

# MIA Application Checklist – Fall 2025

Priority Funding Deadline: **December 15, 2024** | Application Deadline: **January 5, 2025**

The following is a checklist of application materials required to apply to the Master of International Affairs. Use this checklist to stay on track! Applicants apply by uploading their materials and requesting two recommendations all online via their application in [GradCAS](#)\*. **Applications must be submitted, and all materials (including recommendations) must be received on or before 11:59 PM (Central Time) on the application deadline. Incomplete applications are not considered or reviewed for admission.**

\* **Texas A&M 3+2 Applicants:** Reference the 3+2 MIA Application Checklist instead of the checklist below.

\* **Continuing Texas A&M Graduate Students:** Email us to discuss and for application instructions.

## Application (<https://texasam2025.liaisoncas.com/>)

- Create an account in GradCAS.
- Add the 'Fall 2025 MIA' program to your application via the 'Add Program' menu option.
- Fill out the application, upload all support materials (see bullets below), and request your recommendations.
- Pay the application fee (\$89 for domestic applicants; \$114 for int'l) and submit application by the deadline.
  - App fee waiver? Visit our website to see if you qualify. If yes, follow the instructions for us to pay the fee for you. Do NOT pay the application fee; refunds cannot be issued.

## (2) Recommendations (both an evaluation and recommendation letter required)

- As soon as possible, add your recommender's contact information in GradCAS through the *Program Materials* quadrant → *Recommendations* tab (even if you haven't finished filling out your app). The system will email your recommenders which allows them to start on their recommendation while you continue filling out the app.
- Monitor the status of your recommendations in GradCAS to ensure they are received by the app deadline.

## Résumé: Upload to the *Supporting Information* quadrant → *Documents* tab in GradCAS.

## Personal Statement: Upload to the *Program Materials* quadrant → *Documents* tab in GradCAS.

## Transcripts: Upload a copy of your transcripts from every 4-year college you attended to the *Academic History* quadrant → *Colleges Attended* tab in GradCAS. \*\*Official transcripts are only required upon admission!

- **INTERNATIONAL COLLEGE(S):** For each int'l college, upload a file containing a copy of your transcript in and degree certificate in its native language, as well as an English translation for both (if applicable). \* If you attended a college in **CHINA** and are admitted, you will be *also* be required to submit transcripts and degrees verified by the Center for Student Services and Development (CSSD) to Texas A&M ([admissions@tamu.edu](mailto:admissions@tamu.edu)) via Parchment.
- **TEXAS A&M TRANSCRIPT:** Upload a copy of your transcript. DO NOT request an official transcript if admitted.

**\*\* AFTER ADMISSION: Request your OFFICIAL transcripts/documents be sent to Texas A&M immediately (except for Texas A&M – College Station, Qatar, & Galveston students). You will have a registration hold on your account until officials are received and processed. [Click for instructions.](#) \*\***

## GRE/GMAT Test Score Report (optional): Upload to the *Program Materials* quadrant → *Documents* tab in GradCAS.

- **Strongly encouraged** for those with a cumulative GPA below a 3.2.
- **Encouraged and accepted** for those who feel their scores can complement a strong file or offset potential concerns.

## Proof of English Proficiency (for citizens from non-English speaking countries, if required)

- Visit the TAMU Int'l Graduate Admissions website for [countries whose citizens are exempt from this requirement](#).
- If your country of citizenship is not exempt, upload proof of English proficiency to the *Program Materials* quadrant → *Documents* tab in GradCAS. Visit our website for [accepted and preferred methods of proof](#).



## Fall 2025 Application Deadlines:

**Priority Funding Deadline: December 15, 2024**

**Application Deadline: January 5, 2025**

*\*Application deadline may be extended. Website will be updated after January 5 if deadline is extended.*

Applications completed by the priority funding deadline are considered for nomination-based funding awards. Applications completed after December 15, but prior to the application deadline, will still receive a competitive, merit-based scholarship. However, nomination-based opportunities may no longer be available.

## ADMISSIONS PROCESS & OVERVIEW

In short, applicants apply by submitting a *completed* application by the deadline. Applicants are emailed in late January/early February if their application is denied, placed on hold pending further review, or invited to interview. Applicants invited to **interview** are encouraged to attend **Interview Conference Weekend (February 21 & 22, 2025)**, but alternative interviews are scheduled via Zoom for those unable to attend.

In early March, once all interviews are completed, the Admissions Committee meets a final time to make admissions and funding decisions. **Applicants will receive an email by March 15 with their admissions decision. If admitted, the applicant will receive an offer letter containing the fellowship or scholarship amount they've been awarded.** Applicants have until April 15 to accept or decline their offer of admission.

