The University of Texas at Austin
Computer & Data Science Online
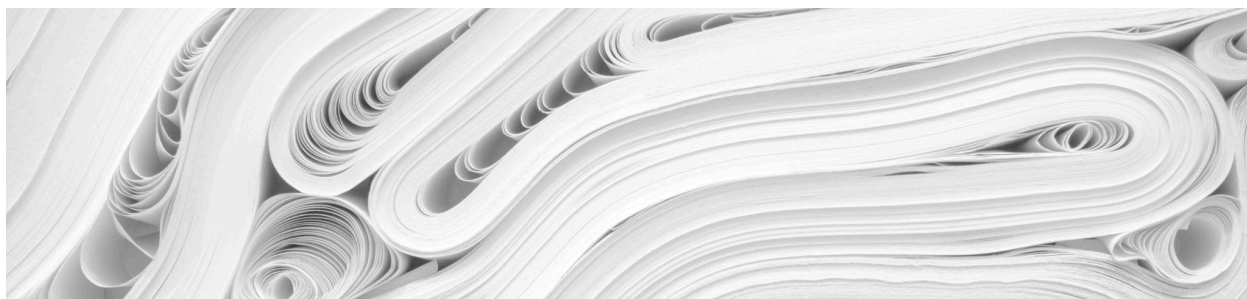
GRADUATE CERTIFICATE
IN ARTIFICIAL INTELLIGENCE & MACHINE LEARNING

Spring 2026 Application Guide

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Application at a Glance

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

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- ☐ Pay the Application Fee.

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- ☐ Review Your Status.

Important Dates

Fall Application

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

Spring Application

Application Opens	June 1
Priority Deadline	August 1
Final Deadline	September 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 may be eligible for admission if the admissions committee determines they have programming experience in Python and have completed sufficient relevant coursework to be fully prepared to pursue graduate study such as: Discrete Math for Computer Science, Data Structures, Algorithms and Complexity, and Introduction to Statistics.

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, 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. Log into the Graduate School application.

2. Click "Start New Application"

3. Click "Create Application"

4. Click "Open Application"

5. Select ~~Spring 2026~~ in the drop down menu after "What semester are you applying to begin your graduate studies?"

6. Select Artificial Intelligence: Foundations and Applications in AI/ML - Nondegree Stackable Certificate Program - Option III from the drop down menu after "Which graduate program are you applying to?"

7. 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.

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. **Applications that use past application materials will be marked as incomplete and will not be considered.**

Program Requirements

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.

Quest Assessment: The CAIML Quest Assessment is part of a holistic admissions process to assess your readiness to complete the CAIML program. Your Quest score alone is not

determinative of admission in the CAIML program, which will also consider your prior grades, work experience, and statement of purpose. These questions assess your knowledge of core topics covered in undergraduate-level linear algebra, multivariable calculus, programming, and introductory statistics courses. There is no minimum score required for admission to the CAIML program, nor is an offer of admission guaranteed for applicants who score above any particular threshold. The CAIML Assessment is to be completed in a single 60-minute session and is open-book (you can use any book, hardcopy or electronic) and open-notes (e.g., lecture notes). You may use paper, a pencil, and a calculator (including R or any other statistics program on a computer). Your work on this assessment should be your own, with no help from anyone else.

To take the assessment, follow the instructions below:
- Once you receive your UT EID use your credentials to pay for the MSDS Quest Assessment here.
- Click the grey "Pay" button to be redirected to the University of Texas at Austin Credit Card System. Enter your card information and billing address using the same information entered on your Graduate School application profile and click the green "Submit" button.
- If you experience any issues submitting your payment, please screenshot the entire screen to include the system clock and contact Quest using the "Contact" button in the top navigation. If prompted, provide them with your screenshot.
- After your payment is confirmed, you will be automatically enrolled in the course. Please proceed to quest.cns.utexas.edu/student/courses and look for your assessment.
- If you are already enrolled in an institution through Quest, please ensure that the dropdowns provided match "Data Science" and "CAIML Assessment".
- After clicking on your course, please note that the assessment may take a few minutes to load. If you see a blank screen, please give Quest about 5 mins to load your assignments.
- If you do not see any assignments after five minutes, contact Quest using the "Contact" button at the top of the page.

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 have previously submitted an application to UT Austin (undergraduate or graduate), the MyStatus interface will use your previous materials to complete your CAIML application. ***All materials must have a submit date within the current application cycle***. 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 as listed in this guide. If your CAIML 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.
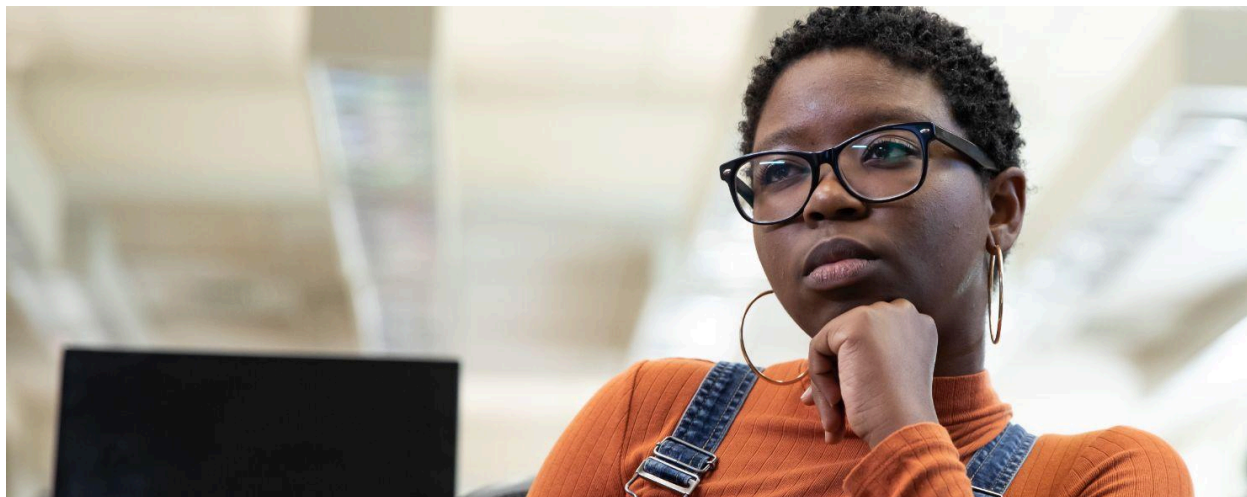
GRE General Score: If you feel that it would strengthen your application, you may take the GRE and send official scores. Please see the "Is the GRE required?" and "Is there a certain score needed on the GRE to be admitted?" questions of our FAQ for further information.

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 at least 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.

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Applying is a multi-step process. To ensure all items are turned in by the deadline, **applicants must complete the Graduate School portion of their application at least one week prior to the deadlines above**. Applications not completed by the final deadline will not be considered. Emailing individuals outside of our office, such as Deans or department chairs, will not result in the reinstatement of your application and will delay the processing time of your and other applications.

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.