

## Application Checklist - MIP

Applicant Name: \_\_\_\_\_ Texas A&M UIN: \_\_\_\_\_

The Bush School admissions office works with Graduate Admissions Processing at Texas A&M University to process all graduate applications. This involves a multi-step process where students apply through the ApplyTexas website and then upload supporting documents into the Applicant Information System (AIS) or email/mail them. Use the checklist below to mark items as you collect your materials. We recommend that you make copies of your materials (except pieces in sealed envelopes) for your own records. Our contact information is below.

### Step 1 – Texas A&M University: Application (Submit via the applytexas.org website)

**Submit:** Applying is the first step in the process and can be done weeks before the support materials are ready. Submit *without* the statement, as you will upload that in step 2. You will gain access to the Applicant Information System (AIS) within 48-72 working days so you can upload your documents when ready.

- Graduate Application**
  - Submit the application at [applytexas.org](http://applytexas.org)  
ApplyTexas App ID: \_\_\_\_\_
  - Major code found under Bush School, MIP
- Non-refundable Application Fee**  
ApplyTexas applicants should pay the fee online, if possible. If mailing, see our Instructions page.

### Step 2 – Texas A&M University: Transcripts & Test Scores (Submit to TAMU directly through testing agency or registrar)

- Official Transcripts** (*Required for enrollment*)  
*NOTE: We will download TAMU transcripts for Aggie graduates*
  - Have your registrar send transcripts electronically to TAMU Admissions via [admissions@tamu.edu](mailto:admissions@tamu.edu) through PARCHMENT, SPEEDE, eSCRIPT-SAFE, or Nat'l Clearing House
  - Or mail transcripts in a sealed envelope to TAMU (this is US Postal mail; find the express mail address on the Instructions page if you are outside the U.S. or using FedEx, etc.)
- Graduate Admissions Processing  
 Office of Admissions, Texas A&M University  
 P.O. Box 40001  
 College Station, Texas 77842-4001
- Test Scores – optional GRE if GPA above 3.0**
  - Graduate Records Exam (GRE) - Code 6003
  - Grad. Mgmt. Aptitude Test (GMAT) – Code 7B7-K9-03*For international applicants:*
  - Test of English as Foreign Lang. (TOEFL) - Code 6003
  - Int'l English Language Testing System (IELTS)

**Step 3 – Bush School of Government & Public Service: Requirements** (Within 48-72 hours after you've submitted your application, you'll receive your Universal Identification Number (UIN) from TAMU, which gives you access to their Applicant Information System (AIS). You can upload support pieces online at AIS, email them to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu), OR drop off/mail them to the Bush School Admissions Office at the address below.

- Two Letters of Recommendation**
  - Have your recommender upload the letter in AIS
  - Or have your recommender sign, scan, and email or mail the letter, accompanied by a Bush School Recommendation Form (found online)
- Professional Résumé**
- Statement of Purpose** (750 words)
- Unofficial Transcript, if needed** (*all but TAMU grads*)
  - Transcripts uploaded into AIS are unofficial and will temporarily complete your file for review. Submit official transcripts via Step 2 above.

**Application Questions??** Contact Stacy Hayes or Kathryn Meyer

Bush School Admissions  
 Texas A&M University  
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 College Station, TX 77843-4220

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