

MIP Application Checklist



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 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 2024: **October 15, 2023** | Summer 2024: **March 15, 2024** | Fall 2024: **April 15, 2024** | Spring 2025: **October 15, 2024**

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 2024 Application:** <https://texasam2023.liasoncas.com/>

★ **Summer 2024, Fall 2024, and Spring 2025 Application:** <https://texasam2024.liasoncas.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.

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

MIP (College Station, TX) Application Instructions



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

Welcome! This document provides instructions to apply for graduate admission into the on-campus **Master of International Policy** at the Bush School (Texas A&M University) in College Station, TX. The one-year MIP admits students for fall, spring, and summer.

APPLICATION DEADLINES

Spring 2024: October 15, 2023	Summer 2024: March 15, 2024
Fall 2024: April 15, 2024	Spring 2025: October 15, 2024

Late applications will be processed on a time and space-available basis. Contact us for more information.

REQUIREMENTS TO APPLY

Applicants must have a bachelor's degree and at least four years of professional experience in international affairs, broadly understood. *Such experience does NOT include educational experiences such as study abroad or undergraduate internships.*

ADMISSIONS 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 International Policy (MIP)** located in College Station, TX.

Applicants* apply by uploading supporting documents, requesting two recommendations, and submitting an application through GradCAS. *The exception to this is any continuing graduate student at Texas A&M (see instructions below).*

All supporting documents, including test scores (if applicable) and two recommendations, must be received by the application deadlines listed above. **Incomplete applications will NOT be considered for admission.** Once an application and all required materials are received, the application is moved forward for review. Applications will be reviewed and applicants will be notified of their admissions status within 7-10 business days of a complete application.

Be sure to use the same spelling and name on all correspondence and documents to avoid confusion or delay in processing your materials. Notify the Bush School of any changes to your address and/or name immediately.

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.***

* 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.

APPLICATION

Submit an application in GradCAS* (*unless you are a Texas A&M continuing grad student; see above*) and pay a non-refundable application fee: \$89 for domestic applications or \$114 for international applications.

Click on the corresponding link below to start your application in GradCAS for the desired term. You will need to create an account in GradCAS, complete the first three quadrants (Personal Information, Academic History, and Supporting Information), then select the program and term for which you are applying either through the “Program Materials” quadrant OR through the “Add Program” tab.

- ❖ **Spring 2024 (*link is different than the rest*):** Click link below and look for/select the following program:
Link: <https://TexasAM2023.liasoncas.com/>
Program Name: “**Spring 2024 Master of International Policy (College Station)**”
- ❖ **Summer 2024:** Click link below and look for/select the following program:
Link: <https://TexasAM2024.liasoncas.com/>
Program Name: “**Summer 2024 Master of International Policy (College Station, TX)**”
- ❖ **Fall 2024:** Click link below and look for/select the following program:
Link: <https://TexasAM2024.liasoncas.com/>
Program Name: “**Fall 2024 Master of International Policy (College Station, TX)**”
- ❖ **Spring 2025:** Click link below and look for/select the following program:
Link: <https://TexasAM2024.liasoncas.com/>
Program Name: “**Spring 2025 Master of International Policy (College Station, TX)**”

RÉSUMÉ

Upload a current résumé to your GradCAS* application through the *Supporting Information* quadrant → *Documents* section. Resumes should be a max of three pages (shorten and highlight longer CVs), include dates (months/years), details of all international related experience, and consist of the following sections:

- Name and Contact Information
- Education
- Work/Internship Experience and Military Service/Duties
- International Experience
- Skills and Certifications (*language, software, clearance, etc.*)
- Leadership, Service, Organizations, and Honors

***Continuing Texas A&M Graduate Students:** Email to bushschoolapplications@tamu.edu.

PERSONAL STATEMENT

Upload your personal statement to the *Program Materials quadrant* → *Documents* tab in GradCAS*. Statements should be typed in 11 pt font, spaced 1.5”, and address the following prompt. Include applicant 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 a career in international policy,*
- *Details about your professional experience in the field,*
- *How will obtaining the MIP from the Bush School will help you achieve your goals?*

***Continuing Texas A&M Graduate Students:** Email to bushschoolapplications@tamu.edu.

RECOMMENDATIONS (2)

Two recommendations (consisting of a letter and evaluation) are required and must be received by the application deadline specified above. Applications with fewer than two recommendations will NOT be considered for admission. Either one or both recommendations can be from:

- ❖ Someone who can speak to the applicant's leadership; public service, military, or work experience.
- ❖ Someone familiar with the applicant's academic performance and achievements.

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:** Log back into your application and navigate to the *Program Materials* quadrant → *Recommendations* tab. 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.

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

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, 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 either optional or encouraged for the MIP. We prefer the GRE over GMAT.

- **Optional** for those with a cumulative GPA of 3.0 or better. *We do not round up! (A 2.98 GPA is below a 3.0.)*
- **Encouraged** for those with a cumulative GPA below 3.0 or who feel their scores could offset concerns if their grades/experiences do not reflect their current abilities.

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 308). 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