

MIA Application Instructions – Fall 2021

Welcome! This document provides instructions to apply for graduate admission into the **Master of International Affairs** with the Bush School at Texas A&M University. The on-campus MIA degree admits students each fall; application materials should be received preferably by the priority deadline of **December 15** for optimal consideration, but no later than the final deadline of January 15. Late applications will be processed on a time and space-available basis. Check our website for updates.

Candidates are interviewed during Interview Conference Weekend (Feb 26-27), with Zoom and Skype interviews conducted earlier for those who cannot attend. Admissions and financial aid decisions are made mid-March.

APPLICATION PROCESS & OVERVIEW

The Bush School Admissions Office works with the Texas A&M Office of Graduate Admissions to process applications. Applicants apply through the UniCAS application system,

<https://texasam2021.liasoncas.com/applicant-ux/#/deeplink/programSearch/organization/8718616508746933645>, where they will also upload their supporting documents and enter the contact information for at least recommenders. Applicants should also send official transcripts and test scores to Texas A&M. All supporting documents, including transcripts and recommendation letters, should be requested well in advance of the deadline. Incomplete applications will not be considered for admission.

Make sure to use the same spelling and name on all correspondence and documents to avoid confusion or delay in processing your materials. Notify the Bush School of any changes to your address and/or name immediately.

Applicants may continue to check the status of their application in UniCAS. However, the UniCAS application only checks some of the required materials to complete an application, so be sure to check the email address you entered on your application for updates. The Bush School will send email notifications indicating any items still missing, when your file is complete, etc. The Admissions Committee will start reviewing complete applications in January.

APPLICATION

Submit your application in [UniCAS](#), unless you are a current TAMU 3+2 applicant or a TAMU continuing grad student. Select the *Fall 2021 Master of International Affairs* program.

- **TAMU 3+2 Applicants:** Submit the Joint Application.
- **TAMU Continuing Grad Students:** Submit a Letter of Intent.

Within 24-72 hours of submitting your application in UniCAS, you will receive an email from the Texas A&M Graduate Admissions office that includes your Universal Identification Number (UIN). Please include your UIN on all supporting documents and use it to claim your NetID so you can log into UniCAS to check on the status of your application and recommendation letters.

Application Fee: To submit your application in UniCAS, you will be required to pay a non-refundable application fee (\$89 for domestic apps and \$114 for int'l apps).

Application Fee Waivers: The Bush School does not waive app fees based on need, but TAMU might for qualified domestic applicants. Visit their website at <http://admissions.tamu.edu/graduate/apply> for more information.

McNair Scholars: Texas A&M pays the fee. Visit their website at <http://admissions.tamu.edu/graduate/apply>.

Service Organization Members or Alumni: The Bush School has written agreements with several organizations where we pay the fee for volunteers from AmeriCorps (Vista, Teach For America, City Year, etc.), Peace Corps, and

PPIA. Email bushschoolapplications@tamu.edu for a coupon code. DO NOT pay the application fee when submitting your UniCAS application, as we cannot pay you back.

RESUME

The UniCAS and 3+2 Joint Application requires applicants to upload a current resume (1-2 pgs) that features activities since high school. Continuing TAMU grad students may email their resume to bushschoolapplications@tamu.edu.

A [Résumé Template](#) is available for reference, but should include 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 on a 4.0 scale (*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 and /or 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, etc.
- **International Experience (optional)**
 - Include study abroad, missions trips, travel, living overseas, and dates completed
- **Leadership, Service, Organizational Memberships, and Honors**
 - List your involvement in any related activities that *you* want to highlight. Indicate the organization, position/role you assumed, the duration/dates involved, and the time involved per week/month/semester
- **Skills and Certifications (optional)**
 - **Language:** List the language and your current speaking level (include beginning, intermediate, advanced, fluent). Optional for reading, writing levels.
 - **Computer:** List relevant software by name.
 - **Clearance:** List any you want to highlight.
- **Other (optional)**

STATEMENT OF PURPOSE

Also in UniCAS and on the 3+2 Joint Application, applicants are required to upload their Statement of Purpose. Continuing TAMU grad students may email their Statement of Purpose to bushschoolapplications@tamu.edu. Statements should be *typed in 11 pt font and spaced 1.5-2"*. Include your name on each page.

Prompt: 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/ etc). Essentially, we are looking for where you come from, what you've done that impacted your development, and where you want to be for a possible career.

