

Admissions Procedures

Admission to the MPA program involves the completion of two separate application forms. The first is an **Application for Admission to the Graduate School**. The second is an **Application for Admission to the MPA Program**. Both applications should be completed and submitted at the same time. Deadlines for submission of all application materials are listed in the Graduate Catalog. Students seeking admission to the joint MPA/MCJ degree must also apply to the Criminal Justice department directly.

1. Graduate School Application for Admission

A. Domestic Student Admissions

Before a student can be considered for admission to the MPA Program, they must meet the admission requirements of the New Mexico State University Graduate School. To initiate this process, complete the enclosed application form and return it in duplicate along with a non-refundable \$30 application fee to:

The Graduate School
PO Box 30001/MSC 3G
New Mexico State University
Las Cruces, NM 88003
(505) 646-2736

Applicants must arrange with each institution previously attended to have one official transcript of their undergraduate and graduate work send directly to the Graduate School in sealed envelopes. Action cannot be taken on an application until all transcripts have been received. Students may submit the application form electronically and pay the \$30 application fee on-line by visiting the Graduate School's web site (<http://gradschool.nmsu.edu/admit-form.html>).

B. International Student Admissions

The enclosed form for admission to the Graduate School is intended for domestic students only. International students must seek admission through International Programs. Materials and inquiries concerning international admission procedures should be directed to:

International Programs
PO Box 30001/MSC 3567
New Mexico State University
Las Cruces, NM 88003
(505) 646-5483

International students are encouraged to visit the International Program's web site at (<http://www.nmsu.edu/~ip>). Forms can be obtained at

<http://www.nmsu.edu/~ip/ISSS/Admissions.php>).

2. MPA Program Application for Admission

All prospective students, whether domestic or international, are required to complete and submit an Application for Admission to the MPA Program, copy of form enclosed. This application should be submitted directly to the Department of Government. Follow all directions carefully. Students may submit the application form electronically by visiting the Department's website at <http://www.nmsu.edu/~govdept>. Be sure to submit the writing samples requested and arrange to have letters of reference and Graduate Record Examination (GRE) scores (if applicable) submitted directly to the Department of Government. Letter of reference forms are enclosed or writers can prepare a letter on official letterhead.

The Application for Admission to the MPA Program is considered after the Graduate School has completed processing the Graduate School Application and forwards it to the Department of Government for review, or after International Programs has processed its forms. Once the Department of Government receives the application from the Graduate School, or International Programs, a candidate has three months to submit a complete packet of application materials to the MPA Program. An attempt will be made to remind applicants of the materials that have not been submitted.

A complete application consists of:

1. An Application for Admission to the MPA Program;
2. Three (3) Letters of Reference;
3. A Personal Statement;
4. A Second Writing Sample; and
5. A Current Resume Listing Work Experience.

For students with an undergraduate GPA of less than 3.0, a GRE score is also required. This requirement is waived if the undergraduate degree was awarded more than five years before applying to the MPA Program.

Additional materials that are required of international students include an International Programs Referral and TOEFL Score.

Students applying to the joint MPA/MCJ Program should indicate that option on all application forms and must also apply for admission directly to the Department of Criminal Justice.