

Forms & FAQ for Undergraduate Admissions

HOW DO I APPLY TO TENNESSEE STATE UNIVERSITY?

Students can apply for admission via the [Future Tiger Portal](#).

[Office of Admissions Enrollment Checklist](#)

CAN I SUBMIT A PHOTO OF MY DIPLOMA INSTEAD OF A TRANSCRIPT?

No, we require official transcripts. We do not recognize diplomas as official admission documentation. Transcripts provide a comprehensive view of a student's academic history, making them a critical tool for admissions decisions. They detail all courses taken, grades received, credits earned, and the graduation date, ensuring a complete assessment of academic performance.

WHAT IMMUNIZATIONS ARE REQUIRED FOR TSU?

- Measles, Mumps, and Rubella (MMR): Two doses of the MMR vaccine or proof of immunity to the disease
- Varicella (chicken pox): Two doses of the varicella vaccine or proof of immunity to the disease
- Meningococcal: One dose of the meningococcal vaccine if living in on-campus housing
- Hepatitis B: Only for health science students who will have patient contact

Note: You will not be allowed to register for classes until an acceptable form is on file in the Student Health Services Office. For exemption inquiries please email studenthealthservices@tnstate.edu.

ARE FRESHMAN REQUIRED TO SUBMIT TEST SCORES (ACT/SAT)?

Yes, we require all first-time freshmen under the age of 21 to submit test scores. At Tennessee State University, we recognize the crucial role that standardized assessments play in our commitment to educational equity. Requiring test scores enhances transparency in our admissions process. Given the significant differences in grading standards among high schools, standardized tests like the SAT and ACT serve as reliable benchmarks. For those students who submit strong scores, these achievements can distinguish them in a competitive applicant pool, showcasing their strengths alongside other impressive aspects of their applications.

AFTER I SUBMIT MY APPLICATION, HOW DO I NOTIFY THE ADMISSIONS OFFICE IF I HAVE UPDATED OR ADDITIONAL INFORMATION?

Please email admissions@tnstate.edu for additional application materials (PDF only), change your decision plan, update your email and mailing addresses, etc. Please do not send documents about community engagement and leadership, personal essays, and letters of recommendation unless requested via the freshman appeal process.

CAN I CHANGE MY MAJOR AFTER SUBMITTING MY APPLICATION?

Yes, you can change your major after submitting an admission application. You will fill out a [Change of Major Form](#) and email it to admissions@tnstate.edu. Changing your major is important so that the advisement team can sign freshmen up for the correct coursework.

[Change of Major Form](#)

ARE INTERVIEWS OR RESUMES REQUIRED FOR APPLICANTS?

Tennessee State University Undergraduate Admissions does not have an interview or resume submission requirement for any student type.

CAN FIRST-YEAR STUDENTS DEFER ADMISSION TO TENNESSEE STATE TO A LATER START DATE?

TSU has a specific process for students who want to defer their enrollment. Instead of a formal deferment, students need to complete a Change of Term form. It's important to remember that if they decide to change their start date, they will lose any scholarships offered for that term, particularly merit scholarships, which are primarily available in the Fall and won't be applicable for a Summer start. If you have any questions about this process or need more information, feel free to ask!

[Change of Term Form](#)

ARE STUDENTS REQUIRED TO ATTEND ORIENTATION?

All first-time freshmen are required to attend orientation. Transfer students with less than 60 earned credit hours must attend orientation. Transfer students with 30 or more earned credit hours need to schedule an advisement appointment with faculty in their academic department before orientation.

DOES TENNESSEE STATE UNIVERSITY AWARD CREDIT FOR ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE (IB) TEST SCORES?

Yes, Tennessee State generally awards college credit for a score of 4 or 5 on an Advanced Placement exam or 6 or 7 on an International Baccalaureate exam, though required test scores vary depending on the exam. Official scores must be ordered and mailed to Undergraduate Admissions at Tennessee State University to be applied to your student record.

DOES TENNESSEE STATE UNIVERSITY CONSIDER DEMONSTRATED INTEREST IN THE ADMISSION REVIEW PROCESS?

For Early Decision I, Early Decision II, and Regular Decision, Tennessee State does not consider demonstrated interest. While we welcome students to visit campus, participate in virtual visit programs, and contact our admissions team with questions, we do not track these interactions for the admissions review. We do not have a waitlist for undergraduate admission.

HOW ARE APPLICANTS WITH ALUMNI RELATIVES OR "LEGACIES" HANDLED IN TENNESSEE STATE'S ADMISSION PROCESS?

At TSU, our admissions process focuses on evaluating applicants based on their academic achievements, including transcripts and test scores. While we do note alumni affiliations as part of our commitment to fostering a vibrant student activities program, it's important to clarify that having an alumni connection does not guarantee admission. Legacy applicants are held to the same rigorous standards as all other candidates.

HOW CAN I CONTACT AN ADMISSION COUNSELOR?

Please email admissions@tnstate.edu and any of our admission team members will reply to your question in 1 to 3 business days.

I WAS DENIED ADMISSION. CAN I APPEAL MY DECISION?

Please note that only freshman students are eligible for the [Freshmen Admissions Appeal](#). To initiate the process, students must submit the following:

1. **Freshman Appeal Cover Page**
2. **Personal Statement**
3. **Three Letters of Recommendation**
4. **Deadline: August 1st for Fall. January 1st for Spring. May 1st for Summer.**

All other student types must attend another institution to improve their GPA before applying to Tennessee State University again.

WHAT ARE THE MINIMUM HIGH SCHOOL COURSEWORK REQUIREMENTS FOR ADMISSION?

