

MPSA 3+2 Application Checklist – Fall 2024

APPLICANT NAME: _____ UIN: _____

The Bush School Admissions Office processes all 3+2 MPSA applications through an internal application (do NOT submit an app in GradCAS). Applicants from majoring in Political Science, Economics, Agricultural Economics, Sociology, Wildlife and Fisheries Sciences, or Rangeland, Wildlife and Fisheries Sciences at Texas A&M apply by filling out, uploading support materials, and submitting a 3+2 MPSA Internal Application. Additionally, three recommendations are required and must be sent directly to the Bush School Admissions Office. Use this checklist 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, 2023 | **Final Application Deadline: January 12, 2024**

3+2 MPSA Internal Application: https://tamu.qualtrics.com/jfe/form/SV_5nyhv0UOQXRHKIS

Fill out application, upload the following documents, and submit by the deadlines stated above.

Résumé: Upload to the internal application.

Personal Statement: Upload to the internal application.

GRE/GMAT Test Score Report (*if desired*)

- Not required to apply to the MPSA program.
- Encouraged for applicants who feel their scores can complement a strong file or offset concerns such as a low GPA or lack of experience in the field.

If submitting scores, upload a copy of your Test Score Report to the internal application.

- Test scores must be within five years of the date of your application.
- To be competitive, scores should be near or above our 304 average.

Academic Advisor Approval to Apply: Upload to the internal application.

Transcripts (*not needed*)

We have access to Texas A&M student records and will download your current transcript at the time of your application and again after the fall 2024 semester once final grades are in.

(3) Recommendations (*both recommendation form and letter required*)

Fill out the top portion of the [Recommendation Form](#) and send to your recommenders with instructions for them to:

- (1) finish filling out the bottom portion on the form,
- (2) write a letter of recommendation on official letterhead, and
- (3) email both the recommendation form and letter to the Bush School Admissions Office at bushschoolapplications@tamu.edu. *Recommendations submitted by the applicant will NOT be accepted.*

All three recommendations must be received by the application deadlines stated above!

We recommend you communicate a deadline to your recommenders of at least a week prior to whichever application deadline you are aiming for.

 Visit our website for detailed instructions at <https://bush.tamu.edu/admissions/degree/psaa/5year/>. 

Questions? Contact Ashlee Treadway or Kathryn Meyer * bushschoolapplications@tamu.edu * 979-862-3476

Welcome! This document provides application instructions to the 3+2 MPSA program for current Texas A&M undergraduate students majoring in **Political Science, Economics, Agricultural Economics, Sociology, Wildlife & Fisheries Sciences, or Rangeland, Wildlife & Fisheries Sciences.**

FALL 2023 APPLICATION DEADLINES

Priority Funding Deadline: December 15, 2023

Final Application Deadline: January 12, 2024

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. 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.

REQUIREMENTS TO APPLY

Current Texas A&M University (College Station, TX) undergraduate students may apply for admission into the 3+2 MPSA program during the fall of their junior year (or in the fall when they are classified as a U3) as long as the student:

- is classified as a **U3** (or junior) majoring in **Political Science, Economics, Agricultural Economics, Sociology, Wildlife & Fisheries Sciences, or Rangeland, Wildlife & Fisheries Sciences** at the time of their application; *and*
- has worked with their undergrad advisor to **map out undergrad courses** the student must complete prior to and after entry into the 3+2 program (if admitted); *and*
- has (or will have) **66-78 credit hours** of their undergrad degree *completed* by the start of the fall semester of their junior year (when they begin the 3+2 application process); *and*
- is predicted to have at least **102 credit hours** of their undergrad degree completed prior to the fall semester in which they will enter the 3+2 program; *and*
- have (or will have) a cumulative GPA of at least a **3.25** by the start of the fall semester in which they will enter the 3+2 program; *and*
- is in **good academic standing** with their undergrad department, *and*
- is **not expected to graduate** or complete their undergrad degree in 2023 or 2024, *and*
- understands that failure to satisfy ALL of these requirements will result in admission (if offered) being revoked to the 3+2 program.