INTERNATIONAL EXPERIENCE ESSAY

Also in UniCAS and on the 3+2 Joint Application, applicants are required to upload their International Experience Essay. Continuing TAMU grad students may email their essay to bushschoolapplications@tamu.edu. Essays should be *typed in 11 pt font and spaced 1.5-2"*. Include your name on each page.

Prompt: In 750 words or less, tell us about the experiences that have influenced your interest in international affairs. We recognize that your experiences and opportunities may vary substantially from others, but we are looking for aspects of study abroad, living abroad, influential courses or readings, language interests, international news or events, cultural interactions, and more. It's okay to have some repetition between this essay and your statement of purpose.

LETTERS OF RECOMMENDATION (3)

Three letters of recommendation and evaluations are required. We strongly recommend at least one recommendation be from someone familiar with your academic work (faculty or advisors) and another be from someone familiar with your potential leadership, public service, or work experience (supervisor, mentors, associates).

In UniCAS, applicants are required to enter the contact information for three recommenders. Recommenders do not have to submit their recommendation before you can submit your application. Your recommenders will receive an email from UniCAS with instructions on submitting their letter of recommendation and a brief evaluation of the applicant. The applicant can then log into UniCAS to monitor the status of their recommendations and to send reminders.

TAMU 3+2 Applicants and Continuing TAMU Grad Students -OR- if a recommender is unable to submit his/her recommendation via the UniCAS Letters by Liaison Portal, have your recommenders submit the letter and evaluation using one of the methods listed below:

- **Email:** Sent to bushschoolapplications@tamu.edu by the recommender directly.
 - o Letter should be written on official letterhead, scanned as a PDF, and accompanied by a completed Recommendation Form.
- **Hard Copy:** Mailed or dropped off to the Bush School Admissions Office (address at the bottom)
 - o Letter should be written on official letterhead, accompanied by a completed Recommendation Form, and enclosed in an envelope with the recommender's signature across the seal.

Refer to our website for the online Recommendation Form. You will need to fill out the form with your information at the top and send to your recommenders to request they continue filling out the form and to write a recommendation letter. Your recommender can submit the form and letter via email to bushschoolapplications@tamu.edu or via mail to our address at the bottom of this document.

TRANSCRIPTS

Texas A&M University requires applicants submit official transcripts from all 4-year colleges/universities attended. An official statement of the degree awarded or diploma is required for each degree earned.

TAMU Students/Alumni: Do NOT submit your official transcript from TAMU; we can download those for you.

Transcripts can be submitted as follows:

- **Unofficial – Required when applying:** Copies of transcripts can be used to review your application. You can either upload your unofficial transcripts to UniCAS or send to bushschoolapplications@tamu.edu. **If admitted, you must submit official transcript ASAP; you cannot register until officials are received/processed.**
- **Official – Required when admitted:** Transcripts uploaded to UniCAS or sent via email are considered unofficial. Admitted students without official transcripts will be blocked from registration until officials are on file. Official transcripts must be submitted directly to Texas A&M University (NOT the Bush School) in any of

these ways:

- **Electronically:** Your registrar should send to admissions@tamu.edu through SPEEDE, eSCRIPT-SAFE, or National Clearing House. Transcripts sent through PARCHMENT are NOT accepted.
- **Mailed:** Your registrar should send to Texas A&M Graduate Admissions Processing in a sealed envelope with the registrar's signature or stamp across the seal.

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

If official transcripts or mark-sheets are from a university *outside of the United States*:

They are to be signed by the registrar, controller of examinations, or president of the university issuing the document. Official transcripts must be in the language of instruction.

If the language of instruction is not English, then the applicant must also provide an *official translation* in English. 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 your registrar to send individual mark-sheets with the grades earned in each term. Photocopies or other duplications such as notarized copies and faxes are not considered official.

GRE/GMAT TEST SCORES

GRE/GMAT scores are optional for those applying to the MIA program with a cumulative GPA of 3.2 or better. However, we continue to accept scores for anyone who feels they can complement a strong file or offset concerns such as a low GPA or lack of experience in the field. If submitting scores, we recommend scores be at or above our averages, if possible (in 2020, MIA GRE avg. was 308).

