

Application Instructions – MPSA/MIA

Welcome! This document provides instructions for admission to graduate study at the Bush School at Texas A&M University. The on-campus MPSA/MIA degrees admit students each fall; application materials should be received by the priority deadline of January 15 for optimal consideration. Late applications will be processed on a time and space-available basis after that, so check the website for updates. We conduct candidate interviews in February, with interview conference dates in late February or early March, and make admissions and financial aid decisions by mid-March.

APPLICATION PROCESS

The Bush School Admissions Office works with Graduate Admissions Processing at Texas A&M to process applications for our MPSA/MIA degrees. This involves a multi-step process where students apply through the Apply Texas system and then upload supporting documents into the TAMU Applicant Information System (AIS) or email them directly to us.

Applicants may check the status of their application through the AIS online status check. Please allow 24-72 hours for processing time. Also, note that Bush School Admissions will email a status update as items are processed into a Bush School file. **Notices from Bush School Admissions are the true status of your file**, as AIS will only reflect four updates: the application, test scores, online letters of recommendation, and transcript processing.

All supporting documents, including transcripts and letters of recommendation, should be requested well in advance of the deadline. The Bush School has created a MPSA/MIA Application Checklist to help you manage this process; it's found at the end of this document and online under the Admissions Requirements section. Admissions committees will start reviewing complete applications in January.

To avoid confusion or delay in processing your application, please use the same spelling and name order on all correspondence and documents and update AIS and the Bush School of any change of address or name. We look forward to working with you this year!

STEP ONE: TEXAS A&M UNIVERSITY – Application and Fee

Application for Graduate Admission

The Bush School will only accept the online application processed at www.applytexas.org (exceptions are TAMU 3+2 year applicants or TAMU continuing graduate students; see below).

Apply Texas Applications

Under the "Major" pull-down menu, select the appropriate application **under the B's for Bush School**:

- **For MPSA:** Bush School-Public Service & Administration, MPSA
- **For MIA:** Bush School-International Affairs, MIA

You will receive an e-mail from the Office of Admissions within 24-72 hours after submitting your online application (anything after 6 p.m. rolls to the next weekday upload). It includes your Universal Identification Number (UIN). Include the UIN on all of your documents AND use it to claim your NetID so you can log into AIS to check your application status (<http://applicant.tamu.edu>). There you can check what has uploaded into AIS (app, letters, test scores, transcripts). But even if AIS says your file is complete, it may not be, as it only checks four of the required items. **Bush School Admissions will provide you an OFFICIAL notice of a complete file.** Look for our email updates as we process items, and please be patient.

TAMU 3+2 year and Continuing TAMU Graduate Student Applications

Five-year program and continuing graduate students from TAMU do not submit the ApplyTexas application. Five-year applicants fill out a **Bush School Joint-Degree Application** and current TAMU graduate students fill out a **Letter of Intent** from the Office of Graduate and Professional Studies. Links to those forms are found on the Instructions page online. The application fee is waived for these applicants.

Application Fee

A nonrefundable application fee of \$65 for U.S. citizens and permanent residents, or \$90 for international applicants, is required to process an application. The fee may be paid by check, money order, or approved credit card (note that credit cards charge a fee of \$1.50 to process). Checks or money orders (U.S. dollars) should be made payable to *Texas A&M University* and should display an agency bank in the U.S. and have magnetic ink character recognition (MICR) routing numbers at the bottom of the check. If mailing payments, please send to the address below for Graduate Admissions Processing, not the Bush School, and include your name and UIN.

U.S. postal mail

Graduate Admissions Processing
Texas A&M University
PO Box 40001
College Station, TX 77842-4001

Express mail or courier (FedEx, DHL, UPS, etc.)

Graduate Admissions Processing
Texas A&M University
General Services Complex
750 Agronomy Rd, Suite 1601
College Station, TX 77843-0200
USA

The Bush School does not waive application fees based on need, but TAMU might for qualified domestic students; you can find more at <http://admissions.tamu.edu/graduate/apply>. The Bush School does have written agreements with several organizations where the Bush School will pay the fee for volunteers from AmeriCorps (Vista, Teach for America, City Year, etc.), Peace Corps, and PPIA. Texas A&M pays for those from the McNair Program. Applicants seeking this waiver should submit the ApplyTexas application without payment and then email bushschoolapplications@tamu.edu for further instructions.

STEP TWO: TAMU and BUSH SCHOOL – Transcripts, SOP, Int'l Essay (for MIA), Résumé, Recommendations, Test Scores

Transcripts and Records – Both MPSA/MIA

Submit official transcripts from all colleges or universities attended. An official statement of the award of the degree or diploma is required for each degree completed. **Note to TAMU students/alumni:** Do NOT submit an official transcript from Texas A&M University; we can download those.

Transcripts can be submitted in these ways:

Unofficial: (Required at time of application) Submit transcripts from all colleges or universities attended. Copies of official transcripts can be uploaded into AIS and will temporarily complete your file for review.

