# Certificate in Translational Science (CTS) Program

## CHECKLIST OF REQUIRED DOCUMENTATION FOR APPLICATION

See CTS Handbook at [http://iims.uthscsa.edu/ed_certificate_in_ts_handbook](http://iims.uthscsa.edu/ed_certificate_in_ts_handbook) for full program requirements

- **Submit an on-line application to the UT Health San Antonio Graduate School:** [http://gsbs.uthscsa.edu/](http://gsbs.uthscsa.edu/)

- **Official transcripts** of ALL international colleges/universities from an approved NACES member foreign credentialing evaluation agency should be sent from the credentialing agency (in a sealed envelope) to The UTHSCSA Registrar’s Office as directed in the on-line application instructions. The translation must be from an approved NACES member which has been approved by the UTHSCSA Registrar’s Office.

- **Official translation of international transcripts including GPA** of ALL international colleges/universities from credentialing agencies should be sent from the credentialing agency (in a sealed envelope) to The UTHSCSA Registrar’s Office as directed in the on-line application. The translation must be from a credentialing agency approved by the UTHSCSA Registrar’s Office.

- **Three Letters of Recommendation (LOR)** should attest to the applicant’s readiness for graduate level studies in translational science and be addressed to Dr. Linda McManus, CTS Program Director. *If a matriculated graduate student has a Supervising Professor or Program/Track Director, one letter must be provided by this individual.*

  *(Note: LOR’s should be uploaded to your on-line application by the references you named in your on-line application.)*

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- **Test of English as a Foreign Language (TOEFL) or the academic version of the Test of English as a Foreign Language (IELTS) scores** (test taken within the past two years) sent directly to The UTHSCSA from the ETS. **UTHSCSA code:** 6908 *(Note: The TOEFL or IELTS (academic version) is required for all non-US citizens whose first language is not English.)*

In addition to the above, the documents listed below are required and should be uploaded to your online application.

- **Curriculum vitae (CV)** of applicant.

- **Statement of Purpose** (Includes a brief description of the applicant’s background, long term career goals, and an indication of the basis for application into the CTS Program.)