PROGRAM OVERVIEW

If admitted into the 3+2 program, the student would enter the Bush School's MPSA program in the fall of their senior year (or when they are classified as a U4) and take courses that double count toward both their undergraduate and MPSA degrees (around 15-18 credit hours). During the student's fifth/final year, students take courses that only count toward the MPSA degree. The student will graduate and receive a diploma for both their undergrad and master's degrees at the end of their fifth year, when they successfully complete the requirements of both degrees.

As a result, it is imperative undergrad students interested in the 3+2 program notify their undergrad advisors as soon as they are interested so that the advisor and student can work together to figure out which courses the student:

- Must complete prior to entering the MPSA program (in the fall of their fourth year), *and*
- Must set aside and take after entry into the MPSA program (that would double count toward both degrees).

A student admitted to the 3+2 MPSA program must complete *all* of their required undergrad course requirements (including study abroad) prior to the fall semester of entry into the MPSA program, with the exception of the 15-18 credit hours they have set aside to double count. Otherwise, the student's offer of admission to the 3+2 program will be rescinded and the student would be advised to reapply to the full, 2-year MPSA program after completion of their undergrad degree.

Once a student is admitted and begins the Bush School's MPSA degree in the fall of their fourth year when they are classified as a U4, the student cannot take any undergrad courses to fulfill their undergrad degree requirements. Students are expected to only take graduate level courses that fulfill the requirements of the MPSA degree, some of which will also double count toward requirements in the student's undergrad degree.

ADMISSIONS PROCESS

The Bush School Admissions Office works with the applicant's undergraduate department (Political Science, Economics, Agricultural Economics, Sociology, Wildlife & Fisheries Sciences, or Rangeland, Wildlife & Fisheries Sciences) to process applications for the **Master of Public Service & Administration (MPSA) 3+2 program**. We admit students into the 3+2 program for **fall entry only**.

To apply, applicants submit a 3+2 MPSA Internal Application and all required materials (including recommendations) by the application deadlines stated above. **Do NOT submit an application in GradCAS. Incomplete applications will NOT be considered for admission.** Please use the same spelling and name on all correspondence/documents to avoid confusion or delay in processing; and immediately notify the Bush School of any changes to your address and/or name.

Note: The Bush School Admissions Office will email applicants for any missing items and when their application is complete. Be sure to monitor the preferred email address you entered on your internal application for updates.

In late January/early February, applicants are notified via email if they are or are not selected for the interview round in the admissions process. Those invited to interview are encouraged to attend and interview during Interview Conference Weekend (ICW), scheduled for Feb 17-18, 2023. Alternate Zoom interviews are available for those who cannot attend ICW and will be held throughout the month of February.

In late February/early March, Admissions and Scholarship Committees meet to make final admissions and scholarship decisions. By mid-March, applicants are notified of their admissions decision. If offered admission, applicants will receive an offer letter containing the Bush School Scholarship amount they've been awarded and will have until April 15th to accept or decline their offer.

INTERNAL APPLICATION

Texas A&M juniors submit the [3+2 MPSA Internal Application](#) by filling out their basic information and uploading a résumé, personal statement, and GRE/GMAT scores (if desired). **Do NOT submit an application in GradCAS.** Three recommendations are also required, but are submitted by your recommenders via email (explained in the Recommendations section below). *There is no application fee.*

PERSONAL STATEMENT

Upload a personal statement to the 3+2 MPSA International Application. 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.*

RÉSUMÉ

Upload a current résumé (max of two pages) that includes activities after high school to the 3+2 MPSA Internal Application. 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 degrees and certificates you have earned or are expected to earn*
 - 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
 - Include dates of experience (month/year at the very least)
- **International Experience** (if applicable)
 - Include dates of experience (month/year at the very least)
- 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

RECOMMENDATIONS (3)

Three recommendations (consisting of a letter and Recommendation Form) are required and must be received by the application deadline. *Applications with fewer than three recommendations will NOT be reviewed for admission.* Recommendations can be from:

- (*preferred*) an academic reference, particularly from a course instructor who can attest to an applicant's capability to pursue graduate school.
- a professional reference who can speak to the applicant's leadership; character; public service, military, or work experience and can provide specific anecdotes as to why the applicant is qualified for graduate school.