Official: (Required at time of enrollment) Transcripts uploaded into AIS are unofficial. Official documents are required for you to enroll in classes and are sent directly from your registrar (ask for their available options):

- Electronically to Texas A&M Admissions at admissions@tamu.edu through PARCHMENT, SPEEDE, eSCRIPT-SAFE, or National Clearing House
- Mailed to Texas A&M Graduate Admissions Processing (use the addresses above) in a sealed envelope with the registrar's signature or stamp across the seal); include a Document ID Sheet if possible.

If transcripts or mark-sheets are from a university outside the United States, they are to be signed by the registrar, controller of examinations, or president of the university issuing the document. Official records are to be in the language of instruction, accompanied by official translation in English, if necessary. Translations sent directly from the institution

attended or from a recognized translator are considered official. Consolidated and provisional mark-sheets are not considered official. Please ask the registrar to send individual mark-sheets that list grades earned in each term. Photocopies or other duplications such as notarized copies and faxes are not considered official.

REMINDER: *Admitted students will not be able to register for classes until official transcripts and diploma sheets are received by TAMU Graduate Admissions Processing either by electronic means or via sealed and signed mail.*

Statement of Purpose (SOP) – Both MPSA/MIA

In 750 words or less, tell us about the experiences that have influenced your professional and personal goals. This could include people, events, or places that have affected or inspired you family/faculty/interactions/internships/courses/travel). Essentially, we are looking for where you come from, what you've done that impacted your development, and where you are headed. (*Type in 11 pt font and space 1.5-2"; include your name and UIN on each page, if possible*).

NOTE: *Do NOT submit your SOP with your online application at Apply Texas; rather, upload it into AIS after submission (or email it to the Bush School).*

Professional Résumé

Provide a current resume (1-2 pages) that feature activities after high school. Consider the following sections:

- **Name and contact information**
- **Education**
 - Undergraduate Institution; include month/year completed (or to complete)
 - Degree earned, with major(s), minor(s)
 - Current overall GPA (you can also add a last 60 hour or major GPA)
 - *List additional undergraduate or graduate degrees and certificates, as necessary*
 - *Optional:*
 - Relevant/highlighted courses you'd like to list
 - Academic honors and awards
- **Relevant work/internship experience**
 - List work or internship experiences related to public service, to include government, nonprofits, educational institutions, military service, and other relevant areas
- **International experience**
 - Include study abroad, mission trips, travel, living overseas, and dates completed
- **Skills and Certifications**
 - **Language:** List the language and your current *speaking level* (include beginning, intermediate, advanced, fluent). Optional for reading and writing levels.
 - **Computer (optional):** List relevant software by name.
 - **Clearance:** List any clearances you want to highlight.
- **Leadership, Service, Organizational Memberships, and Honors**
 - List your involvement in any related activities YOU want to highlight. Indicate organization, role you assumed, the dates involved, and the time involved per week/month/semester
- **Other (optional)**

A Résumé Template is found online under the Instructions page. Reference it as needed.

Recommendations – Both MPSA/MIA

Three recommendations are required. It is strongly recommended that at least one be from someone familiar with your academic work (faculty, advisors) and another from someone familiar with your potential leadership, public service, or work

experience (supervisors, mentors, associates). The Letter of Recommendation Form is found online under the Recommendations section (if not working through the online system).

Letters of recommendation can be submitted in these ways (listed in order of preference):

- **Online:** Sent directly to Texas A&M via the Letter of Recommendation (LOR) system
Once you have submitted your Apply Texas application, you receive your UIN via email from Texas A&M (within a few days). Next, access the Howdy portal to log into the Applicant Information System (AIS) and find the LOR system. Follow instructions for entering contact information for up to three recommenders (or four if you need a backup). You can log into AIS to monitor their submission (and send reminders as necessary).
- **Emailed:** Sent to bushschoolapplications@tamu.edu by your recommender
We ask that letters be written on official letterhead and emailed to us as a PDF or Word document, accompanied by the Bush School Recommendation Form.
- **Hard copy:** Mailed or dropped off to the Bush School Admissions Office (address at the end)
We ask that letters be written on official letterhead and accompanied by the Bush School Recommendation Form, which the recommender fills out, prints, signs, and seals in an envelope.

GRE Test Scores – MPSA required; MIA waives if GPA 3.2 or better

Test scores (GRE preferred over GMAT) should be sent directly from the Educational Testing Service (ETS) to the Texas A&M University (GRE Code 6003/GMAT Code 7B7-K9-03) and be from a test date within five years of the date the Apply Texas application is submitted.

- **MPSA:** The GRE is required, but we do not have minimum admissions scores. Averages can be found online under the FAQ section. *An application is incomplete without test scores and admissions decisions are not given without them. We recommend tests be completed by December to meet the January priority deadline.*
- **MIA:** If you have a cumulative GPA of 3.2 or better in a completed bachelor's or graduate/professional degree, the GRE is optional. GPAs below 3.2 require GRE scores; see above for more detail.

