Admissions

Director	
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The Office of Admissions at Utah Tech University is dedicated to providing service to prospective, new, returning and continuing students pursuing undergraduate education. Utah Tech maintains an open enrollment policy for undergraduate students, admitting all applicants who meet the admission criteria. The Office of Graduate Studies (https://graduatestudies.utahtech.edu/) is responsible for the admission of graduate students.

Admission Procedures

All Utah Tech admission policies shall be applied without regard to race, color, ethnic background, national origin, religion, creed, age, citizenship, disability, sexual orientation, marital status, veteran status, and/or gender.

Undergraduate Application Deadlines

Utah Tech University is an open enrollment institution. Students should apply by the first day of the semester for which they intend to enroll in courses.

Graduate Application Deadlines

Each graduate program has different enrollment dates and deadlines. Please see program specific deadlines on the Graduate Studies (https://graduatestudies.utahtech.edu/) website.

Degree Seeking Undergraduate Students

Students attending Utah Tech to pursue an undergraduate certificate or degree or to earn credits to transfer to another college or university are classified as degree seeking undergraduate students. To be admitted and matriculated as a degree seeking undergraduate student, applicants must have received a high school diploma or its recognized equivalent. Recognized equivalents include:

- High school equivalency credential by passing a GED, HiSET, or TASC test.
- Being past the age of compulsory education. In Utah, the age of compulsory education is generally 18; however, exceptions can be made for students who have been released from further secondary school attendance. *See Early Enrollment Student below*.
- Submitting an academic transcript showing successful completion of a two-year program (or more) that is acceptable for full credit toward a bachelor's degree.

Students who do not meet one or more of the above requirements may be admitted as non-degree seeking.

New Freshmen Students

Students who have graduated from high school and are entering college for the first time must submit the following:

- Submit Utah Tech Admission application (https://apply.utahtech.edu/apply/) online.
- Pay the non-refundable application fee.
- An official high school transcript or high school graduation equivalency (GED).
- Submit official transcript from each college or university previously attended (including college courses taken as concurrent enrollment in high school).

New freshmen students must also:

- Complete Trailblazer Prep (https://connections.utahtech.edu/) and attend New Student Orientation (https://orientation.utahtech.edu/). (https://orientation.dixie.edu/)

Transfer Students

Students who previously attended another college or university after graduating from high school (or after their class graduated from high school) are transfer students.

- Submit Utah Tech Admission application (https://apply.utahtech.edu/apply/) online.
- Pay the non-refundable application fee.
- Submit official transcript from each college or university previously attended.
- Transfer students with less than 24 college-level credits must also submit high school transcripts.

Transfer students must also:

- Attend Transfer Student Orientation (https://orientation.utahtech.edu/).

Returning Students

Students who previously attended Utah Tech after high school graduation but haven't attended in three or more semesters (even if they attended another college or university during that time) are returning students.

- Submit Utah Tech Admission application (https://apply.utahtech.edu/apply/) online.
- Pay the non-refundable application fee.
- Submit official transcript from each college or university previously attended.

Non-Degree Seeking Students

Students attending Utah Tech for personal interest or enrichment are non-degree seeking students.

- Submit Utah Tech Admission application (https://apply.utahtech.edu/apply/) online (select non-degree seeking as your admission type and major).
- Pay the non-refundable application fee.
- In order to pursue a degree or certificate, or to receive financial aid, students must be matriculated (enrolled as degree seeking).

Senior Citizens (Housebill 60)

Utah residents age 62 years or older may enroll in university courses on an audit basis (not for credit) as space is available.

- Submit Utah Tech Admission application (https://apply.utahtech.edu/apply/) online (select non-degree seeking as your admission type and major).
- Submit HB 60 application and pay a onetime only, non-refundable application fee. *See HB 60 in the* Registration *(*catalog.utahtech.edu/campusresources/registration/*) section of this catalog*.

Graduate Students

Graduate students are students who have completed a bachelor's degree and are pursuing an advanced degree. For admission to Utah Tech Graduate Programs students must:

- Submit Utah Tech Graduate Admission application (https://graduatestudies.utahtech.edu/).
- Pay the non-refundable application fee.
- Submit additional requirements as directed by individual graduate programs, see the Graduate Studies (https://graduatestudies.utahtech.edu/) website for program specific requirements.

For questions regarding the graduate application process, please contact the Office of Graduate Studies by email (graduatestudies@utahtech.edu) or 435.879.4418.

Admission to Specific Programs

Admission to Utah Tech does not guarantee admission into an individual major or program of study. Some programs of study may require an additional program admission process. All prospective students must first apply through the Admissions Office before being considered for admission to a specific program. No application to a specific program may be considered until the applicant has been admitted to the University.

Undocumented Students

In the state of Utah, undocumented students who attended a Utah high school and did not attend a college or university prior to Fall 2002 are exempt from the non-resident portion of the tuition at institutions of higher education, allowing them to pay the in-state tuition rate if the following specific conditions apply:

- Student attended high school in the state of Utah for three or more years
- Student graduated from a high school in Utah or received the equivalent of a high school diploma in Utah

In addition to these requirements, a student without lawful immigration status must file an affidavit (catalog.utahtech.edu/campusresources/admission/Non-Resident-Affidavit-HB144.pdf) with Utah Tech in order to receive resident tuition.

