

MPSA Application Checklist – Fall 2024



TEXAS A&M UNIVERSITY
The Bush School
of Government & Public Service

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, 2023**

Final Application Deadline: **January 12, 2024**

Application (<https://texasam2024.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.

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

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 2024 application deadlines:

*Priority Funding Application Deadline: **December 15, 2023***

*Final Application Deadline: **January 12, 2024***

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 all supporting documents, requesting three recommendations, and submitting an application through the [GradCAS](#) application system. *Continuing Texas A&M graduate students and TAMU 3+2 applicants **DO NOT** submit an application in GradCAS; see details below.

All supporting documents, including test scores (if applicable) and recommendations, must be received by the application deadlines above. **Incomplete applications will NOT be considered for admission.** 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 the status of some of the required materials for completing an application. **The Bush School Admissions Office will notify applicants by email of any missing items and/or when their application is complete using the email address on their 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 16-17, 2024), with alternate (Zoom) interactions available for those who cannot attend. Admissions and Scholarship Committees meet soon after, and applicants are notified of admission and scholarship decisions by mid-March. Applicants have until April 15 to accept or decline their offer.

* 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 supporting documents to bushschoolapplications@tamu.edu, instead of submitting an application in GradCAS.

* 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

Submit an application in [GradCAS*](#) and pay a non-refundable application fee: \$89 for domestic applications or \$114 for international applicants. *GradCAS Link: <https://texasam2024.liasoncas.com/>

Application Fee Waivers:

The Bush School has written agreements in which we will pay the application fee for the groups listed below. If any of these apply to you, send an email to bushschoolapplications@tamu.edu with the documentation requested. We will review, verify, pay the application fee for you, and reply with instructions on how to submit your application. *(Do NOT pay the application fee when submitting your GradCAS application. We CANNOT issue refunds.)*

- **AmeriCorps, Teach For America, City Year, or Peace Corps Members/Alumni:** Email us a letter confirming your dates of service.
- **PPIA Junior Summer Institute Participants:** Email us a copy of your PPIA transcript.
- **Pickering, Rangel, or Payne Finalist/Recipient:** Email us the fellowship you applied for and status.

★ **McNair Scholars:** Texas A&M pays McNair app fees. Visit <http://admissions.tamu.edu/graduate/apply>.

★ **Need-based:** Limited funding available for domestic applicants who have an exceptional financial hardship. Email bushschoolapplications@tamu.edu with your resume and an essay of 300 words or less describing your situation and need for a waiver. We will review and if approved, pay the application fee for you. We will reply to your request with further instruction on submitting your application. *(Do NOT pay the application fee when submitting your GradCAS application. We CANNOT issue refunds.)*

RÉSUMÉ

Upload a current résumé to your GradCAS* application through the *Supporting Information* quadrant → *Documents* tab. Resumes should be a max of two pages and include 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 your résumé to bushschoolapplications@tamu.edu.

PERSONAL STATEMENT

Upload 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 your personal statement to bushschoolapplications@tamu.edu.

RECOMMENDATIONS (3)

Three recommendations (consisting of a letter and evaluation) are required and must be received by the application deadline. Applications with fewer than three recommendations will not be considered for admission.

Recommendations can be from:

- (*preferred*) a higher education academic reference, particularly from a course instructor who can attest to an applicant's capability to pursue graduate school.
- a 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.

Once you choose your recommenders, be sure to inform them about the process and that they will be completing their recommendation electronically*. We recommend you ask for their preferred email address and advise them to monitor that inbox for your recommendation request (which will come from tamusupport@liaisoncas.com), including any junk or spam folders.

REQUESTING RECOMMENDATIONS IN GRADCAS*:

Navigate to the *Program Materials* quadrant → *Recommendations* tab. Click on the "+Request Letter of Reference and Likert Scale Recommendation" hyperlink. Enter the following:

- **Name and email of your recommender**
- **Personal message/note:** Enter anything you feel is necessary for the recommender to know. The note you enter will display in the body of the email sent to the recommender.
- **Due Date:** Enter a due date of at least one week prior to the application deadline; this deadline will display in the email sent to your recommender.
- **Waiver of Recommendation:**
 - Selecting 'Yes' means you waive your right to ask your recommender to send you a copy of their recommendation.
 - Selecting 'No' means you may ask your recommender to send a copy of their recommendation at any time. This does NOT give you access to a recommendation in GradCAS.
- **Permission to Contact Recommender:** Checking this box gives the system permission to send an automated email to your recommender with instructions for submitting their recommendation. *This does not mean the Bush School will email your recommender instructions. You are responsible for ensuring your recommender submits their recommendation by the deadline.*
- **Permission for Schools to Contact Recommender:** Check that you give permission for us to contact your recommender to verify any information and/or ask for further clarification on their recommendation, if needed.

Press the 'Save This Recommendation Request' button, which will send an automated email with instructions to your recommender. You can submit your application *before or after* all of your recommendations are received. However, an application must be submitted and all recommendations must be received by the application deadline.

- ❖ **To monitor the status of your recommendations:** Log back into your application and navigate to the *Program Materials* quadrant → *Recommendations* tab.
- ❖ **To resend a recommendation request:** Press the 'Edit' icon' next to the recommender, make any sort of change to the record, and press the 'Resend Recommendation Request' button.

