APPLICANT NAME: _____   **APP ID:** _____

The Bush School – DC'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 their supporting documents through the GradCAS online application. Use the checklist below to assist you in uploading/submitting items needed for your application. We recommend you make copies of your material (except pieces in sealed envelopes) for your own records. The following pages will provide more in-depth guidance for your application process. Please contact us if you have any questions.

> **Application Priority Deadlines:**
>
> **Spring 2024:** November 1, 2023 | **Fall 2024:** February 1, 2024
>
> *Applications will be reviewed on a rolling basis after the priority deadline until the class is filled.

☐ **Application:** Fill out respective GradCAS application below, upload all supporting materials, pay the application fee, and submit.

- ➢ **Spring 2024 Application**
- ➢ **Fall 2024 Application**
- Application fee: **$89** for domestic applicants | **$114** for international applicants

☐ **Professional Resume:** Upload to GradCAS in the *Supporting Information* quadrant → *Documents* tab.

☐ **Statement of Purpose:** Upload to GradCAS in the *Program Materials* quadrant → *Documents* tab.

☐ **(2) Recommendations** *(both an evaluation and recommendation letter required):*
- o Enter recommender's contact information in GradCAS: *Program Materials* → *Recommendations* tab.
- o Your recommenders receive an email from Letters by Liaison with instructions to submit their letter and evaluation.
- o Monitor the status of your recommendations in GradCAS to ensure both are received by the evaluator.

☐ **Transcripts** *(required from all 4-year colleges/universities attended):*
- o Upload a copy of your unofficial transcript for each 4-year college attended to GradCAS in the *Academic History quadrant* → *Colleges Attended* tab. Official transcripts are required only if admitted.
- o **International transcripts:** For each int'l college attended, upload a document containing a copy of your transcript and diploma (or certificate of degree) in its native language as well as an English translation for both.

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

☐ **Proof of English Proficiency** *(for citizens from non-English speaking countries):*
- o Refer to our International Graduates Admissions page for exemptions or ways to demonstrate proficiency.
- o Upload proof to GradCAS in the *Program Materials* → *Documents* tab.

Questions? Contact Tory Haynes * tory.haynes@tamu.edu * 202-773-0018

Welcome! This document provides instructions to apply for graduate admission into the on-campus **Master of International Policy** at the Bush School – DC.

Application Priority Deadlines:

Spring 2024: November 1, 2023 | **Fall 2024:** February 1, 2024

*Applications will be reviewed on a rolling basis after the priority deadline until the class is filled.

REQUIREMENTS TO APPLY

Applicants must have a bachelor's degree and at least four (4) years of professional experience in International Affairs, broadly understood. *Such experience does NOT include educational experiences such as study abroad or undergraduate internships.*

ADMISSIONS OVERIVEW

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 Washington D.C.

Applicants apply by uploading supporting documents, requesting two recommendations, and applying through GradCAS.

All supporting documents, including test scores (if applicable) and two recommendations, must be received for the Admissions Committee to review applications. **Incomplete applications will NOT be considered for admission.** Once the application and all 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 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 – DC 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 – DC 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.**

APPLICATION

Submit an application in GradCAS 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 Application**
   o Program Name: **"Spring 2024 Master of International Policy (Washington DC)"**
➢ **Fall 2024 Application**
   o Program Name: **"Fall 2024 Master of International Policy (Washington DC)"**

PROFESSIONAL RESUME

Upload a current resume to your GradCAS application through the *Supporting Information* quadrant → *Documents* tab. Resumes should reflect the required four years of professional experience required for admissions. Resumes should be a max of three pages, include dates (months/year), 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

STATEMENT OF PURPOSE

Upload your statement of purpose to the *Program Materials* quadrant → *Documents* tab in GradCAS. Statements should be typed in 11pt font, spaced 1.5", and address the following prompt. Please 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:*
>
> - *Highlight your background, skills, and interests (including details about your professional experience in the field)*
> - *Who you are, your future goals, and research interests.*
> - *How will obtaining the MIP from the Bush School help you achieve your goals?*

RECOMMENDATIONS (2)

Two recommendations (consisting of a letter and evaluation) are required. 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 your recommenders have been chosen, please inform them about the process and that that they will be completing their recommendations electronically. We recommend using their preferred email address and advise them to monitor that inbox for your recommendation request (tamusupport@liaisoncas.com), including junk or spam folders. Your recommendations do not have to be complete before submitting your application, however applications will not be reviewed until both are submitted.

REQUESTING RECOMMENDATIONS IN GRADCAS:
Navigate to the *Program Materials* quadrant → *Recommendations* tab. Click on the *"Request Letter of Reference and Likert Scale Recommendations"* hyperlink.

RECOMMENDATIONS (2) CONTINUED

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 priority application deadline. The deadline will be displayed in the email sent to the 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.*
- **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.

- ➢ **To monitor the status of your recommendation:** 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* quadrants → *Recommendations* tab. Press the *'Edit'* icon next to the recommender, make any changes the record, and press the *'Resend Recommendation Request'* button.

TRANSCRIPTS

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

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.

** OFFICIAL TRANSCRIPTS REQUIRED ONLY UPON ADMISSION INTO PROGRAM **

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-uear college/universities attended are received and processed by the Texas A&M Office of Graduate Admissions.

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 – DC)* 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 Apps)	**U.S. Postal Service (International Apps)**	**Overnight or Hand Delivery**
Graduate Admissions Processing	International Admissions Processing	Admissions Processing
Office of Admissions	Texas A&M University	Texas A&M University
Texas A&M University	P.O. Box 40002	General Service Complex
P.O. Box 40001	College Station, TX 77842	750 Agronomy Rd, Suite 1601
College Station, TX 77842		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 fazes are not official.

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 SCORE *(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.
- *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 abilities, time to study, and whether their scores will help or hinder their application. Scores must be within five years of the date the GradCAS application is submitted. Upload scores to *Program Materials* quadrant → *Document* tab in GradCAS.

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 the 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 applying.
- ➢ **TOEFL:** i-BT score of 80 or above from a test date within two years of applying. *MyBest TOEFL Scores* are not accepted.
- ➢ **IELTS:** Overall band score of 6.0 or higher from a test date within two years of applying.
- ➢ **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 take a 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 Admissions.

- 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):**
  - o **GRE:** Use Code 6003
  - o **GMAT:** Use Code 7B7-K9-57
  - o **TOEFL Scores** should be sent directly from the testing service to Texas A&M University (Code 6003).
  - o **IELTS Scores** should be submitted electronically from the IELTS test center to Texas A&M University (College Station). Instruction code in NOT required. Please use the following address:

    Internal Admissions Processing
    Texas A&M University
    P.O. Box 4002
    College Station, TX 77842-4002
    admissions@tamu.edu

CONTACT INFORMATION (Bush School – DC Admissions)

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

Tory Haynes, Assistant Director of Admissions
The Bush School – DC Admissions Office
Phone: 202-773-0018
Email: tory.haynes@tamu.edu

Updated: 10/06/2023