TOEFL/IELTS Scores (International Applicants) – Both MPSA/MIA

Texas A&M requires that applicants from non-English speaking countries prove English proficiency (pick your option):

- Score at least 146 on the GRE verbal section (or 22 on GMAT verbal)
- Present a Test of English as a Foreign Language (TOEFL) score of at least 80 ibt (internet) or 550 pbt (paper); the Bush School prefers a 100 ibt or 600 pbt
- Present an Int'l English Language Testing System (IELTS) score of at least 6.0 overall band; we prefer a 7.0 band
- Complete all years of a bachelor's degree or higher at a U.S. accredited university

Further clarification and a list of countries that are exempt from the English proficiency requirements are found on the International Graduate Admissions webpage at <http://admissions/tamu.edu/international/graduate>.

To report TOEFL scores: Have scores sent directly from the testing service to Texas A&M University (Code 6003).

To report IELTS scores: Have scores submitted electronically by the IELTS test center; no paper Test Report Forms will be accepted by TAMU. An institutional code is NOT required. Scores can be sent electronically using the IELTS system to the address below. *We recommend tests be completed by December to meet the January priority deadline.*

International Admissions Processing
Texas A&M University
PO Box 40002
College Station, TX 77842-4002

Email: admissions@tamu.edu

Application Checklist – MPSA/MIA

We have created an **Application Checklist** to help you manage the process, found below and in the Checklist section.

If you mail any items to Graduate Admissions Processing (as listed above) or to the Bush School, please do NOT staple items or place items in folders or cover sheets; leave sheets and sealed documents loose in your packet.

Addresses are listed on page two for TAMU’s Graduate Admissions Processing. For any items you want to submit directly to the Bush School, use the address below.

CONTACT INFORMATION – Bush School

If you have any questions about your application or the application process, please contact Stacy Hayes or Kathryn Meyer in the Admissions Office. Our mailing address is to the left and contact information is to the right. Good luck. We look forward to working with you.

Bush School Admissions

Texas A&M University
2129 Allen Bldg / 4220 TAMU
College Station, Texas 77843-4220

Phone: 979.862.3476 or 979.862.8841
Fax: 979.862.7953
Email: [**bushschoolapplications@tamu.edu**](mailto:bushschoolapplications@tamu.edu)

Application Checklist - MPSA/MIA

Applicant Name: _____ Texas A&M UIN: _____

The Bush School admissions office works with Graduate Admissions Processing at Texas A&M University to process our 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.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Graduate Application <ul style="list-style-type: none"> ○ Submit the application at applytexas.org ○ ApplyTexas App ID: _____ ○ <i>TAMU 3+2 yr or continuing TAMU grad applicants: Email or drop off the application from our website</i> | <ul style="list-style-type: none"> <input type="checkbox"/> Non-refundable ApplyTexas application fee <p>ApplyTexas applicants should pay the fee online, if possible. If mailing, see our Instructions page. <i>NOTE: No cost for 3+2 yr and continuing TAMU grads</i></p> |
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Step 2 – Texas A&M University: Transcripts & Test Scores (Submit to TAMU directly through testing agency or registrar)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Official Transcripts <i>(Required for enrollment)</i> <p><i>NOTE: Texas A&M grads/ students don't need to send TAMU transcripts; we download those</i></p> <ul style="list-style-type: none"> ○ Have your registrar send transcripts electronically to TAMU Admissions via 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.) | <p style="text-align: center;">Graduate Admissions Processing Office of Admissions, Texas A&M University P.O. Box 40001 College Station, Texas 77842-4001</p> <ul style="list-style-type: none"> <input type="checkbox"/> Test Scores <p>NOTE: for MIA, GRE is optional if GPA above 3.2</p> <ul style="list-style-type: none"> ○ Graduate Records Exam (GRE) - Code 6003 ○ Grad. Mgmt. Aptitude Test (GMAT) – Code 7B7-K9-03 <p><i>For international applicants:</i></p> <ul style="list-style-type: none"> ○ Test of English as Foreign Lang. (TOEFL) - Code 6003 ○ Int'l English Language Testing System (IELTS) |
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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, OR drop off or mail them to the Bush School Admissions Office at the address below.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Three recommendations <ul style="list-style-type: none"> ○ 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) ○ <i>TAMU 3+2 applicants and continuing TAMU grad applicants should have letters and the Recommendation Form emailed to us.</i> | <ul style="list-style-type: none"> <input type="checkbox"/> Professional Résumé <input type="checkbox"/> Statement of Purpose (750 words) <input type="checkbox"/> Int'l Experience Essay - MIA only (750 words) <input type="checkbox"/> Unofficial Transcript (<i>anyone but TAMU students</i>) <p>Transcripts uploaded into AIS are unofficial and will temporarily complete your file for review. Submit official transcripts via Step 2 above.</p> |
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Application Questions?? Contact Stacy Hayes or Kathryn Meyer

Bush School Admissions
 Texas A&M University
 2129 Allen Bldg – 4220 TAMU
 College Station, TX 77843-4220

bushschoolapplications@tamu.edu
 979.862.3476 or 979.862.8841

* The priority application deadline is **January 15** *