English Proficiency

Proof of English ability is not required before being accepted as a Utah Tech University undergraduate student. Students are typically required to take the CaMLA-EPT (a general English assessment test) and the Utah Tech Writing Assessment to determine class placement upon arrival.

Students applying to graduate programs will need to demonstrate English proficiency with either a TOEFL score of 550 for paper-based test, 213 for computer-based test, 79 for internet-based test or IELTS score of 6.0.

Leave of Absence and Deferment

Students who wish to take a break from their educational studies for one or more semesters (other than summer semester for most Utah Tech programs) should file a Leave of Absence form.

Leave of Absence: For Current students who have attended Utah Tech for one or more semesters and plan to take a break from school, but plan to return to Utah Tech in a future semester.

Deferment: First-time freshmen, transfer students, or readmitted students who wish to defer their enrollment in the institution once they have been completely admitted.

- Students who received concurrent enrollment credits as high school students are still considered first time freshmen.

Students may request a Leave of Absence or Deferment for a maximum of seven (7) consecutive semesters (including summers). The Leave of Absence form or the Deferment form must be submitted **by the third week** of the semester in which the Leave of Absence will begin.

Leave of Absence and Deferments may be granted for the following reasons:

- Family responsibilities
- Financial
- Humanitarian service
- Medical
- Military service
- Religious mission

A student may not request a Leave of Absence or Deferment to attend another post-secondary institution, including any university, college, or technical/vocational school.

Benefits of a Leave of Absence or Deferment

- Students that are granted a Leave of Absence or Deferment, will not be required to apply for readmission as long as s/he registers for classes in the semester of their designated return.
- Academic scholarships can be placed on hold and reactivated for the designated semester of the students' return (Information regarding a Scholarship Deferment can be found in the Scholarship (http://financialaid.utahtech.edu/scholarships/) section of this catalog).
  - Out-of state tuition waivers can not be deferred, but students granted such a waiver who defer their admission will receive first priority for such a waiver upon their return, pending eligibility and program restrictions.
- Students can designate someone to act on their behalf while they are away from school (register for classes, work with financial aid, etc.).

Steps to set up a Leave of Absence or Deferment

- Complete and submit the Leave of Absence form (https://banner.utahtech.edu/BannerExtensibility/customPage/page/pbp.LeaveOfAbsence/) online.
- Designate someone to act on your behalf while you are away. Ideally, this should be a parent or guardian. This designation will authorize university officials to share information about your record with this person(s). Without the selection of a delegate, federal privacy laws (FERPA) prevents the university from sharing any information with anyone trying to assist you before your return.
  - Provide your delegate the necessary information to access your student account (permission passphrase, digital ID number, and Utah Tech password if needed).
- Meet with an academic advisor to determine what courses you should take upon return.

Returning from Leave of Absence or Deferment

- Contact your academic advisor to create an academic plan to review updated or new requirements and facilitate efficient completion program and degree requirements.
- Register for classes for the designated semester of your return to Utah Tech. It is a student's responsibility to register for the semester following the period of the Leave of Absence; the student may designate someone to register for him/her prior to his/her return.
- If you need to change your anticipated return date to Utah Tech, contact the Admissions Office (https://admissions.utahtech.edu/). If you exceed the 7 maximum amount of seven semesters, you may need to reapply.
- Contact the Financial Aid and Scholarship Office to verify eligibility for aid. If a student does not register for courses within seven semesters, the student will forfeit any scholarship or tuition waiver rights
- If you learned a foreign language during your deferral period, you may be eligible to earn up to 16 credits by taking an exam and/or course. Contact the Humanities Department for more information.
- Upon returning to Utah Tech, students will have the option to select the original catalog at initial enrollment or the current catalog. The time a student is away, however, still counts toward the seven year (for Bachelor degree programs, four years for Associate degree programs) life of their chosen catalog.
- Students may need to retake the Accuplacer exam for any required Math prerequisites.

Concurrent Enrollment Students

Students currently enrolled in a participating high school who would like to complete Utah Tech classes as part of their high school program are concurrent enrollment students. Concurrent enrollment students must complete the admission process to be considered for the program.

- Complete online concurrent enrollment application
- Be a high school student
- Have a high school GPA of at least 3.0

See Concurrent Enrollment (catalog.utahtech.edu/campusresources/concurrentenrollment/) section of this catalog.

Early Enrollment Students

Early enrollment students are students whose class has not yet graduated from high school and who meet at least **one** of the following qualifications:

- Are currently enrolled in high school and want to attend university classes (on their own -- not concurrent enrollment through the school district).
- Are home school students whose class has not yet graduated from high school.
- Have been officially released from Utah compulsory school attendance requirements.

