

# MIP Application Instructions

Welcome! This document provides instructions to apply for graduate admission into the on-campus **Master of International Policy** at the Bush School at Texas A&M University. The one-year MIP admits students for fall, spring, and summer.

## Application deadlines:

Spring 2022: **October 15, 2021** | Summer 2022: **March 15, 2022** | Fall 2022: **April 15, 2022**

*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 Office of Graduate Admissions at Texas A&M University to process applications for the **on-campus Master of International Policy (MIP)**.

Applicants must have a bachelor's degree and at least four years of professional experience in international affairs, broadly understood. *Such experience does NOT include educational experiences such as study abroad or undergraduate internships.*

Applicants apply by uploading support materials, requesting two recommendations, and submitting an application through GradCAS. *The exception to this is any continuing graduate student at Texas A&M (see instructions below).* All supporting documents, including test scores (if applicable) and recommendation letters, must be received by the application deadlines above. **Incomplete applications will NOT be considered for admission.**

Be 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.

**Note:** *The status of your application in GradCAS is NOT accurate, as the GradCAS system only checks some of the required materials for completing an application. **The Bush School Admissions Office will notify applicants via email of any missing items and/or when their application is complete.*** Be sure to monitor the email address entered on the application.

## TEXAS A&M CONTINUING GRADUATE STUDENTS

Students completing a graduate degree at Texas A&M University and wish to continue for another graduate degree should submit a [Letter of Intent](#) and all support materials to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu), instead of an application in GradCAS.

## APPLICATION

Most applicants submit an application in GradCAS and pay a non-refundable application fee: \$89 for domestic applications or \$114 for international applications. Applicants create an account and select the semester/year of entry and Master of International Policy (College Station) option.

### Spring 2022 GradCAS Application:

<https://texasam2021.liaisoncas.com/applicant-ux/#/deeplink/programSearch/organization/8718616508746933645>

### Summer 2022 & Fall 2022 GradCAS Application:

<https://TexasAM2022.liaisoncas.com/applicant-ux/#/deeplink/programSearch/organization/8718616508746933645>

## RÉSUMÉ

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In the **Supporting Information** quadrant -> **Documents** section of GradCAS\*, applicants upload a current résumé (up to three pages max; shorten and highlight those longer CVs) that should include the following:

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

## PERSONAL STATEMENT

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Applicants upload their personal statement to the *Program Materials quadrant* -> *Documents* tab in GradCAS. Statements should be typed in 11 pt font, spaced 1.5", and address the following prompt. Include applicant name, the title "Personal Statement," and page number on each page.

**Prompt:** In 750 words or less, please address the following topics in your personal statement:

- Your personal and professional goals for a career in international policy,
- Details about your professional experience in the field,
- How will obtaining the MIP from the Bush School will help you achieve your goals.

## RECOMMENDATIONS (2)

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Two recommendations with evaluations are required and must be received by the application deadline. Either one or both can be from someone who can speak to the applicant's leadership; public service, military, or work experience; or from someone familiar with his/her academics. Applications with fewer than two recommendations will NOT be reviewed for admission.

In GradCAS, applicants enter the contact information (name and email) for two recommenders in the **Program Materials** quadrant -> **Recommendations** tab. Immediately after saving the contact information for a recommender, an email is sent to the recommender on the applicant's behalf with instructions to submit an applicant evaluation and a letter of recommendation (preferably written on official letterhead) through the **Letters by Liaison** portal.

When filling out the recommenders' contact information, the "Due Date" an applicant enters is displayed in the email notification the recommender receives, along with any "Personal Messages/Notes" that were entered. We recommend applicants set a due date of at least a week prior to the Application Deadline. Applicants are encouraged to advise their recommenders to look for an email from Letters by Liaison in their inbox, as well as their spam/junk mail folders, since emails can be flagged incorrectly.

**\*TIP\*** Applicants do NOT have to wait for recommendations to be received/completed before submitting their application. Rather, we advise applicants to submit their application and continue to monitor the status of their recommendations to ensure they are received by the application deadline. Applicants simply log back into their GradCAS application, navigate to the **Program Materials quadrant** -> **Recommendations** tab to check the status of each recommendation and/or to send a reminder.

**To send a reminder to a recommender:** Either call or email a reminder outside the system OR resend the request through GradCAS by editing a recommender, adding a note, and pressing the **'Resend This Recommendation Request'** button at the bottom of the page.