To request a recommendation, applicants should fill out the top portion of the [Recommendation Form](#) and send to their recommenders with instructions to do the following:

1. Write a letter of recommendation (preferably written on official letterhead).
2. Fill out the bottom portion of the recommendation form.
3. Email recommendation form and letter of recommendation to the Bush School Admissions Office at bushschoolapplications@tamu.edu. *We will not accept recommendations submitted from an applicant; recommendations must be emailed directly from the recommender.*

TRANSCRIPTS

We have access to Texas A&M student transcripts and will download a current transcript for you at the time of your application *and* after the fall 2023 semester. You do not need to submit any transcripts.

GRE/GMAT (optional)

The MPSA does NOT require applicants to submit GRE or GMAT scores. However, we encourage scores for anyone who feels they can complement a strong file or offset concerns such as a low GPA or lack of experience in the field. We recommend scores be near or above our 305 average. We prefer the GRE over GMAT.

Applicants who decide to submit test scores should upload the unofficial Test Score Report to their internal application. Scores must be within five years of the date the application is submitted. Official scores are not required, but can be sent to Texas A&M University (College Station) using *GRE Code: 6003 / GMAT Code: 7B7-K9-57*.

UNDERGRAD ADVISOR APPROVAL

It is imperative students meet with their undergrad advisor to ensure they are on track to complete all requirements for their undergrad degree (except for the courses that double count toward both their undergrad and MPSA degree) prior to the fall semester they will enter the 3+2 program (if admitted). Submit the following via the 3+2 MPSA Internal Application:

- **AGEC majors:** Upload a 'Curriculum by Year' sheet to your 3+2 MPSA Internal Application. Contact your undergrad advisor for the sheet.
- **ECON majors:** Work with your undergrad advisor on filling out a 5-Year Course Planner for the [B.S. ECON/MPSA](#) or the [B.A. ECON/MPSA](#) and upload to your 3+2 MPSA Internal Application.
- **POLS majors:** Work with your undergrad advisor on filling out a 5-Year Course Planner for the [B.S. POLS/MPSA](#) or [B.A. POLS/MPSA](#) and upload to your 3+2 MPSA Internal Application.
- **SOCI majors:** Work with your undergrad advisor to ensure you are on track to complete all undergrad requirements, except for 9 credit hours of general electives and 9 credit hours of Sociology electives that would double count with Bush School courses. You may do this by filling out and uploading a [B.A. SOCI/MPSA](#) or [B.S. SOCI/MPSA](#) 5-Year Course Planner to your internal application. Or, you can have your advisor email bushschoolapplications@tamu.edu with their approval for you to apply to the 3+2 MPSA program.
- **WFSC majors:** work with your undergrad advisor to ensure you are on track to complete all undergrad requirements, except for the 18 credit hours of general electives that would double count with Bush School courses. You may do this by filling out and upload an [MPSA/WFSC 5-Year Course Planner](#) to your internal application or having your advisor email bushschoolapplications@tamu.edu with their approval for you to apply to the 3+2 MPSA program.

CONTACT INFORMATION

Questions about the application or the application process should be directed to Ashlee Treadway or Kathryn Meyer in the **Bush School Admissions Office**:

- **Phone:** 979-862-3476
- **Email:** bushschoolapplications@tamu.edu

Questions about undergrad course preparation for the 3+2 MPSA program should be directed to the student's undergraduate advisor.