

MIA 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 MIA Internal Application](#).
- ***Continuing TAMU Graduate Students:** Email the [Letter of Intent](#) and all supporting 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 an evaluation and recommendation letter required)

- Enter recommender's contact information in GradCAS: *Program Materials* quadrant → *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** must also include a CHESICC verification for transcript and CDGDC verification for 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: 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 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.