Welcome! This document provides instructions for current Texas A&M undergraduate majors in Political Science, Economics, Agricultural Economics, Sociology, or Wildlife & Fisheries Sciences who are applying to the 3+2 MPSA program. Applicants are juniors (U3), have worked with their departmental advisor to map out undergrad courses, typically have 66-78 hours completed at the time of application (102 hours completed before MPSA class enrollment), and have at least a 3.25 cumulative GPA at the time of enrollment.

**APPLICATION PROCESS & OVERVIEW**

The Bush School Admissions Office works with the applicant’s undergraduate department (Political Science, Economics, Agricultural Economics, Sociology, or Wildlife & Fisheries Sciences) to process applications for the Master of Public Service & Administration (MPSA) 3+2 program. We admit for fall entry only.

To apply, applicants fill out, upload support materials, and submit the 3+2 MPSA Internal Application. **Do NOT submit an application in GradCAS.**

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. Immediately notify the Bush School of any changes to your address and/or name.

**Note:** The Bush School Admissions Office makes the final determination of a complete file and will notify applicants via email of any items missing and/or when their application is complete. Be sure to monitor the preferred email address you entered on your internal application.

In late January/early February, applicants selected for the interview round in the admissions process are invited to interview during Interview Conference Weekend (Feb 11-12), with alternate (Zoom) interactions available for those who cannot attend. Admissions and Scholarship Committees meet soon after, and applicants are notified of admissions and funding decisions by mid-March. Applicants have until April 15 to accept or decline their offer.

**INTERNAL APPLICATION**

Texas A&M juniors submit the 3+2 MPSA Internal Application, which requires them to fill out basic information and upload a résumé, personal statement, and GRE scores (if desired). Three letters of recommendations are also required, but are submitted by your recommenders via email (explained in the Recommendations section below). **There is no application fee.**
RÉSUMÉ

Applicants upload a current résumé (max of two pages) that includes activities after high school to their internal application. A Résumé Template is available for reference:

- **Name and Contact Information**
- **Education**
  - Undergraduate Institution; include month/year completed (or to complete)
  - Degree earned, with major(s), minor(s)
  - Cumulative GPA on a 4.0 scale *(if it helps, consider adding a last 60 hour or major GPA)*
  - List any additional bachelor/master/PhD degrees and certificates you have completed or are in-progress to complete
  - Academic honors and awards
- **Work/Internship Experience**
  - List all professional work or internship experiences (full-time, part-time, and internships)
  - Include military services and duties
- **International Experience** *(if applicable)*
- **Related/Highlighted Coursework** *(optional)*
- **Applied Class Projects/Activities** *(optional)*
- **Skills and Certifications** *(optional)*
  - **Language**: List the language and current speaking level (beginner, intermediate, advanced, fluent). Optional for reading, writing levels
  - **Computer**: List relevant software by name
  - **Security Clearance**: Highlight any relevant clearances
- **Leadership, Service, Organizations, and Honors**
  - Indicate the organization, position/role assumed, the duration/dates involved, and the time involved per week/month/semester

PERSONAL STATEMENT

Applicants upload a personal statement to their internal application. Statements should be typed in 11 pt font, spaced 1.5", and answer the following prompt. Include your 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 your intended career,
- What (including the people, places, or events) inspired you to pursue a career in public service,
- How obtaining the MPSA from the Bush School will help you achieve your goals, and
- Include your public service experience and what value you bring to the program.

RECOMMENDATIONS (3)

Three letters of recommendation with evaluation are required and must be received by the application deadline. We prefer letters be from an academic reference, particularly from a course instructor who can attest to an applicant’s capability to pursue graduate school. However, we can accept a professional reference who can speak to the applicant’s leadership; character; public service, military, or work experience and can provide specific anecdotes as to why the applicant is qualified for graduate school. *Applications with fewer than three recommendations will NOT be reviewed for admission.*
To request a recommendation, applicants should fill out the top portion of the Recommendation Form with their information and email it to their recommenders with instructions to do the following:

1. Write a letter of recommendation (preferably written on official letterhead) and
2. Fill out the bottom ranking portion of the recommendation form.

When finished, the recommender should email the recommendation form and letter of recommendation to the Bush School Admissions Office at bushschoolapplications@tamu.edu. We will not accept recommendations submitted from an applicant; recommendations must be emailed directly from the recommender.

TRANSCRIPTS

We have access to Texas A&M student records and will download a current transcript for 3+2 applicants.

GRE/GMAT (optional)

The MPSA does NOT require applicants to submit GRE or GMAT scores. However, we encourage 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. We recommend scores be near or above our 305 average. We prefer the GRE over GMAT.

Applicants who decide to submit test scores should upload the unofficial Test Score Report to the internal application. Scores must be within five years of the date the application is submitted.

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

CONTACT INFORMATION (Bush School Admissions)

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

Phone: 979-862-3476
Email: bushschoolapplications@tamu.edu
The Bush School Admissions Office processes all 3+2 MPSA applications through an internal application (do NOT submit an app in GradCAS). Applicants from the Departments of Political Science, Economics, Agricultural Economics, Sociology and Wildlife and Fisheries Sciences at Texas A&M apply by filling out, uploading support materials, and submitting a 3+2 MPSA Internal Application. Additionally, three recommendations are sent directly to our applications email. Use this checklist 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 email and phone information are below.

**Priority Funding Deadline: December 15, 2021 | Final Application Deadline: January 12, 2022**

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**Internal Application**
- Fill out the application and upload a résumé, personal statement, and GRE/GMAT scores (if desired) via the online [3+2 MPSA Internal Application](#).

**Résumé:** Upload to the internal application.

**Personal Statement:** Upload to the internal application.

**GRE/GMAT Test Score Report (if desired)**
- Not required to apply to the MPSA program, but encouraged for applicants who feel their scores can complement a strong file or offset concerns such as a low GPA or lack of experience in the field.
- If submitting scores, upload your valid, unofficial Test Score Report to the internal application.
- To be competitive, scores should be near or above our 304 average.

**Transcripts (not needed)**
- We have access to Texas A&M student records and will download a current transcript for 3+2 applicants.

**Recommendations (both recommendation form and recommendation letter required)**
- Fill out the top portion of the [Recommendation Form](#) and send to your recommenders with instructions for them to 1) finish filling out the evaluation section on the form and 2) write a letter of recommendation on official letterhead.
- Your recommenders must send both the form and their recommendation letter to the Bush School Admissions Office at [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu) (*recommendations submitted by the applicant will NOT be accepted*).
- All three recommendations must be received by the application deadlines stated above.

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**Questions?** Contact Ashlee Treadway or Kathryn Meyer  * [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu)  * 979-862-3476