Office of the Graduate School

The Office of the Graduate School, Academic Services Building, 601 West Schuster, Room 223, serves UTEP graduate students and responds to graduate-student needs and issues. We encourage students to visit the office and meet the professionals who assist with degree or personal programs. Our office hours are 8:00 a.m. to 5:00 p.m. daily; our telephone number is 915.747.5491. We are pleased to respond to e-mail and can be contacted at GradSchool@utep.edu, or via www.utep.edu/graduate (http://www.utep.edu/graduate/).

Among the many and varied areas of responsibility within the Office of the Graduate School are

• Graduate admissions
• Graduate recruitment
• Graduate orientation
• Maintenance of academic files of graduate students
• Preliminary and Final Degree Plans
• Academic status communication
• Graduate assistantships
• Application for graduation

Telephone Numbers

Graduate School 915.747.5491
Registration and Records 915.747.5550
Financial Services 915.747.5806
Financial Aid 915.747.5204
Office of International Programs 915.747.5664
Housing Services 915.747.5352
Dean of Students 915.747.5648

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