



The University of Texas at Austin
Computer & Data Science Online

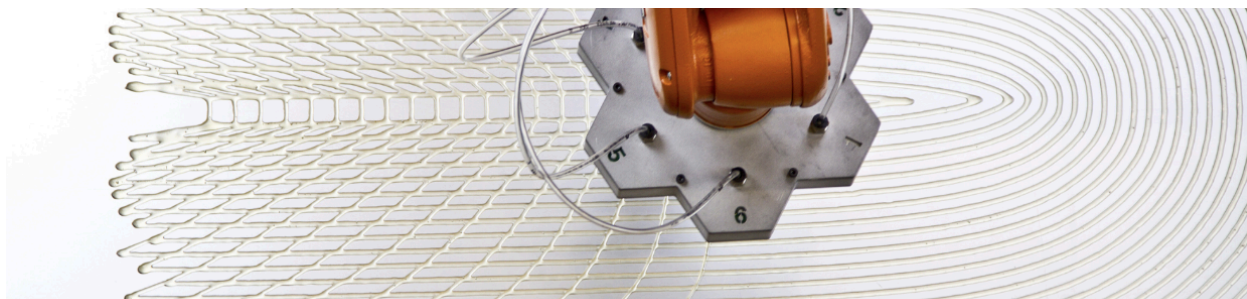
MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE

Spring 2025 Application Guide



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Application at a Glance

We're thrilled you are considering applying to one of our master's programs! We have created this printable application guide to help you navigate through what may seem like a daunting process.

Application Checklist

- [Apply](#) to the Graduate School at The University of Texas at Austin.
- Pay the Application Fee.
- Upload remaining application items on MyStatus portal.
 - Statement of Purpose
 - CV/Resume
 - Letters of Recommendation (optional)
 - Transcripts
- Send Test Scores.
 - TOEFL/IELTS (if applicable)
 - GRE (optional)
- Review Your Status.

Important Dates

Fall Application

| | |
|---------------------------|--------------------------|
| Application Opens | December 15 |
| Priority Deadline | April 1 |
| Final Deadline | May 1 |
| Decisions Released | Late-January to Mid-June |

Spring Application

| | |
|--------------------------|---------------------------|
| Application Opens | June 1 |
| Priority Deadline | August 15 |
| Final Deadline | October 1 |
| Decision Released | Late-July to Mid-December |

Eligibility Requirements

Bachelor's Degree

A bachelor's degree from a regionally accredited institution in the United States or a [comparable degree](#) from a foreign academic institution.

GPA

A cumulative [GPA of 3.0](#) or higher.

Preferred Qualifications

Relevant Education

A bachelor's degree in **artificial intelligence** or related fields such as electrical engineering, computer engineering or mathematics from a regionally accredited institution in the United States or a [comparable degree](#) from a foreign academic institution.

Applicants with degrees in non-technical subject areas will be considered on a case-by-case basis. Applicants who have a degree that is not in artificial intelligence or a related field should provide evidence of relevant content knowledge through coursework or work experience. Please detail relevant experience in your CV/resume and statement of purpose.

Relevant Background

Applicants should have an extensive background in artificial intelligence or related sciences. Level of knowledge will be assessed by review of a student's coursework and/or professional experience.

The Admissions Committee recommends that applicants complete the courses [at this link](#) before applying to the MSAI program— particularly those who do not have a bachelor's degree in artificial intelligence or related sciences. These courses should be of a technical nature and are typically offered by a CS, engineering, math, or statistics department and will not be counted toward the degree.

Step 1

Apply to the Graduate School at The University of Texas at Austin

Applications are submitted electronically.

1. Create an EID if you do not already have one.
 2. Log into the Graduate School application.
 3. Select either U.S. Graduate or International Graduate next to “Application Type”
 - a. If you are unsure which application to submit, visit the Office of Graduate Admissions’ apply page
 4. Select Spring 2025 next to “Choose Semester of Entry”
 5. Select Artificial Intelligence (MS in AI Online Program) next to “Choose Major”
 6. Continue on with the application.
-

Step 2

Pay the Application Fee

1. Within 2-3 days of the submission of your Graduate School application you will receive access to your MyStatus portal. You will be able to upload applicable required materials to this portal.
2. The application fee is required in order to complete your application. Your application fee will be paid through your MyStatus portal. The image below demonstrates how your MyStatus portal will appear.

