



TRINITY
SOUTHWEST
UNIVERSITY

TSU ADMISSION CHECKLIST

If you are applying for the TSU Certificate Program, you only need to complete an Application for Admission form.

If you are applying to TSU as a non-matriculated student, you need to complete an Application for Admission form and provide a copy of your transcript or diploma for the academic level below which you wish to study.

If you are applying for a degree program, the following checklist will guide you through the admission process:

1. Obtain an Application Package from the TSU Admissions Office.
2. From the contents of the Application Package:
 - a) Complete the TSU Application for Admission form.
 - b) Order official transcripts from high school(s) (if you are applying for a bachelor level degree), college(s), trade school(s), and other institutions you have attended that provide transcripts. Official transcripts must be mailed directly from each school attended to TSU, marked to the attention of the Dean of Admissions & Enrollment.
 - c) Request two (2) Letters of Recommendation using the supplied forms.
 - d) Complete a Portfolio with help from the guidelines provided on the Portfolio Fact Sheet and the Portfolio Example.
3. Contact the TSU admissions office at the number listed below to schedule an appointment (either on campus or a telephone conference) with an advisor. Be sure to have your completed items from number 2 above, along with copies of any transcripts you may have, ready for your meeting. Your advisor, working with the Dean of Admissions & Enrollment, will assist you through the application process by:
 - a) helping you identify or define educational goals and options.
 - b) determining possible academic transfer or equivalent (portfolio) credit.
 - c) working with you to put together a proposed degree program.
4. After Meeting with your advisor, you will need to assemble or request any documentation necessary to substantiate equivalent and/or portfolio credit being sought, if requested by your advisor. Submit the documentation to the Dean of Admission & Enrollment.
5. You will be notified by the Dean of Admission & Enrollment of your admission status. If your application package is complete and satisfactory, you will be admitted as a regular student. If your package is incomplete, you may be admitted on a provisional basis.

***Trinity Southwest University
Admissions
7600 Jefferson NE, Suite 28
Albuquerque, NM 87109
Tel: (505)332-4253***

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