- **Optional** if you have an overall GPA of 3.2 or better (we do not round up)
- **Required** if you have an overall GPA below 3.2 (or if your grades/experiences do not reflect your current abilities)

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

ENGLISH PROFICIENCY TEST SCORES (for int'l applicants)

Texas A&M requires applicants from non-English speaking countries provide proof of English Proficiency:

- Score at least a 146 on the GRE Verbal section (or 22 on GMAT Verbal)
- Earn a TOEFL score of at least 80 (i-BT) or 550 pbt; the Bush School prefers a 100 i-BT or 600 pbt (*MyBest TOEFL Scores not accepted*)
- Score a minimum IELTS score of 6.0 overall band; the Bush School prefers a 7.0 band
- Complete all 4 years of a bachelor's degree or higher at an accredited university in the United States

Further clarification and a list of countries exempt from providing Proof of English Proficiency are listed on the TAMU International Graduate Admissions website at <https://admissions.tamu.edu/international/graduate>.

We recommend tests be completed by November to meet our December priority deadline.

To report test scores:

- **TOEFL Scores** should be sent directly from the testing service to Texas A&M University (Code 6003).
- **IELTS Scores** should be submitted electronically from the IELTS test center; no paper Test Report Forms accepted. An institution code is NOT required. Instead, use the address listed below.

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

Email: admissions@tamu.edu

CONTACT INFORMATION (Bush School)

If you have any questions about your application or the application process, please contact Ashlee Treadway or Kathryn Meyer in the Bush School Admissions Office. Our contact information is below:

Phone: 979-862-3476 or 979-862-8841

Email: bushschoolapplications@tamu.edu

Address:

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

MIA Application Checklist

Fall 2021



TEXAS A&M UNIVERSITY
The Bush School
of Government & Public Service

Applicant Name _____

UIN _____

The Bush School's Office of Admissions works in conjunction with Texas A&M's Office of Graduate Admissions to process all applications. This involves a multi-step process where applicants apply through the [UniCAS](#) online application and upload supporting documents. Use the checklist below to mark items as you collect your materials. We recommend you make copies of your materials (except pieces in sealed envelopes) for your own records. Our contact information is below.

Priority Funding Deadline: December 15, 2020 | Final Application Deadline: January 15, 2021

- Application:** *Can be submitted before your other application materials are ready.*
 - Submit application via the online [UniCAS](#) Application Portal. Continue to check on the status of your application and recommendations via the UniCAS Application Portal.
 - **TAMU 3+2 Applicants:** Submit 5-year [\(3+2\) Degree Application](#) to Bush School Admissions.
 - **Continuing TAMU Graduate Students:** Submit [Letter of Intent](#) to Bush School Admissions.

- Application Fee:**
 - Applicants are required to pay the app fee in UniCAS before submitting their application. Fees are **\$89** for domestic applicants and **\$114** for international applicants.
 - Check the website for App Fee waiver opportunities for select student groups, you must get a coupon code

TAMU 3+2 Applicants and Continuing TAMU Grad Students: No application fees for your internal application.

- Résumé:** Submit via the UniCAS application or [email us](#).

- Statement of Purpose (750 words):** Submit via the UniCAS application or [email us](#).

- International Experience Essay (750 words):** Submit via the UniCAS application or [email us](#).

- Three Letters of Recommendation with Recommendation Form:**
 - Enter the contact information for your recommenders in the UniCAS application portal.
 - Your recommenders will receive an email from UniCAS with instructions on submitting their rec letter and form.
 - Continue checking the UniCAS application portal for the status of your recommendations

TAMU 3+2 Applicants and Continuing TAMU Grad Students: See our website to obtain the Recommendation Form. Fill out the form and send to your recommenders. Your recommenders can then [email us](#) the completed form and their rec letter.

- Transcripts:** *Required from all 4-year colleges/universities attended*
 - Unofficial transcripts can be uploaded into UniCAS or [emailed to us](#).
 - IF ADMITTED, you must submit official transcripts to Texas A&M Office of Graduate Admissions immediately to be able to register for classes.
 - Official transcripts can be sent directly from your Registrar's office to TAMU Admissions (admissions@tamu.edu) using SPEEDE, eSCRIPT-SAFE, or Nat'l Clearing House ONLY, or mail them:
Graduate Admissions Processing
Office of Admissions, Texas A&M University
P.O. Box 4001
College Station, TX 77842-001

TAMU current students or graduates: Do not order or upload official transcripts from TAMU. We will download them for you.

- GRE/GMAT Scores:** Optional if GPA is above 3.2.
 - Send official scores to TAMU using GRE Code 6003; GMAT Code 7B7-K9-03.

- Proof of English Proficiency:** *(For international applicants only)*
 - Refer to <https://admissions.tamu.edu/international/graduate> for exemptions or ways to demonstrate proficiency.

Questions? Contact Ashlee Treadway or Kathryn Meyer at bushschoolapplications@tamu.edu or call 979-862-3476.