*\* Applications submitted after January 5 (if deadline is extended) are reviewed on a rolling basis and funding decisions are made on an aid-available basis.*

## APPLICATION

**An application must be submitted, and all materials (including recommendations) must be received on or before 11:59 PM (Central Time) on the application deadline.** *Incomplete applications are not considered or reviewed.*

Most applicants (*with the exception of the following\**) apply online through the [GradCAS application system](#) (link typed below) by uploading all of materials, requesting/receiving two recommendations, paying the application fee, and submitting the application for the FALL 2025 MIA program.

<https://TexasAM2025.liasoncas.com/applicant-ux/#/deeplink/programSearch/organization/8718616508746933645>

**\* Current Texas A&M University GRADUATE students:** Looking to pursue the MIA after graduating from your master's or PhD? Email us for instructions on submitting an internal application instead.

**\* Texas A&M 3+2 Applicants:** DO NOT submit an application in GradCAS. Visit <https://bush.tamu.edu/admissions/degree/inta/5year/> for instructions.

Please allow us 7-10 business days to process your application once submitted. After processing your application, we (Bush School Graduate Admissions) will email you at the email address you entered on your application with the official status of your application: *Incomplete* or *Complete*. If incomplete, it is your responsibility to submit the missing material(s) by the application deadline. Note: The status of your application in GradCAS is not accurate as the system only checks for some but not all materials.

## APPLICATION FEE

Applicants must pay a non-refundable application fee to submit their application in GradCAS:

- **\$89** for domestic applicants\*
- **\$114** for international applicants

### \*Bush School Application Fee Waivers:

The Bush School has written agreements with several organizations whereby the Bush School will pay the application fee for applicants who meet any of the following criteria. If any of these apply to you, DO NOT pay the application fee and DO NOT submit your application just yet! We cannot issue refunds once the fee is paid. Instead, send an email to [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu) with the documentation below. We will review, verify, pay the application fee for you, and reply with instructions on how to submit your application.

- **AmeriCorps, Teach For America, City Year, PeaceCorps Volunteers:** If you will or have served 9 or more months by the time of enrollment, 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 Fellows/Finalists:** Email us the name of the fellowship and your status.

### \*Texas A&M Application Fee Waivers:

- **Veterans and Active-Duty Military:** Send a copy of your DD214, showing proof of your military service, to Delayne Nichols ([d-nichols@tamu.edu](mailto:d-nichols@tamu.edu)) BEFORE submitting your application.
- **McNair Scholars:** Texas A&M will pay the application fee for McNair Scholars. Visit <http://admissions.tamu.edu/graduate/apply> for instructions.
- **Pell Grant Recipients or Low-Income Applicants:** Submit an awards letter from your current school's financial aid office showing the award of a Pell Grant or your Student Aid Report (SAR) from your current FAFSA showing financial need to Delayne Nichols ([d-nichols@tamu.edu](mailto:d-nichols@tamu.edu)) in the Texas A&M Graduate Admissions Office.

### \*Exceptional Financial Hardship Waivers:

The Bush School has a very limited number of application fees we can pay for domestic applicants with an exceptional financial hardship. We are unable to pay application fees for international applicants. If you are a domestic applicant experiencing an exceptional financial hardship, email [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu) a copy of your resume and an essay of 300 words or less describing your hardship and need for a waiver (which could be your family receiving public assistance, experiencing a recent family tragedy or other financial limitation).

## RECOMMENDATIONS (2)

Two recommendations (consisting of a letter and evaluation) are required and collected via your application in GradCAS. Both recommendations must be received by the application deadline so choose your recommenders early in the process! Applications are "incomplete" if they are submitted with fewer than two completed recommendations and are not 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 reference 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.

**As soon as you have consulted your recommenders, add their contact information to your application in GradCAS!** This allows them to start working on their recommendation while you continue filling out the application. To add a recommender, you will first need to add the **'Fall 2025 Master of International Affairs'** program to your application. Then, access the **'Program Materials'** quadrant → **Recommendations** tab and enter the preferred email address of your recommenders. Advise your recommenders to monitor that inbox, including junk and spam folders, for a recommendation request sent from [support@tamu.myliaison.com](mailto:support@tamu.myliaison.com).

#### **MONITORING THE STATUS OF RECOMMENDATION REQUESTS IN GRADCAS\*:**

Log back into your application at any time before, during, or after submitting your application and navigate to the *Program Materials* quadrant → *Recommendations* tab. Completed/submitted recommendations are marked as "Complete". Follow up with your recommenders if the status is "Requested" or "Accepted".

#### **RESENDING OR EDITING A RECOMMENDATION REQUEST IN GRADCAS\*:**

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.

## **RÉSUMÉ**

Upload a current résumé to the *Supporting Information* quadrant → *Documents* tab in GradCAS. Résumés should be a max of two pages and include activities since high school. A [Résumé Template](#) is available for reference, containing the information and sections to include in your résumé.