The screenshot shows the MyStatus portal interface. At the top, there is a navigation bar with tabs for Dashboard, Admission, Housing, Financial Aid, and my Documents. The main content area displays the user's application status for Fall 2023 US Graduate admission as 'incomplete'. A 'To do (required)' section lists five tasks: 'Pay your Application fee by the deadline' (highlighted with a pink box), 'Send us a copy of your Permanent Resident Card', 'Upload your Transcript -', 'Submit your Statement of Purpose or Departmental Essay', and 'Submit your Resume / CV'. A 'Recommended' section lists 'Graduate Program Requirements'. A 'Done' section lists '1 thing'. On the right side, there is a summary of the application, including the semester (Fall 2023), status (Incomplete), major (Computer Science (MSCompSci, Option III)), and residency for tuition (Texas Resident). There is also a 'Document Upload' section and a 'Need help?' section with contact information for the Graduate and International Admissions Center.

Applicants to multiple CDSO programs will be required to complete applications for each but will only have to pay the fee once as long as the applications are for the same semester. Once any additional applications are visible on your MyStatus portal, the application fee should appear as paid.

Applicants admitted to multiple programs must choose and accept admission to one program before enrolling. Although the MyStatus interface allows it, students cannot be enrolled in more than one graduate program at a time. Applicants who accept admission to multiple programs in MyStatus will be automatically enrolled in the first program for which they accepted admission.

Step 3

Upload Remaining Application Items to Your MyStatus Portal

After paying the application fee, you will see your version of the following MyStatus portal. Review the instructions below for program and OGA requirements as listed on your portal. Do not email or mail application items. Sending paper copies of documents will significantly delay the processing of your application. If you submitted your Statement of Purpose and/or Resume through the Graduate School application, please check that these items are marked as “Done” in your MyStatus portal with an upload date *within this application cycle*. Applications that use past application materials will be marked as incomplete and will not be considered.

Program Requirements

The screenshot shows the MyStatus portal interface. At the top, there is a navigation bar with tabs for Dashboard, Admission, Housing, Financial Aid, International, and my Documents. The user is currently in the International section. Below the navigation bar, there is a dropdown menu for Applications, currently set to 'Fall 2023 International Graduate - Computer Science (MCompSci, Option III)'. The main content area displays a message: 'We've received your application and are currently reviewing it.' followed by a note and a 'For Your Information' section. The 'To do (required): 4 things' section lists four items: 'Letter of Recommendation', 'Transcript', 'Statement of Purpose or Departmental Essay', and 'Resume / CV'. The 'Recommended: 1 thing' section lists 'Graduate Program Requirements'. The 'Done: 3 things' section is currently empty. On the right side, there is a summary box for the 'International Graduate admission application' showing semester 'Fall 2023', status 'Incomplete', major 'Computer Science (MCompSci, Option III)', and residency for tuition 'Foreign'. Below this is a 'Document Upload' section with a link to the 'Document Upload System'. At the bottom right, there is a 'Need help?' section with contact information for the Graduate and International Admissions Center.

Statement of Purpose: In two double-spaced pages, describe the events/experiences that prepared you for this program, your academic and professional interests, your reasons for pursuing graduate study, and your goals related to this program. Use 1-inch margins and 12 pt font. Upload this item through your MyStatus Document Upload System if you did not upload through the Graduate School application.

CV/Resume: Outline your educational and work history, relevant publications, research, and patents. At the end of your CV/Resume, include a brief description of how you meet the [prerequisite courses](#) (e.g. list specific courses with grades achieved or proof of completion). Upload the item through your MyStatus Document Upload System if you did not upload through the Graduate School application..

If you have previously submitted an application to UT Austin (undergraduate or graduate), the MyStatus interface will use your previous materials to complete your MSAI application. *Please do not do this.* Even if you've submitted similar program materials for a previous application, be sure to resubmit these materials for this application cycle, as well. Your application must include ALL required application materials for MSAI as listed in this guide. If your MSAI application does not include all required materials with an upload date within this cycle, it will be categorized as incomplete, and will not be considered.

Optional Program Items

Opting out of submitting optional materials does not adversely impact your application.

Letters of Recommendation: You should request and manage your recommendation letters through your MyStatus portal. Recommenders can be supervisors or academic references. Do not exceed three recommendations.

