

## Conditional Acceptance Procedures The Graduate School

Graduate programs may issue letters of conditional acceptance to applicants who do not meet the program's general acceptance requirements. International applicants sponsored by their home country make up the majority of applicants seeking conditional acceptance. These applicants generally lack language proficiency test scores (TOEFL/IELTS) and/or standardized admission tests (GRE/GMAT) at the time of application. In order for these applicants to obtain the funding required for them to pursue English language training in the U.S., such as the Intensive English Program (IEP) at MU, they are required to provide a conditional letter of acceptance to their sponsor.

Graduate programs should specify the conditions by which the applicant would attain full admission to the program in the conditional acceptance letter. If an applicant does not meet the conditions stipulated in the conditional letter, the graduate program has no obligation to formally accept the applicant into the program.

Below you will find an outline/timeline for issuing conditional acceptances, followed by an example conditional letter.

1. The applicant must formally apply for graduate admission (<https://gradschool.missouri.edu/admissions/eligibility-process/international-applicants/>)
2. If the applicant requests conditional acceptance, the graduate program should review the applicant's credentials- *if the program is interested in the applicant.*
3. If the program is interested in offering conditional acceptance, the program should notify the Graduate Admission office by email ([gradadmin@missouri.edu](mailto:gradadmin@missouri.edu)) and request a preliminary credential evaluation. **A DRAFT of the program's conditional letter should be sent with the credential evaluation request (example letter on next page).**
4. Upon request, the Graduate Admission team will expedite the review of the applicant's credential by verifying the institution, degree equivalency, and grade point average.
5. If the institution and the GPA are acceptable, the Graduate Admission team will notify the program; the program may then issue an approved conditional letter of acceptance.
6. If/when the applicant meets the program and University's minimum admission requirement, the program should communicate final acceptance to the academic program to the Graduate School by completing [Application Decision form in Slate](#).

# UNIVERSITY *of* MISSOURI

GRADUATE SCHOOL

December 10, 2020

Alhabrim Alusood  
P.O. Box El Lamer al Sumaid  
Riyadh 32001  
Saudi Arabia

Dear Mr. Alusood:

I am writing to notify you that you have been **conditionally accepted** to the **Master of Science program in Science** for **the Fall 2021 semester**. To be fully accepted to the academic program and to the Graduate School, you must meet the requirements listed below:

- Meet the minimum English Proficiency exam requirements, [as outlined at this link](#);
- Score a minimum 500 on the Verbal and a minimum 650 on the Quantitative sections of the Graduate Record Examination (GRE);
- Provide three acceptable letters of recommendation from faculty familiar with your academic ability.

Once the program has received official notification of qualifying test scores and recommendations, as outlined above, you will be formally accepted into the program and admitted to the University. On average, it takes students at least two academic years to complete the master's program in Science.

If you wish to pursue English language training at the University of Missouri, please contact the Intensive English program <https://cellmu.missouri.edu/> for information and application materials.

We hope that you will be able to meet the conditional requirements and are able to join our graduate program. Please let me know if I can be of further assistance.

Sincerely,

John J. Jon, PhD  
Director of Graduate Studies in Science

C: MU Graduate Admissions



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