

MPSA Application Checklist – Fall 2023

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 check off 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, 2022**

Final Application Deadline: **January 11, 2023**

- Application** (<https://texasam2023.liasoncas.com/>)
 - 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 for us to pay the fee for you. *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 Likert evaluation and recommendation required*)
 - Enter recommender's contact information in GradCAS: *Program Materials* -> *Recommendations* tab.
 - Your recommenders receive an email from Letters by Liaison with instructions to submit their letter and evaluation.
 - Monitor the status of your recommendations in GradCAS to ensure all three 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 official transcript for each 4-year college attended to GradCAS in the *Academic History* quadrant → *Colleges Attended* tab. Official transcripts are required only if admitted.
 - **International transcripts:** For each int'l college attended, upload a document 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. **Chinese transcripts** should also include a CHESICC verification for the transcript and CDGDC verification for the degree certificate.
 - **TAMU Current/Former Students:** Upload your TAMU transcript to GradCAS, but do not request official transcripts.
- 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.**
- 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 citizens 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.