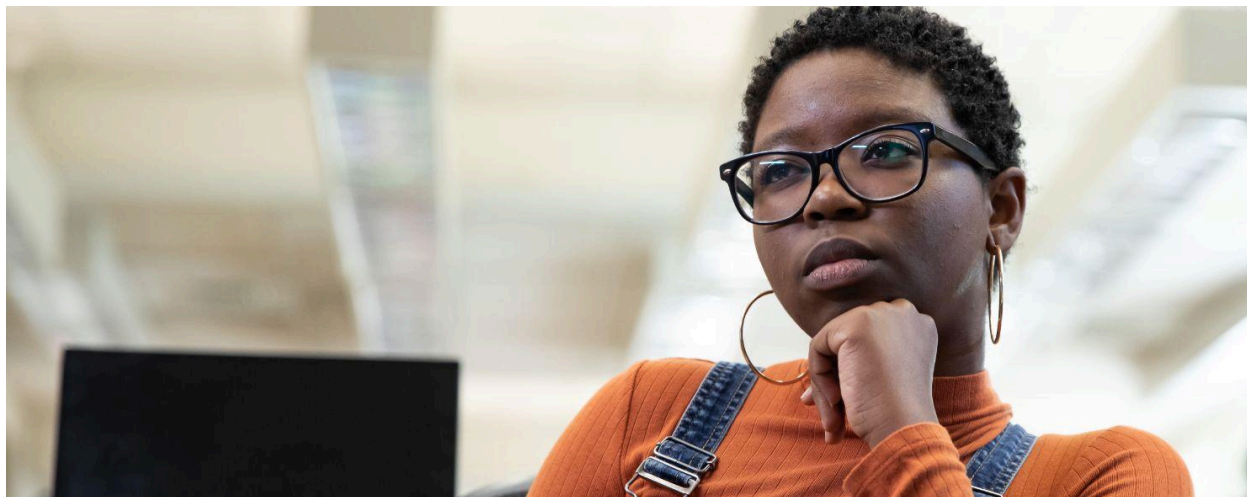
GRE General Score: If you feel that it would strengthen your application, you may take the GRE and send official scores. Please see the “Is the GRE required?” and “Is there a certain score needed on the GRE to be admitted?” questions of [our FAQ](#) for further information.

Office of Graduate Admissions (OGA) Requirements

Items not listed under the Program Requirements section are OGA required items and questions must be [directed to OGA](#). These may include (but are not limited to):

Transcript(s): Review the ‘Submit Transcripts’ section of the Graduate Admission page for [instructions](#). **Note:** The verification of transcripts usually takes 2-3 business days. Sending paper copies of documents will significantly delay the processing of your application.

An official TOEFL/IELTS score: Visit [How to Apply: International Students](#) for information on exemptions.



Step 4

Send Test Scores

1. **An official TOEFL/IELTS score:** [International applicants](#) must provide a [score](#) which must be sent electronically to UT Austin. Departmental codes are not needed and emailed or uploaded scans of results to MyStatus are not accepted. It may take up to 4-6 weeks for your scores to be received. Plan accordingly to ensure your results are in the university system no later than our final deadline. Visit [How to Apply: International Students](#) for information on exemptions and how to submit scores.
2. **GRE General Score (optional):** [Send official scores](#) through ETS using UT Austin's code 6882. There is no departmental code and we do not accept self-reported (emailed or uploaded) scores.



Step 5

Review Your Status

Visit your MyStatus portal to confirm that you do not have any items remaining on the “To Do (required)” section of your MyStatus portal. While items may be processed by OGA after the deadline, your application will not be considered for review if your application status shows incomplete by the final deadline. **It is solely the responsibility of the applicant to ensure that there are no pending items on their MyStatus portal. This includes a new Resume and Statement of Purpose if you have ever applied to UT Austin before.**

If you see an item listed on your MyStatus portal as required that is not on the Program Requirements list, refer to this [site](#) and then [contact](#) OGA with your UT EID immediately.

Important Dates

Fall Application

| | |
|---------------------------|-----------------------------|
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| | |
|---------------------------|------------------------------|
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Applying is a multi-step process. To ensure all items are turned in by the deadline, **applicants must complete the ApplyTexas portion of their application at least one week prior to the deadlines above.** Applications not completed by the final deadline will not be considered.

After You Submit

Generally, the earlier you apply, the sooner you will receive an admission decision. However, the admissions process is not linear and the priority deadline is in place to provide applicants with additional time to complete their application by the final deadline—especially in the case that an issue arises (for example, a transcript is declined or test scores are taking longer to arrive) with your application items. For this reason, you may not hear back until the very end but rest assured this will allow you enough time to enroll if admitted.