***Continuing TAMU Grad Students:** Fill out the top portion of the [Recommendation Form](#). Send to your recommender with instructions for them to fill out the rest of the form, write your letter of recommendation, and send both to the Bush School Admissions Office (bushschoolapplications@tamu.edu) by the application deadline. Recommenders must submit to Bush School Admissions directly; recommendations emailed by the applicant are not accepted.

TRANSCRIPTS (from all 4-year colleges attended)

In the *Academic History* quadrant → *Colleges Attended* section of your GradCAS application, enter all of the colleges you've attended. Then, upload a *copy* of your official transcript from all *4-year colleges* you've attended by clicking on the 'Upload' link next to the college(s) you just added.

You will be asked to enter every college/university attended, but you are only required to upload transcripts for the 4-year colleges/universities you 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.

- **Texas A&M Current or Former Students:** Please upload a copy of the Texas A&M transcript to GradCAS.
- **International Transcripts:** For colleges not located in the United States, save the transcript and diploma (or degree certificate) in their native language along with an English translation for both (if applicable) into one document per college, then upload to your application.
 - **For colleges in China:** Transcripts must be verified by the China Higher Education Student Information and Career Center (CHESICC) and degree certificates verified by the China Academic Degrees and Graduate Education Development Center (CDGDC). Include both verifications with your transcript, degree certificate, and English translation in one document per college when uploading to your application.

****OFFICIAL TRANSCRIPTS REQUIRED ONLY UPON ADMISSION****

Official transcripts should only be submitted if admitted into the program. Admitted students will have a registration hold placed on their account and will not be able to 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 Admissions. Registration typically opens in mid-April, so it is imperative for an admitted student to request official transcripts be sent immediately upon admission.

HOW TO SUBMIT OFFICIAL TRANSCRIPTS:

For transcripts to be considered official, they must be sent 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 (preferred)** via SPEEDE, eSCRIPT-SAFE, PARCHMENT, or National Student Clearing House to 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.

International Official 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,

**U.S. Postal Service
(Domestic Applicants)**

Graduate Admissions Processing
Office of Admissions
Texas A&M University
P.O. Box 40001
College Station, TX 77842

**U.S. Postal Service
(International Applicants)**

International Admissions Processing
Texas A&M University
P.O. Box 40002
College Station, TX 77842

Overnight or Hand Delivery

Admissions Processing
Texas A&M University
General Services Complex
750 Agronomy Rd, Suite 1601
0200 TAMU
College Station, TX 77843

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.

For colleges in China: Transcripts must be verified by the China Higher Education Student Information and Career Center (CHESICC) and degree certificates verified by the China Academic Degrees and Graduate Education Development Center (CDGDC). Send verification reports to admissions@tamu.edu.

Texas A&M (College Station, Galveston, or Qatar) Current or Former Students: DO NOT submit your official Texas A&M transcript, or any other transcript you may have already sent to Texas A&M for your previous program.

GRE/GMAT Scores (optional)

Using the cumulative GPA (out of 4.0) as listed on the transcript issuing the degree (bachelor, master, PhD), GRE/GMAT scores are:

- **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.

While the MPSA program does NOT require applicants to submit GRE scores, many still do for reasons stated above. Applicants weighing the decision to submit scores should consider their testing ability, time to study, and whether scores will help or hinder their application (our average GRE score is a 304). We prefer the GRE test over GMAT. Scores must be within five years of the date the GradCAS application is submitted.

If you wish to provide GRE/GMAT scores, upload a copy of your Test Score Report to the *Program Materials* quadrant → *Documents* tab of the application in GradCAS.

****OFFICIAL GRE/GMAT SCORES ARE ONLY NEEDED FOR INTERNATIONAL APPLICANTS who wish to provide Proof of English Proficiency via their GRE/GMAT score. See instructions below for submitting official scores.****

PROOF OF ENGLISH PROFICIENCY *(for citizens from non-English speaking countries)*

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 your country is not on the exempted list of countries, you must provide proof of English proficiency in one of the following ways:

- ✓ **GRE:** Verbal Score of 146 or above (or 22 on GMAT Verbal) from a test date within five years of applying.
- ✓ **TOEFL:** i-BT score of 80 or above from a test date within two years of applying; *the Bush School prefers a 100 i-BT*. MyBest TOEFL Scores not accepted.
- ✓ **IELTS:** Overall band score of 6.0 or higher 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 four years of a bachelor's degree or higher (masters is typically two years) at an accredited university located in the United States.

If providing test scores as proof of English proficiency:

Applicants are advised to test at least two months prior to 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.

- Upload a copy of your Test Score Report to your GradCAS application in the *Program Materials* quadrant → *Documents* tab.
- **Report official test scores to Texas A&M University (College Station/Galveston):**
 - **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). 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

CONTACT INFORMATION (Bush School Admissions)

Questions about the program, application, or admissions process should be directed to:

Ashlee Treadway or Kathryn Meyer
Bush School Admissions Office
Texas A&M University
Phone: 979-862-3476
Email: bushschoolapplications@tamu.edu