

MIP Application Checklist (College Station, TX)

Application Deadlines:

Spring 2025: **October 15, 2024** | Summer 2025: **March 15, 2025** | Fall 2025: **April 15, 2025** | Spring 2026: **October 15, 2025**

The following is a checklist of application materials required to apply to the Master of International Policy in College Station, TX. Use this checklist to stay on track! Applicants apply by uploading their materials and requesting two recommendations 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.**

Application

- Click on the corresponding link for the term you would wish to enroll in the program.
 - **Spring 2025 Application:** <https://texasam2024.liasoncas.com/> ****This link is different than the one below****
 - **Summer 2025, Fall 2025, or Spring 2026 Application:** <https://texasam2025.liasoncas.com/>
- Create an account.
- Add the 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 international applicants) and submit the application by the deadline.

(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 all three 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) 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 GradCAS in the *Program Materials* quadrant → *Documents* tab.

- Encouraged for those with a cumulative GPA below 3.0.
- Accepted for anyone who feels 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](#).

MIP (College Station, TX) Application Instructions



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

The one-year Master of International Policy at the Bush School (Texas A&M University) in College Station, TX admits students for fall, spring, and summer entry.

APPLICATION DEADLINES

Spring 2025: October 15, 2024	Summer 2025: March 15, 2025
Fall 2025: April 15, 2025	Spring 2026: October 15, 2025

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.

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

Graduate students currently enrolled in a master's or PhD degree at Texas A&M University (College Station, TX) who wish to pursue the MIP upon completion of their current graduate degree should contact the Bush School Graduate Admissions Office to discuss the appropriate steps to apply.

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 above. *Incomplete applications are not considered or reviewed.*

Apply by submitting 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 2025 (*link is different than the rest*):** Click link below and look for/select the following program:

Link: <https://TexasAM2024.liaisoncas.com/>

Program Name: “**Spring 2025 Master of International Policy (College Station)**”

- ❖ **Summer 2025:** Click link below and look for/select the following program:

Link: <https://TexasAM2025.liaisoncas.com/>

Program Name: “**Summer 2025 Master of International Policy (College Station, TX)**”

- ❖ **Fall 2025:** Click link below and look for/select the following program:

Link: <https://TexasAM2025.liaisoncas.com/>

Program Name: “**Fall 2025 Master of International Policy (College Station, TX)**”

- ❖ **Spring 2026:** Click link below and look for/select the following program:

Link: <https://TexasAM2025.liaisoncas.com/>

Program Name: “**Spring 2026 Master of International Policy (College Station, TX)**”

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 specified above so choose your recommenders early in the process! Applications are considered “incomplete” if they are submitted with fewer than two completed recommendations and are not 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.

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 appropriate program to your application (see program names above). Then, access the ‘**Program Materials**’ quadrant → **Recommendations** tab.

Please enter the preferred email address of your recommenders and advise them to monitor that inbox, including junk and spam folders, for a recommendation request sent from 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 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

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?*

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) via Parchment.

★ ★ **SUBMIT OFFICIAL ACADEMIC RECORDS IMMEDIATELY AFTER 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, which can 7-10 business days to process once received.

Registration typically opens in mid-April, so it is imperative you request official transcripts be sent immediately upon admission. [Click for instructions on submitting official transcripts.](#)

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

GRE/GMAT TEST SCORES *(optional)*

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. Scores must be within five years of the date your application is submitted.

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

- **Encouraged** for those with a cumulative GPA below 3.0 (on a 4.0 scale).
- **Accepted** for anyone who feels their scores could offset concerns if their grades/experiences do not reflect their 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.

****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, 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)

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