

MIP Application Instructions – Spring 2021

Welcome! This document provides instructions to apply for graduate admission into the **Master of International Policy** with the Bush School at Texas A&M University. The one-year MIP admits students for fall, spring, and summer; application materials for spring and summer 2021 should be received by the deadlines of **October 15, 2020**. Late applications will be processed on a time and space-available basis, so contact us for updates.

APPLICATION PROCESS & OVERVIEW

The Bush School Admissions Office works with Graduate Admissions Processing at Texas A&M to process all applications for our 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 should be requested well in advance of the deadline. The Bush School has created a MIP Application Checklist to help you manage this process; it's found at the end of this document and online under the Admissions Requirements section. The Admissions committee will review apps on a rolling basis.

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!

APPLICATION

Submit your Apply Texas application at www.applytexas.org:

- Major: Bush School-International Policy, MIP

TAMU Continuing Grad Student: Submit a Letter of Intent instead of an Apply Texas application.

Within 24-72 hours of submitting your application, 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 AIS (<https://applicant.tamu.edu>). In AIS, you to check on the status of your application, upload documents, and enter the contact information for your recommendation letters.

*Even if AIS says your file is complete, it may not be. The AIS portal only checks for some of the required items. Bush School Admissions will provide you with an official email notification of a complete file.

APPLICATION FEE

A nonrefundable application fee of \$65 for U.S. citizens and permanent residents, or \$90 for international applicants, is required to process your application. The fee may be paid by check, money order, or approved credit card (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

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. DO NOT pay the application fee when submitting your Apply Texas application, as we cannot pay you back. Instead, you can indicate you will pay later. Then, email confirmation of your service to bushschoolapplications@tamu.edu.

PROFESSIONAL RESUME

Applicants can upload a current resume (up to three pages max) that can include the following items to their AIS portal. Continuing TAMU grad students may email their resume to bushschoolapplications@tamu.edu.

- **Name and Contact Information**
- **Education**
- **Relevant Work/Internship Experience**
- **Military Service and Duties**
- **International Experience**
- **Leadership, Service, Organizational Memberships, and Honors**
- **Skills and Certifications** (*language, computer, clearance, etc.*)

Please, no 5+ pages of CVs with all your accomplishments and activities. Shorten and highlight.

STATEMENT OF PURPOSE

Applicants can upload their Statement of Purpose to the AIS portal or email it to Bush School Admissions. DO NOT submit with your Apply Texas application. 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 and UIN 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, such as your family, faculty, interactions, internships, courses, or travel). Essentially, we are looking for where you come from, what you've done that impacted your development, and where you are headed.

LETTERS OF RECOMMENDATION (2)

Two 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 AIS, applicants can enter the contact information for two recommenders and initiate an email from the system. Your recommenders will receive an email with instructions on submitting their letter of recommendation and a brief evaluation of the applicant. The applicant can then log into AIS to monitor the status of their recommendations and to send reminders.

Continuing TAMU Grad Students -OR- if a recommender is unable to submit his/her recommendation via the AIS 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 AIS 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 AIS 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:
 - o **Electronically:** Your registrar should send to admissions@tamu.edu through SPEEDE, eSCRIPT-SAFE, or National Clearing House. Transcripts sent through PARCHMENT are NOT accepted.
 - o **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

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.

OPTIONAL GRE/GMAT TEST SCORES

GRE/GMAT scores are optional for those applying to the MIP program. However, we do 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.

- **Optional** if you have an overall GPA of 3.0 or better (we do not round up)
- **Highly encouraged for GPAs below 3.0** (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 Apply Texas 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

MIP Application Checklist – Spring 2021 Only

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 [Apply Texas](#) online application (for spring 2021 admission only). Within 24-48 hours after submitting an application, the applicant will receive information to log into the Applicant Information System (AIS) where applicants can upload supporting documents and check the status of their application.. 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.

Spring 2021 Deadline: October 15, 2020
Summer 2021 Deadline: March 15, 2021

Fall 2021 Deadline: April 15, 2021
Spring 2022 Deadline: October 15, 2021

- Application:** *Can be submitted before your other application materials are ready.*
 - Submit application via the online [Apply Texas](#) Application. *Major: Bush School – International Policy, MIP*
 - **Continuing TAMU Graduate Students:** Submit [Letter of Intent](#) to Bush School Admissions.
- Application Fee:**
 - Applicants are required to pay the app fee, which can be paid through the Apply Texas portal. Fees are **\$65** for domestic applicants and **\$90** for international applicants.
 - Check the website for App Fee waiver opportunities for select student groups, you must contact us for instructions.

Continuing TAMU Grad Students: *No application fees for your letter of intent.*

- Résumé:** Submit via the AIS portal or [email us](#).
- Statement of Purpose (750 words):** Submit via the AIS portal (not your Apply Texas application) or [email us](#).
- Two 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 AIS application portal for the status of your recommendations

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 AIS 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.*

- Optional GRE/GMAT Scores**
 - Encouraged for those with an overall GPA below 3.0 or if your grades/experiences do not reflect your current abilities.
 - 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.