

# MIP Application Instructions – Sum & Fall 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 summer 2021 and fall 2021 should be received by the deadline of **March 15, 2021** and **April 15, 2021, respectively**. 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 the Texas A&M Office of Graduate Admission to process applications. Applicants apply through the UniCAS application system, at <https://texasam2021.liaisoncas.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.

## APPLICATION

Submit your application in [UniCAS](#), unless you are a TAMU continuing grad student.

- **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](mailto:bushschoolapplications@tamu.edu) for a coupon code. DO NOT pay the application fee when submitting your UniCAS application, as we cannot pay you back.

## PROFESSIONAL RESUME

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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](mailto: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

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Also in UniCAS, applicants are required to upload their Statement of Purpose. Continuing TAMU grad students may email their Statement of Purpose to [bushschoolapplications@tamu.edu](mailto: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.

## LETTERS OF RECOMMENDATION (2)

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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 UniCAS, applicants are required to enter the contact information for two 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.

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

- **Email:** Sent to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu) by the recommender directly.
  - 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)
  - 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](mailto:bushschoolapplications@tamu.edu) or via mail to our address at the bottom of this document.

## TRANSCRIPTS

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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](mailto: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:
  - o **Electronically:** Your registrar should send to [admissions@tamu.edu](mailto: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  
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.

## OPTIONAL GRE/GMAT TEST SCORES

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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 UniCAS application is submitted. (GRE Code: 6003 / GMAT Code: 7B7-K9-03)

## ENGLISH PROFICIENCY TEST SCORES (for int'l applicants)

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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](mailto:admissions@tamu.edu)

## CONTACT INFORMATION (Bush School)

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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](mailto:bushschoolapplications@tamu.edu)

### Address:

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

# MIP Application Checklist – Sum & Fall 2021

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.

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 [UniCAS](#) Application Portal. Continue to check on the status of your application and recommendations via the UniCAS Application Portal.
  - **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

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

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

- Statement of Purpose (750 words):** Submit via the UniCAS 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 UniCAS 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 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](mailto: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](mailto:bushschoolapplications@tamu.edu) or call 979-862-3476.