## Continuing TAMU Grad Students -or-

### Recommenders unable to submit their recommendation via the Letters by Liaison portal:

If a recommender is encountering difficulties uploading their recommendation letter and/or filling out the online evaluation, then the applicant should fill out the top portion of the [Recommendation Form](#) and instruct the recommender to finish filling out the rest. The recommender then sends the Recommendation Form and the support recommendation letter to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu).

## TRANSCRIPTS

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### UNOFFICIAL TRANSCRIPTS REQUIRED TO APPLY

In GradCAS, applicants upload a copy of their official transcript from all 4-year colleges/universities attended to the *Academic History quadrant* -> *Colleges Attended* section. While asked to enter every college/university attended, applicants are only required to upload transcripts for the 4-year colleges/universities they attended. *Transcripts from junior or community colleges are not needed.* For each degree earned, the corresponding transcript must indicate the name of the degree and date it was awarded. Transcripts uploaded to GradCAS or sent via email are considered unofficial, but are sufficient for reviewing an application for admission.

**International Transcripts:** Gather the transcript and diploma (or degree certificate) in its native language, along with an English translation (if applicable). Save all documents into one file and upload to the GradCAS application.

**Texas A&M Current or Former Students:** Please upload a copy of the Texas A&M transcript into GradCAS. However, an official transcript will NOT be needed if admitted.

### OFFICIAL TRANSCRIPTS REQUIRED UPON ADMISSION

**Admitted students cannot register for courses until official transcripts from all 4-year colleges/universities attended are received and processed by the Texas A&M Office of Graduate Admissions.** A registration hold is placed on the student's account until officials are on file. Classes can fill quickly, so it is imperative for an admitted student to request official transcripts be sent immediately upon admission.

For transcripts to be considered official, they must be submitted directly from the university/college to Texas A&M's Office of Graduate Admissions (*NOT the Bush School*) in one of the following ways:

- **Electronically** via SPEEDE, eSCRIPT-SAFE, PARCHMENT, or National Student Clearing House to [admissions@tamu.edu](mailto:admissions@tamu.edu).
- **Mailed** 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

**International Transcripts:** Applicants must submit their official transcript and diploma (or degree certificate) in its native language, as well as an *official English translation* for both. They are to be signed by the registrar, controller of examinations, or president of the university issuing the document. 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 official.

**Texas A&M (College Station, Galveston, or Qatar) Current or Former Students:** These students do NOT need to submit official Texas A&M transcripts, or other supporting transcripts, previously sent to Texas A&M.

## GRE/GMAT (optional)

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Using the cumulative GPA (out of 4.0) as listed on the transcript issuing the degree (bachelor, master, PhD), GRE/GMAT scores are either optional or encouraged for the MIP. We prefer the GRE over GMAT.

- **Optional** for those with a cumulative GPA of 3.0 or better. *We do not round up! (A 2.98 GPA is below a 3.0.)*
- **Encouraged** for those with a cumulative GPA below 3.0 or who feel their scores could offset concerns if their grades/experiences do not reflect their current abilities.

To be valid, scores must be within five years of the date the GradCAS application is submitted. Upload an unofficial Test Score Report to the *Program Materials* quadrant -> *Documents* tab of your application in GradCAS.

**Official GRE or GMAT scores are only needed for international applicants who wish to provide Proof of English Proficiency via their GRE/GMAT score.** *Official* test scores should be sent directly from the Education Testing Service (ETS) to Texas A&M University and must be within five years of the date the GradCAS application is submitted.

*(GRE Code: 6003 / GMAT Code: 7B7-K9-57)*

## PROOF OF ENGLISH PROFICIENCY *(for applicants from non-English speaking countries)*

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Official English language proficiency (ELP) test scores are required for most international applicants. Citizens of certain English speaking countries are exempt from this requirement. Refer to the list on the [TAMU International Graduate Admissions website](#).

