**Pre-Admission Requirements for Students seeking the MA in Languages & Cultures with a concentration in German**

1. Apply to the TTU Graduate School; the admissions website is: <http://www.depts.ttu.edu/gradschool/prospect.php>
   1. For international students, start with these websites, and follow all directions:

<http://www.depts.ttu.edu/gradschool/admissions/international/>

<http://www.depts.ttu.edu/gradschool/admissions/international/procedures.php>

* 1. For students from the U.S. follow this link: [https://www.applytexas.org/adappc/commonapp.WBX#](https://www.applytexas.org/adappc/commonapp.WBX)
  2. The application fee may be charged to a credit card, if you wish.

1. Take required tests:
   1. No GRE test is required in the German MA program.
   2. International students must provide proof of English proficiency from approved tests found at <http://www.depts.ttu.edu/gradschool/admissions/international/procedures.php> unless the student has a degree from a U.S. university or is from an English proficiency-exempt country. (The list of exempt countries can be found at <http://www.depts.ttu.edu/gradschool/admissions/international/exempt-countries.php>). Test scores must be reported to the graduate school.
2. Submit academic transcripts (translated into English if necessary) proving at least Bachelor degree status. For native Germans (Europeans): you may need a Bachelor’s degree plus an additional year of graduate study (the equivalent of an American Bachelor’s Degree.) Contact us if you have any questions.
   1. Official copies of transcripts from all previously attended universities (translated if necessary, and certified) must be sent to Texas Tech.
3. Once you have applied to the graduate school, please notify the respective CMLL advisor: *US applicants* *should* *notify* Liz Hildebrand ([liz.hildebrand@ttu.edu](mailto:liz.hildebrand@ttu.edu)); *International applicants should notify* [carla.burrus@ttu.edu](mailto:carla.burrus@ttu.edu).
4. Departmental forms and requirements: Submit the following documents via email to the respective advisor: Liz Hildebrand (domestic) or Carla Burrus (international)
   1. Fill out CMLL departmental application for graduate MA program, available at <http://www.depts.ttu.edu/classic_modern/graduate/CMLLApplication.pdf>
   2. If you are also interested in receiving a teaching assistantship (TA), please fill out the lower portion of the CMLL Application, “Applying for Teaching Assistant”.
   3. All students (except TTU undergraduate German majors or minors) must also submit 3 letters of recommendation.
   4. All students must submit writing samples in English and German (about 5 pages each).
   5. All students must also have an oral interview with a member of the German faculty (this can be via telephone or skype).
5. All international students must contact the International Cultural Center, Office of International Affairs. This office can help you with all visa and passport issues. The student should contact the office at least six months before arrival in the U.S. The website for international student services is: <http://www.iaff.ttu.edu/main/index.asp>

**Additional Information**

* International students must follow very detailed requirements set by the office of international affairs. Please contact them as soon as you apply. <http://www.iaff.ttu.edu/main/index.asp>
* Teaching Salaries are either $10,379 for a Teaching Assistant (TA) or $11,350 for a Graduate Part Time Instructor (GPTI) paid over 9 months =two semesters. (The first paycheck for fall is issued October 1, and for spring, February 1). The amount depends on previous teaching experience and the teaching assignment awarded to the student.
* Fee waivers will cover a portion of the mandatory fees. You should expect to pay about $2,512.28 tuition per semester. This must be paid at the beginning of the semester. If you do not have this much cash before you receive the first paycheck, you have two options:

1. You can contact the Graduate School for an emergency enrollment loan (filing fee of $25), and this loan can be paid back as you receive your assistantship paychecks as the semester progresses. This loan may only be used for tuition, not for health insurance (see next point below).
2. You can enroll for a payment plan to spread out your tuition payments over the semester.

* All students must have health insurance. International students must either enroll for the TTU insurance ($2,136.00 annual premium; about $1,068.00 per semester) or apply for an insurance waiver. For information on the waiver, contact the office of international affairs. <http://www.depts.ttu.edu/international/isss/f1/healthinsinfo.php>
* International students need to arrive on-campus at TTU for orientation workshops in mid-July (for the fall semester), or the beginning of January (for the spring semester). Contact [carla.burrus@ttu.edu](mailto:carla.burrus@ttu.edu) for exact dates and further information.
* Housing in Lubbock is plentiful and relatively inexpensive. The rent can range from $350 to $500 per month, depending upon whether you have a roommate. Monthly utilities, utility deposits, phone and public transportation costs are additional. In the USA, apartments usually require a deposit - equal to one-two months of rent - before a tenant can move into an apartment or rental home. Contact current MA students for information. Contact [carla.burrus@ttu.edu](mailto:carla.burrus@ttu.edu) for email addresses of current students.
* All together - to cover tuition, insurance, deposits, and other initial costs - you should plan to come with $4000 to $5000 to start the semester.

Always feel free to contact any of us with questions and to ask for further information:

Anita McChesney (Assistant Professor of German; Graduate Student Advisor) [anita.mcchesney@ttu.edu](mailto:anita.mcchesney@ttu.edu)

Liz Hildebrand, (CMLL Senior Advisor - Domestic) [liz.hildebrand@ttu.edu](mailto:liz.hildebrand@ttu.edu)

Carla Burrus, (CMLL Advisor - International Student Advisor) [carla.burrus@ttu.edu](mailto:carla.burrus@ttu.edu)