## **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 1,000 words or less, please address the following topics in your personal statement:*

- *What inspired or influenced you to pursue a career in international affairs (include relevant people, places, travel, courses, internships, and/or events),*
- *Your personal and professional goals within international affairs,*
- *What value you bring to the program (include meaningful experiences, education, and/or jobs you have had), and*
- *How an education from the Bush School will help you to achieve your goals.*

## **TRANSCRIPTS** *(from all 4-year colleges attended)*

*To be eligible for graduate admission at Texas A&M University, applicants must have earned or are expected to earn a bachelor's degree by the time of enrollment. If you obtained a degree from a college outside of the United States, please make sure your degree(s) earned is equivalent to a 4-year bachelor's degree in the United States before applying. [Click for a list of Bachelor's Degree equivalencies.](#)*

In the *Academic History* quadrant → *Colleges Attended* section of your GradCAS application:

- Add the names of every college or university you've attended.
- Then, upload a copy of your transcript for only the *4-year colleges* you've attended by clicking on the 'Upload Transcript' link under the name of the corresponding college.

Transcript requirements:

- Official transcripts are not needed to apply but must be submitted upon admission to enroll in courses.
- For each college where a degree was earned, the corresponding transcript must indicate the name of the degree and date it was awarded.
- If a degree is in progress, courses and grades through the most recent semester at the time of your application must be included.
- **TEXAS A&M CURRENT/FORMER STUDENTS:** Upload your unofficial TAMU transcript to GradCAS.
- **INTERNATIONAL COLLEGE(S):** For each int'l college, upload a file containing a copy of your transcript and degree certificate in its native language, as well as an English translation for both (if applicable). \* If you attended a college in **CHINA** and are **admitted**, please be aware you will be *also* be required to submit transcripts and degrees verified by the Center for Student Services and Development (CSSD) to Texas A&M ([admissions@tamu.edu](mailto:admissions@tamu.edu)) via Parchment.



### GRE/GMAT TEST SCORES *(optional)*

GRE or GMAT test scores are NOT required. However, test scores are:

- **Strongly encouraged** for those with a cumulative GPA below a 3.2 (on a 4.0 scale). We consider the cumulative GPA(s) as listed on each transcript where a degree was earned.
- **Encouraged** and **accepted** for anyone who feels their scores can complement a strong file or offset potential concerns such as a low GPA, lack of experience in the field, or if grades/experience do not reflect current abilities.

When deciding if scores will help or hinder your application, consider your testing ability, time you have to study, and our previous years' averages (average GRE score is 308). We prefer the GRE test over GMAT. Scores must be within five years of the date your application is submitted.

If you wish to submit GRE/GMAT test scores to be considered when reviewing your application for admission, 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 Language Proficiency via their GRE/GMAT score. See instructions below for submitting official scores.\*\***

### PROOF OF ENGLISH PROFICIENCY *(for citizens from non-English speaking countries, if required)*

Proof of English language proficiency (ELP) is required for most international applicants. Visit the Texas A&M International Graduate Admissions website for a [list of countries whose citizens are exempt from this requirement](#).

If your country of citizenship is not listed/exempt, you must submit proof of English language proficiency in one of the following ways at the time you apply:

- ✓ **Complete all 4 years of a bachelor's degree or higher from an accredited university located in the United States.**
- ✓ **GRE Verbal Score of at least a 146** from a test date within five years of applying. Upload a copy of your test score report to the *Program Materials* → *Documents* tab of your application in GradCAS. If admitted, you will need to request your official GRE scores be sent to Texas A&M University using GRE school code 6003.
- ✓ **GMAT Verbal Score of at least a 22** from a test date within five years of applying. Upload a copy of your test score report to the *Program Materials* → *Documents* tab of your application in GradCAS. If admitted, you will need to request your official GMAT scores be sent to Texas A&M University using GMAT school code 7B7-K9-57.
- ✓ **TOEFL Score of at least 80 i-BT** (from a test date within two years of applying); *Bush School prefers a 100 i-BT* MyBest TOEFL Scores not accepted. Upload a copy of your test score report to the *Program Materials* → *Documents* tab of your application in GradCAS. If admitted, you will need to request your official TOEFL scores be sent to Texas A&M University using school code 6003.
- ✓ **IELTS Academic Overall Band Score of at least 6.0** (from a test date within two years of applying); *Bush School prefers an overall band score of at least 7.0*. Upload a copy of your test score report to the *Program Materials* → *Documents* tab of your application in GradCAS. If admitted, you will need to request your official IELTS scores be sent to Texas A&M University | PO Box 40002 | College Station, TX 77842-4002.

Applicants are advised to schedule a test date at least two months in advance of the application deadline to ensure test scores are received by the application deadline. Test scores can take 2-6 weeks to come in. Applications submitted without the required proof of English proficiency are considered incomplete and will not be reviewed or considered for admission.

## CONTACT INFORMATION (Bush School Graduate Admissions Office)

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

*Ashlee Treadway or Kathryn Meyer*  
Bush School Graduate Admissions Office  
Texas A&M University  
**Phone:** 979-862-3476  
**Email:** [bushschoolapplications@tamu.edu](mailto:bushschoolapplications@tamu.edu)