

MPSA Application Checklist – Fall 2025

Priority Funding / Early Decision Deadline: **December 15, 2024** | Application Deadline: **January 10, 2025**

The following is a checklist of application materials required to apply to the Master of Public Service & Administration. 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.*

* **Texas A&M 3+2 Applicants:** Reference the 3+2 MPSA 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 MPSA' 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) Recommendation Letters

- 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 recommendation is 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) 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 / Early Decision Deadline: **December 15, 2024**

Application Deadline: **January 10, 2025***

** Website will be updated after January 10 if deadline is extended.*

ADMISSIONS PROCESS & OVERVIEW

In short, applicants apply by submitting a *completed* application on or before the application deadlines stated above. All supporting documents, including test scores (if applicable) and recommendations, must be received by the application deadlines above. **Applications submitted but missing one or more items are considered “incomplete” and are not reviewed/considered for admission.**

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 email applicants using the email address entered on their application once their application has been processed letting the applicant know of any missing items and/or when their application is complete.*

Those who submit a completed application on or before December 15 will receive an admissions decision in January and will be given priority consideration for all Bush School funding awards. Funding decisions for priority applicants will be sent via email in mid-March once required interviews are completed.

Those who submit a completed application after December 15, but on or before the application deadline, will still receive a Bush School Scholarship if admitted. However, they will not receive their admissions *or* funding decision until after required interviews are completed.

In late January, applicants selected for the interview round in the admissions process are invited to interview with two faculty/staff members during Interview Conference Weekend (Feb 14-15, 2025). Zoom interviews are scheduled throughout the month of February for those who cannot attend. Admissions and Scholarship Committees meet soon after interviews are completed.

Early/mid-March:

- Applicants who applied *on or before* the priority deadline will be emailed the funding they’ve been awarded.
- Applicants who applied *after* the priority deadline will be emailed their admissions decision, and if admitted, the funding they’ve been awarded.

Applicants offered admission have until April 15 to accept or decline their offer.

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 MPSA** program.

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

* **Current Texas A&M University GRADUATE students:** Looking to pursue the MPSA 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/psaa/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.

APPLICATION FEE

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

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

Bush School Application Fee Waivers:

The Bush School has written agreements in which the following. 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 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) 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) 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 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 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 Public Service & Administration**’ 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.

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. Resumes should be a max of two pages and include activities since high school. A [Résumé Template](#) is available for reference.

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.

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' 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)*

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.

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 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