
  - Application fee (\$50 for US residents, \$100 for international applicants)
  - Late fee (\$50), if submitted less than six (6) weeks before your anticipated start date at GIAL.
- c. Request official transcripts from post-high school education to be sent **directly** from the school to GIAL. GIAL will only recognize degrees from regionally accredited institutions or from institutions accredited by the American Theological Society (ATS) or the Association for Biblical Higher Education (ABHE). (*Refer to the GIAL catalog for GPA requirements.*)
  - Include all transcripts from accredited schools leading to a degree.
  - Include any transcripts that pertain to your expected GIAL study program.
  - Applicants with academic records from outside the United States should send official transcripts directly from the educational institution to GIAL and to a Credential Evaluation Service to verify U.S. equivalency. (GIAL recommends [www.ece.org](http://www.ece.org). *Request a course-by-course evaluation.*)
- d. Photocopy the reference form as needed. Fill in Part A with your own information. Ask three (3) individuals (non-family members) to complete the reference form and have them send it **directly** to GIAL. It is recommended that you provide a stamped, addressed envelope for their use.
- e. Write a statement of purpose and submit with application (Part H of the application).
- f. Non-native speakers of English should request official TOEFL or IELTS scores to be sent to GIAL.
- g. International students also need to submit the GIAL Supplement for International Admission.
- h. Notify GIAL of any changes in e-mail address, mailing address, or phone number prior to your arrival at GIAL.

## Additional requirement for graduate admission:

- Request an original copy of GRE scores be sent directly to: Grad Inst Applied Linguistics (code 6605). Applicants who have already completed a graduate degree may petition for the GRE to be waived (submit the signed Petition Form with your application).

## Additional requirement for students in cooperative programs (see catalog or website for a list of schools that have cooperative agreements with GIAL):

- Request that your school send GIAL a letter of recommendation stating that you have been admitted into the appropriate program and/or that you are a student in good standing there.

**NOTE: Applicants cannot be admitted until all requirements are complete. Students may not participate in classes until admitted and registered.** Students are responsible for the provision of their own health insurance coverage. Evidence of coverage will be required by registration.

## MAIL ALL DOCUMENTS TO:

**GIAL Admissions, 7500 W. Camp Wisdom Rd., Dallas, TX 75236**