The minimum high school coursework requirements include 4 years of English, 4 years of math, 4 years of science, 3 years of social studies, and 2 years of a foreign language.

WHAT HAPPENS IF MY FAMILY (OR MY SCHOOL) HAS BEEN IMPACTED BY A NATURAL DISASTER, AND I CAN'T SUBMIT MY MATERIALS ON TIME?

We understand that natural disasters can create significant challenges for students and counselors. If you have any concerns, please reach out to us at admissions@tnstate.edu. We recognize that submitting required materials by our deadlines may not be possible during such difficult times, and we're here to offer as much flexibility as we can. Most importantly, we're committed to working with you on an individual basis to ensure you have the support you need.

IS THE INTENT TO ENROLL BINDING?

An intent to enroll is nonbinding, indicating a student's interest in attending Tennessee State University without creating a contractual obligation. This expression of intent helps the school plan for the academic year while allowing students the flexibility to change their minds without penalties. They can explore other options or even opt for a gap year if they choose. Typically, submitting an intent to enroll requires no financial commitment, further emphasizing its nonbinding nature.

DOES TSU NEED MY OFFICIAL HIGH SCHOOL TRANSCRIPT AS PART OF THE APPLICATION FOR ADMISSION?

Yes, we require a final high school transcript that displays your graduation date from all admission student types. If you received FAFSA aid this is a required item. TSU will need official high school transcripts and verified test scores by July 1 from all admitted students who confirm enrollment at TSU.

DOES TSU EVALUATE ADMISSION BASED ON SUPERSCORES?

Tennessee State University evaluates the highest test score date for determining admission and merit scholarship awards. Superscoring may appear advantageous, but it has the potential to perpetuate inequalities and misrepresent a student's true capabilities, raising important questions about student readiness. Superscoring can lead to significant issues:

1. **Inflated Perception of Ability:** Superscoring may not accurately reflect a student's true abilities, creating a discrepancy between reported scores and actual performance.
2. **Increased Pressure:** The pursuit of higher superscores can pressure students to take standardized tests multiple times. This can exacerbate test anxiety, particularly for those who find standardized formats challenging.
3. **Equity Concerns:** Not all students have equal access to test preparation resources or opportunities for retaking exams. This discrepancy can lead to inequities, favoring students from more privileged backgrounds who can afford additional test prep and multiple attempts.

DOES TENNESSEE STATE UNIVERSITY HAVE A GUARANTEED ADMISSION POLICY? IF SO WHAT IS THE CRITERIA?

Guaranteed admission is for first-time freshmen who meet the following admission requirements:

- Score a 19 or higher on the ACT or 900 on the SAT
- Achieve a weighted GPA of 3.2 or higher

MY PREVIOUS INSTITUTION HAS CLOSED. DO I HAVE TO SUBMIT A TRANSCRIPT?

Yes, TSU requires transcripts for all colleges attended if it is a Tennessee College students will fill out the [Transcript Request Form \(For CLOSED Institutions\)](#) to request a transcript from the Tennessee Higher Education Commission (THEC).

CAN TSU ADMISSIONS SEND MY HIGH SCHOOL TRANSCRIPT OR COLLEGE TRANSCRIPTS TO MYSELF OR ANOTHER INSTITUTION?

No, Tennessee State University can only release Tennessee State University transcripts. TSU DOES NOT maintain or distribute transcripts from high schools, the GED test, or the HiSET test. To locate one of these, please get in touch with the high school, local board of education, or the [Tennessee Department of Education](#). You can order your TSU transcript electronically or by mail via [Parchment](#).

I AM CLASSIFIED AS OUT-OF-STATE BUT LIVE IN TENNESSEE. HOW CAN I UPDATE MY RESIDENTIAL STATUS?

Please complete the Residency Appeal form and submit it with all required supporting documentation to the Office of Records. The appeal alone is insufficient; missing documents will delay processing. All submitted documents become the property of Tennessee State and cannot be returned.

Due to high volume during registration, applications received after the priority date may not be processed before payment deadlines and will be handled on a first-come, first-served basis. Applications submitted after the last registration day will be considered for the next semester. You may leave blank any irrelevant questions. If you lack full documentation but work full-time in Tennessee, you may qualify for the “Work Rule,” allowing you to pay in-state rates for part-time classes only. Note that mere presence in Tennessee does not confer permanent residency status.

[Residency Classification Application to Pay Fee \(Not a student housing application\)](#)

DO I HAVE TO TURN IN A TRANSCRIPT THAT I DO NOT WANT ON MY TENNESSEE STATE RECORD?

You must submit all previous college transcripts. (This includes Dual Enrollment coursework, Beauty/Barber colleges, and Trade schools). TSU uses these to assess your academic performance and ensure you meet admission requirements. Incomplete transcripts can lead to application delays or rejections. Complete records are also essential for financial aid eligibility; missing transcripts can jeopardize funding.

If transferring, submitting all transcripts is crucial for evaluating transferable credits, potentially saving you time and money. Don't risk your future—submit all transcripts promptly and completely.

IS THE HOUSING APPLICATION REFUNDABLE?

All housing prepayments are non-refundable; HOWEVER, if a payment is made toward housing that begins in the Fall Semester, but the student then chooses to attend in Spring, the student can request the payment be transferred from Fall to the following Spring Semester ONLY.

I DID NOT ATTEND TSU BUT IT IS SHOWING UP ON MY FAFSA. WHAT DO I NEED TO DO?

Student who did not attend TSU and need a letter stating non-attendance will need to complete an [Enrollment Verification Form](#). This will need to be emailed to the Records Office (records@tnstate.edu) in order to produce a formal document stating that you have not enrolled or participated in courses at that institution.
