

Welcome! This document provides instructions to apply for fall graduate admission into the on-campus **Master of Public Service & Administration** 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 are 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. Those 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 Public Service & Administration (MPSA)**.

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 makes the final determination and will notify applicants via email of any missing items and/or when their application is complete.*** Be sure to monitor the email address you entered on your 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.

### 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 submitting a GradCAS application.

### 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/psaa/5year/>.

## APPLICATION

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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](mailto: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

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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 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

\*Continuing Texas A&M Graduate Students: Email the résumé to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu).

## 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 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.

**\*Continuing Texas A&M Graduate Students:** Email the personal statement to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu).

## RECOMMENDATIONS (3)

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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.*

When filling out an application through GradCAS, applicants enter the contact information (name and email) for three recommenders in the *Program Materials* quadrant -> *Recommendations* tab. Once the contact information for a recommender is entered and saved, the recommender will receive an email with instructions on submitting the support letter through the **Letters by Liaison** portal.

**\*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 Texas A&M Graduate Students -or-**

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

Applicants fill out the top portion of the [Recommendation Form](#) and send to their recommender(s) with a request that they continue filling out the form AND write a recommendation letter on official letterhead. The recommender can then send the form and their 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 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, transcripts 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 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 (optional)**

The MPSA program does NOT require applicants to submit GRE scores, but many still do for reasons stated below. We use the cumulative GPA (out of 4.0) as listed on the transcript issuing the degree (bachelor, master, PhD). When deciding if they should submit scores, applicants should consider their testing ability, time to study, and whether scores will help or hinder their application (we have a 304 average).

- **Optional** for those with a cumulative GPA of 3.2 or better.
- **Strongly encouraged** for those with a cumulative GPA below 3.2 OR if grades/experience do not reflect current abilities.
- **Encouraged** for those who feel scores can complement a strong file or offset concerns such as a low GPA or lack of experience in the field.

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 international applicants)**

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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, 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](mailto:admissions@tamu.edu)

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

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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](mailto:bushschoolapplications@tamu.edu)

# MPSA 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, 2021**

## 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 MPSA Internal Application](#).
- **Continuing TAMU Grad 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.

## (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 the 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** (optional): Upload to GradCAS in the *Program Materials* -> *Documents* tab.

- **Optional** for those with a cumulative GPA of a 3.2 or above.
- **Strongly encouraged** for those with a cumulative GPA below a 3.2.
- **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.