These students may enroll in university courses for credit if they complete all of the following:

- Submit Utah Tech Admission Application (https://apply.utahtech.edu/apply/) online.
- Pay non-refundable application fee.
- Demonstrate college readiness by submitting ACT, SAT, or Accuplacer scores equivalent to the following ACT minimums for early enrollment students.

English	19 or higher
Math	18 or higher
Reading	17 or higher

- Submit a parent/guardian permission form.
  - Emancipated minors may submit court documentation showing such status in lieu of parent/guardian permission.
- Submit **one** of the following:
  - A letter from the student's local school district stating that the student has been approved to take university classes. A high school transcript must accompany this letter.
  - A letter from the student's local school district stating that the student has been released from compulsory education.
  - A letter from the student's local school district certifying that the student is a home school student for that year. Home school students must supply such certification each year until the student's class graduates from high school.

An International student is defined as an individual who is legally domiciled in a country other than the United States of America at the time of application for admission to Utah Tech.

- Students who are U.S. citizens (natural or naturalized) or who are permanent residents (Green Card), should not apply as international students.

Undergraduate International Student Admission Requirements (https://international.utahtech.edu/prospective-application-information/)

To be admitted international students must provide the following:

1. Initial Application for Admission (https://apply.utahtech.edu/apply/).
2. Pay the non-refundable International application fee.
3. Evidence you have completed secondary school (transcript, diploma, national examination certificate, etc.).
4. Evidence of financial capability. Provide proof of financial support from a bank or other lending institution showing a source of income for the total expenses needed to attend one full year at Utah Tech (https://international.utahtech.edu/prospective-cost-of-attendance/). This may be in the form of a certified bank statement or an official letter from the bank or institution. Complete the Affidavit of Support form (catalog.utahtech.edu/campusresources/admission/2024-2025_Affidavit_of_Support.pdf) if you are submitting financial records from a sponsor.
5. A copy of the identification page of your passport.
6. English Proficiency. Proof of English proficiency is required for all students who did not complete secondary schooling in the U.S., Canada (excluding Quebec province), the United Kingdom, Ireland, Australia, or New Zealand. Students who do not have sufficient English proficiency scores will need to enroll in English as a Second Language (ESL) (https://humanities.utahtech.edu/esl/) courses before beginning their degree-seeking studies.

Read more about the application process here: Utah Tech International Application Process (https://international.utahtech.edu/prospective-application-information/).

Transfer Students

Students that are currently studying at another U.S. college or university on an F-1 visa who wish to transfer to Utah Tech University will need to provide all of the above, along with a transcript from their current college and the Utah Tech International Student Transfer Form. Transcripts should be sent directly from your previous institution to records@utahtech.edu.

Graduate International STudent Admission Requirements (https://graduatestudies.utahtech.edu/graduate-studies/international-student-graduate-admission/)

To be admitted, graduate international students must provide the following:

60 Days Prior to Program Application Deadline

1. Complete the Graduate Program application (https://apply.utahtech.edu/apply/?sr=ec5b188e-3ba8-4a72-808d-a01cec63ba66)
2. Pay the $75 non-refundable application fee
3. Complete all program specific admission requirements including submission of admission test scores (GRE, GMAT, or MAT), letters of reference, personal statements, and other supporting documentation with the application. (See Master's Programs at Utah Tech (https://graduatestudies.utahtech.edu/) for program specific information).
4. If you have an undergraduate degree in the United States, Canada (except Quebec), United Kingdom, New Zealand or Australia and English is your native language, you will not be required to provide evidence of English language proficiency. If you have an undergraduate degree, with attendance of at least two years, from an institution in one of these countries in which English is the language of instruction (United States, Canada [except Quebec], United Kingdom, New Zealand or Australia), you will not be required to provide additional evidence of English proficiency. International applicants who do not meet these criteria must take one of the following tests: TOEFL- paper-based 550, computer-based 213, or internet-based 79; or IELTS- 6.0
5. Degree Requirements:
   * Bachelor degree from an accredited, U.S. university. Official U.S. transcripts are required to be attached to the application.
   * However, if your bachelor's degree was earned outside of the U.S., you will need to have your transcript evaluated by a credential evaluation (https://international.utahtech.edu/apply-now-transcript-evaluation/) company and sent to Utah Tech. (World Education Services Recommended). Any credential evaluation company must be a part of NACES (http://www.naces.org/members.html). This process can take 2-3 months; therefore, **we require proof that any foreign transcripts be submitted to a credential evaluation company 60 days prior to the program application deadline. If not provided, your application will be moved to the next application term.**
   * If your program of study requires specific coursework, syllabi for each course must be sent to samira.hall@utahtech.edu. (samira.hall@utahtech.edu)

Admission Requirements 30 Days Prior to Program Application Deadline

1. Provide color copy of passport (must be valid for at least six more months).
2. Provide an official document from a banking institution showing available and accessible funds for the total Cost of Attendance for your chosen graduate program (https://international.utahtech.edu/prospective-cost-of-attendance/) (navigate to the bottom of the page). The available amount must be equal to at least $25,400 USD - $40,054. (This amount will vary depending on the specific program, dependents, living situation).