

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 check off items as you upload/submit. 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 2023: **October 15, 2022** | Summer 2023: **March 15, 2023** | Fall 2023: **April 15, 2023** | Spring 2024: **October 15, 2023**

☐ **Application:** Fill out respective GradCAS application below (note the app link for spring 2023 is different), upload all supporting materials, pay the application fee, and submit.

★ **Spring 2023 Application:** <https://texasam2022.liaisoncas.com/>

★ **Summer 2023, Fall 2023, and Spring 2024 Application:** <https://texasam2023.liaisoncas.com/>

- Application Fee: **\$89** for domestic applicants | **\$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.

☐ **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 an evaluation and recommendation letter 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 both are received by the deadline.

***Continuing TAMU Graduate Students:** See our website to obtain the [Recommendation Form](#). Fill out the top portion, send to your recommenders, have them fill out the bottom portion, and email us both the form and 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:** Also include a CHESICC transcript verification and CDGDC degree certificate verification.
- **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 Scores** (optional)

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

☐ **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 GradCAS in the *Program Materials* quadrant → *Documents* tab.