Read this page carefully – you are responsible for complying with the information presented here. Keep this page for reference; do not turn in with application.

I. APPLICATION TO TEXAS STATE UNIVERSITY

The University admission process must be completed if you have not already been accepted to the University. Former Texas State students should contact the Office of the Registrar to make sure your records are current. The Texas State application process can be completed on-line by going to the txstate.edu homepage and following the links for Prospective Students to the Texas Common Application form. This can be completed and submitted on-line. The University application process must be completed by July 1st to begin taking courses in the fall semester. Acceptance into the HIM Department does not guarantee acceptance to the University. These are two separate processes and acceptance to both the University and to HIM is required to be eligible to enroll in any classes.

II. APPLICATION TO HIM

Application to the HIM Department is a three-step process as outlined below. All steps must be completed as indicated for your application to be complete.

1) **HIM Application Form** – The program application form must be filled out completely as indicated on the form. Incomplete applications will not be considered. Early submission is encouraged but must be received by the HIM Chair by March 1st for consideration in the regular review process. After this date, applications will be accepted and will be reviewed on a space available basis only.

   **Transcripts** – All applicants must submit copies of transcripts with the application form for all coursework completed at other colleges and universities. Texas State transcripts do not have to be provided. It is preferred that all transcripts be submitted together with the application.

2) **Reference Forms** – Two completed Reference Forms must be submitted with your application by March 1. These can be submitted with your application form or can be sent in separately by your reference. The forms may be completed by current or former employers or teachers. See Reference Form attachment.

   Fax (512-245-8258) or Mail completed application forms and reference forms to:

   Department Chair
   Health Information Management Program
   601 University Dr., HPB, Rm. #302
   Texas State University
   San Marcos, TX 78666

3) **Interview** - Eligible applicants will be contacted following the March 1st submission date to schedule interview times. Please assure that we have current address and phone numbers for you throughout the application process.

   **Campus-based applicants** - Interviews are tentatively scheduled during March. You will be contacted to schedule your time to meet with the Admissions Committee.

   **On-line applicants** – You will be contacted via email to clarify needed information to complete your application file. Phone interviews may be done as needed to clarify information.

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**Deadline Dates** –

- **March 1** – completed application form received by HIM Department office.
- **March** – interviews conducted-Applicants for Campus.
- **July 1** – University application process must be completed by this date to be eligible for enrollment in the fall semester.