If an applicant's country is not on the exempted list of countries, he/she must submit test scores that meet the minimum ELP requirement or meet the Alternative Verification criteria. Acceptable options:

- Score at least a 146 on the GRE Verbal section (or 22 on GMAT Verbal) from a test date within five years of applying.
- Earn a TOEFL score of at least 80 (i-BT) from a test date within two years of applying; *the Bush School prefers a 100 i-BT. MyBest TOEFL Scores not accepted.*
- Score an IELTS Academic test score of 6.0 or higher overall band from a test date within two years of applying; *the Bush School prefers an overall band score of at least 7.0.*
- Alternative Verification: Complete all years of a bachelor's degree (equivalent to four years) or higher (masters is typically two years) at an accredited university in the United States.

Applicants are advised to test at least two months before the application deadline. Test scores can take anywhere from two to six weeks to be processed, depending on the test. Applications missing the required proof of English proficiency will not be reviewed or considered for admission.

### To report test scores:

- **GRE:** Use code 6003
- **GMAT:** Use code 7B7-K9-57
- **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 to Texas A&M University (College Station and Galveston); 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  
[admissions@tamu.edu](mailto:admissions@tamu.edu)

## **CONTACT INFORMATION (Bush School Admissions)**

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Questions about the application or application process should be directed to Ashlee Treadway in the Bush School Admissions Office. Our contact information:

**Phone:** 979-862-3476

**Email:** [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu)

# MIP Application Checklist

APPLICANT NAME: \_\_\_\_\_ APP ID: \_\_\_\_\_

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 and upload all of their supporting documents through the [GradCAS](#) online application. Use the checklist below to mark items as you upload/submit your materials. We recommend you make copies of your materials (except pieces in sealed envelopes) for your own records. Our contact information is below.

## Application Deadlines:

Spring 2022: **October 15, 2021** | Summer 2022: **March 15, 2022** | Fall 2022: **April 15, 2022**

### Application

- Fill out application, upload all supporting materials, and submit via the online GradCAS Application Portal: [Spring 2022 GradCAS Application](#) | [Summer 2022 & Fall 2022 GradCAS Application](#)
- Pay the application fee (\$89 for domestic applicants and \$114 for international applicants).
  - Visit our website to see if you qualify for an application fee waiver. If yes, follow the instructions to obtain a coupon code. *Do NOT pay the application fee; refunds cannot be issued.*
- **Continuing TAMU Graduate Students:** Instead of submitting a GradCAS application, email the [Letter of Intent](#) and all supporting documents to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu).

\_\_\_\_ **Résumé:** Upload to GradCAS in the *Supporting Information* quadrant -> *Documents* tab.

\_\_\_\_ **Personal Statement:** Upload to GradCAS in the *Program Materials* quadrant -> *Documents* tab.

### (2) Recommendations (both recommendation form and recommendation letter required)

- Enter the contact information of your recommenders in GradCAS: *Program Materials* -> *Recommendations* tab.
- Your recommenders receive an email from Letters by Liaison with instructions to submit the rec form and letter.
- Monitor the status of your recommendations in GradCAS to ensure both recs are received by the deadline.
- **Continuing TAMU Grad Students:** See our website to obtain the [Recommendation Form](#). Fill out the top portion, send to your recommenders, and have them fill out the ranking section before emailing us both the form and letter.

### Transcripts (Required from all 4-year colleges/universities attended)

- Upload a copy of your transcript for each 4-year college attended to GradCAS in the *Academic History* quadrant -> *Colleges Attended* tab. Uploaded transcripts are considered unofficial, but will be used to review an application for admission. Current or former TAMU students should upload a copy of their TAMU transcript.
- **International transcripts:** For each international college attended, upload a file containing a copy of your transcript and a diploma (or certificate of degree) in its native language as well as an English translation for both.

**IF ADMITTED, official documents must be immediately submitted to Texas A&M Office of Graduate Admissions. Registration holds are placed on accounts until officials are received/processed. Visit our [website](#) for instructions on submitting official transcripts.**

- **TAMU Current/Former Students:** Upload your TAMU transcript to GradCAS, but do not request official transcripts.

### GRE/GMAT (optional)

- Encouraged for those with a cumulative GPA below 3.0 or if grades/experiences do not reflect current abilities.
- If submitting test scores to be considered in the application review, upload a copy of your Test Score Report to GradCAS in the *Program Materials* quadrant -> *Documents* tab.

### Proof of English Proficiency (for applicants from non-English speaking countries)

- Refer to <https://admissions.tamu.edu/international/graduate> for exemptions or ways to demonstrate proficiency.
- Upload proof to the *Program Materials* quadrant -> *Documents* tab.