

MIA Application Instructions – Fall 2022

Welcome! This document provides instructions to apply for fall graduate admission into the on-campus **Master of International Affairs** at the Bush School at Texas A&M University.

Fall 2022 application deadlines:

Priority Funding Application Deadline: December 15, 2021

Final Application Deadline: January 12, 2022

Late applications will be processed on a time and space-available basis. Check our website for updates.

Applications completed by the priority funding deadline of **December 15** are considered for optimal funding consideration. Applications completed after the priority deadline, but on or before the final deadline, will still receive a competitive Bush School Scholarship. However, nomination-based opportunities may no longer be available.

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 Affairs (MIA)**.

Applicants apply by uploading support materials and submitting an application through the [GradCAS](#) application system. *The exception to this is any continuing graduate student at Texas A&M who instead submits a Letter of Intent to move from another grad program to the MPSA (and TAMU 3+2 year applicants); see 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. Immediately notify the Bush School of any changes to your address and/or name.

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.

In late January/early February, applicants selected for the interview round in the admissions process are invited to interview during Interview Conference Weekend (Feb 18-19), 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.

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, instead of submitting an application in GradCAS.

TEXAS A&M 3+2 APPLICANTS

DO NOT submit an application in GradCAS. Application instructions for the 5 year/3+2 programs are located here: <https://bush.tamu.edu/admissions/degree/inta/5year/>.

APPLICATION

Most applicants submit an application in [GradCAS](#)* and pay a non-refundable application fee: \$89 for domestic applications or \$114 for international applicants. *GradCAS: <https://TexasAM2022.liaisoncas.com/applicant-ux/#/deeplink/programSearch/organization/8718616508746933645>

Application Fee Waivers:

Need-based: The Bush School does not waive app fees based on need, but Texas A&M might for qualified domestic applicants. Visit <http://admissions.tamu.edu/graduate/apply> for more information.

McNair Scholars: Texas A&M pays McNair app fees. Visit <http://admissions.tamu.edu/graduate/apply>.

Service Organization Members/Alumni and Fellows: The Bush School has written agreements with several organizations where we pay the fee for applicants from **AmeriCorps, Teach For America, City Year, Peace Corps; participants of PPIA's JSIs; and Pickering, Rangel, and Payne Fellows**. Email bushschoolapplications@tamu.edu with a service verification letter for a coupon code. Do NOT pay the application fee when submitting your GradCAS application, as we cannot issue refunds.

RÉSUMÉ

Applicants upload a current résumé to their application in GradCAS* through the *Supporting Information* quadrant -> *Documents* section. Resumes should be a max of two pages and feature activities since high school.

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 will complete 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**
- **Related/Highlighted Coursework (optional)**
- **Applied Class Projects/Activities (optional)**
- **Skills and Certifications**
 - **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

*Continuing Texas A&M Graduate Students: Email the résumé to bushschoolapplications@tamu.edu.

PERSONAL STATEMENT

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 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 a career in international affairs,
- What (including the people, places, internships, or events) inspired you to pursue a career in international affairs,
- How obtaining the MIA degree from the Bush School will help you achieve your goals, and
- What value you bring to the program (including knowledge gained from meaningful experiences, education, or jobs you have had in the past).

***Continuing Texas A&M Graduate Students:** Email the personal statement to bushschoolapplications@tamu.edu.

INTERNATIONAL EXPERIENCE ESSAY

Also in the *Program Materials* quadrant -> *Documents* tab in GradCAS*, applicants upload their international experience essay. Essays should be typed in 11 pt font, spaced 1.5", and answer the following prompt. Include your name, the title "International Experience Essay", and page number 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. Some repetition may occur from your statement, but this essay should include new material.

***Continuing Texas A&M Graduate Students:** Email the int'l experience essay to bushschoolapplications@tamu.edu.

RECOMMENDATIONS (3)

Three recommendations with evaluations are required and must be received by the application deadline. We prefer letters be from a higher education academic reference, particularly from a course instructor who can attest to an applicant's capability to pursue graduate school. However, we can accept professional references as needed, particularly for those who graduated several years prior to applying. Professional references can speak to the applicant's leadership; character; public service, military, or work experience, but should 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.*

In GradCAS, applicants enter the contact information (name and email) for three 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 the support letter 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 by logging into their GradCAS application and navigating to the *Program Materials* quadrant -> *Recommendations* tab. Applicants can send reminders to their recommenders as needed.

**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 the Bush School Admissions Office via email.

- **Email** bushschoolapplications@tamu.edu - Recommenders must submit directly; recommendations emailed by the applicant are not accepted.
- Be aware that since the recommender will not submit his/her recommendation through the Letters by Liaison portal, the status of this recommendation will continue to say “requested” or “accepted,” and will never update to “complete.” This will also cause the overall status of the application to never “complete.” For these reasons, we strongly encourage applicants to work with their recommenders on submitting their recommendation through the Letters by Liaison portal.

TRANSCRIPTS

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 will be used to review an application for admission.

International Transcripts: For transcripts from a college not located in the United States, upload 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 to GradCAS.

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 Admission. A registration hold is placed on the student’s account until officials are on file. Registration typically opens in mid-April, 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 .
- **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 the 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

The MIA requires applicants with a GPA below 3.2 to submit GRE/GMAT scores. We use the cumulative GPA (out of 4.0) as listed on the transcript issuing the degree (bachelor, master, PhD). Many still provide scores for reasons stated below. Applicants weighing the decision to submit scores should consider their testing ability, time to study, and whether scores will help or hinder their application (we have a 308 average).

- **Optional** for those with a cumulative GPA of 3.2 or better. *We do NOT round up! (a 3.18 is below a 3.2).*
- **Encouraged** for those who feel scores can complement a strong file or offset concerns such as a low GPA, lack of experience in the field, or if grades/experience do not reflect current abilities. When deciding if scores will help or hinder, consider our previous years' averages (308).
- **Required for those with a cumulative GPA below a 3.2.**

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 the application in GradCAS. We prefer the GRE test over GMAT.

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)*

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 your country is not on the exempted list of countries, he/she must have 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

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

MIA Application Checklist

Fall 2022

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 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.

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

Application

- Fill out the application, upload all supporting materials, and submit via the online [GradCAS](#) Application portal.
- 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.*
- **TAMU 3+2 Applicants:** Submit and upload supporting documents to the [3+2 MIA Internal Application](#).
- **Continuing TAMU Graduate Students:** Email the [Letter of Intent](#) and all support documents to the email below.

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

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

International Experience Essay: Upload to GradCAS in the *Program Materials* quadrant -> *Documents* tab.

(3) 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 all recs are received by the deadline.
- **TAMU 3+2 Applicants and Continuing TAMU Grad Students:** See our website to obtain the [Recommendation Form](#). Fill out the top portion, send to your recommenders, and have them [email us](#) the completed form and rec 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 3+2 Applicants and Continuing TAMU (College Station) Grad Students:** We will pull your transcripts. No need to submit.

GRE/GMAT: Upload to GradCAS in the *Program Materials* quadrant -> *Documents* tab.

- **Required for those with a cumulative GPA below a 3.2.** We do not round up! A 3.18 is below 3.2.
- **Optional** for those with a cumulative GPA of a 3.2 or above.
- **Encouraged** for applicants who feel their scores can complement a strong file or offset concerns.

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.