

SUMMER 2024 MPA BRIDGE ADMISSIONS PACKET

APPLICATION DEADLINE: APRIL 1

The summer 2024 application opens on December 1. Admission to the MPA Bridge program is for the summer semester only.

All application materials, including recommendation letters, must be received by 11:59 p.m. CT on the application deadline.

ADMISSIONS PROCESS

STEP 1: PREPARE TO APPLY

Complete the [MPA Bridge pre-enrollment requirements](#). International applicants might consider retaking the TOEFL or IELTS if your current scores do not meet our preferred minimum requirement (see the checklist for details). [Send us an email](#) with your application questions or [schedule a consultation](#) with our admissions team.

STEP 2: SUBMIT YOUR APPLICATION

Submit a completed [online application](#). You will be required to upload your resume and essay in the application (see checklist for details).

STEP 3: COMPLETE YOUR APPLICATION

Verify the receipt of your recommendation letters in the [McCombs application portal](#). Send additional requests for letters through the portal, if needed.

STEP 4: MONITOR

Once your application checklist is complete, [monitor your application](#). International applicants should send any updated TOEFL or IELTS score reports to UT Austin as soon as possible and submit an update to the MPA admissions committee through the [McCombs application portal](#).

An interview generally is not required, and applicants cannot request an interview as part of the MPA Bridge admissions process. However, the admissions committee may request an interview on a case-by-case basis.

STEP 5: ADMISSIONS DECISION

Once an admissions decision is released, you will receive an automated email to view your decision in the [McCombs application portal](#).

STEP 6: COMMIT TO THE MPA BRIDGE PROGRAM!

If you are admitted, the MPA program will send you details on the next steps, including formally accepting your offer of admission and scheduling academic and career advising appointments. You will also be invited to a mandatory MPA orientation in August.

WWW.MCCOMBS.UTEXAS.EDU/MPA

APPLICATION CHECKLIST

The MPA Bridge application consists of several components. Please review the following checklist carefully before proceeding with the online application and ensure that each item is received by the application deadline. Incomplete applications cannot be evaluated and may encounter processing delays that could affect the admissions decision. **Notify the MPA admissions committee** of any errors or delays in processing.

□ ONLINE APPLICATION

Complete and submit the **online application** by following the instructions below. You will have the option to save your progress to continue working on your application later. Once your application is submitted, you will not be able to make any changes.

Personal Information

Update your personal and contact information and select **Continue**. *If applicable, you also should update your contact information with the University.*

Educational Information

List all colleges or universities attended.

1. Select **Add Record** to add a college or university to your list of institutions attended. (*Tip: Type **University of Texas Austin** in the Institution Name field to search for UT Austin.*) Provide the remainder of the required information and select **Save**.
2. For UT Austin only: Select **Upload Transcript** and upload a free UT **Academic Summary**. Transcripts from other institutions are not required.

Prerequisite Coursework

Provide information for each prerequisite course.

- Select **Add Record** to provide information for each course and select **Save**.
- For the **Course Number** field, provide the institution's course number (e.g., ACC 311, ACCT 2301) not the 5-digit unique number.
- If you completed **ACC 310F**, include this course information for both financial accounting and managerial accounting.
- If you only completed **one** economics course (either micro or macro), provide this course information and leave the other economics course blank.

- If you received **test credit** for a course, indicate the name of the test (e.g., AP, CLEP) in the Institution field and enter "Credit" for the Final Grade. Leave the Course Number, Course Title and Semester/Year of Completion fields blank.
- If you completed a prerequisite course on a **Pass/Fail** basis, enter "P" for the Final Grade.

□ PROFESSIONAL RESUME

Upload a PDF of your resume in the application.

Need assistance with preparing your resume?

Although the MPA Admissions and Career Management staff are unable to advise individual prospective students regarding resume content or format, we have provided detailed guidelines (found on the last page of this packet) and an **MPA Application Resume Template** to assist you. If admitted, you will use this format during the MPA recruiting process and receive individualized guidance from our MPA career coaches. They will work with you to fine-tune your resume and maximize its effectiveness.

□ ESSAYS

Complete the required essays. Essays help us get to know you as an individual and how you would fit with our culture and community. We also use them to assess your communication and presentation skills. This is your opportunity to give us insight into your background, goals, and personality. Strong essays convey research, reflection, and your motivations for pursuing an MPA. Upload PDF versions of your written essays and provide a link to your video in the admissions application.

Essay 1 (Written) (Between 350-500 words)

"Explain why you are interested in pursuing a master's degree in accounting and how this degree will help you to achieve your career goals."

Essay 2 (Written) (Between 250-350 words)

"Students in the MPA program come from a wide variety of academic backgrounds. Irrespective of background, one common characteristic of successful MPA students is analytical aptitude. This means that successful MPA students can analyze and interpret information to identify

WWW.MCCOMBS.UTEXAS.EDU/MPA

and solve problems and make effective decisions. Explain how you have used analytical skills either in a class or in a professional, volunteer, or extracurricular (student or other organization) experience. How did you analyze or interpret information to answer a complex question, improve a process, find a solution to a problem, or make a decision?"

Essay 3 (Video) (One minute)

"Imagine that you are in attendance at MPA orientation. Introduce yourself to your new classmates, faculty members, and potential employers. Present a thoughtful introduction."

Record and upload your video essay to a video-sharing platform such as YouTube or Vimeo or to a cloud storage site such as Google Drive. Please do not use TikTok. If the video link is password protected, also provide the login information.

Video Essay Tips: Be professional, try not to read off a script (we want to see you as your peers, instructors or employers see you!), and don't worry about fancy editing techniques. Review your video's privacy settings and ensure that they are not overly restrictive. For example, YouTube videos should be "Unlisted" or "Public" rather than "Private." Make sure that your link does not expire and that you do not remove your video until you receive an admissions decision.

Optional Statement (Written) (No word limit)

"Please address any information that you believe your application would be incomplete without and that sheds more light on your unique potential to succeed in the MPA program and contribute to the University community and the profession."

□ TWO LETTERS OF RECOMMENDATION

You will be asked to provide the names and email addresses of at least two faculty references in the "Letters of Recommendation" section of the application. A letter from a non-faculty member (e.g., internship supervisor) can only be submitted as a supplemental letter alongside the two required faculty letters. You will be asked to decide whether you waive the right to view your letters after they are submitted. Please note that your references will be informed of your decision. When you select "Continue" on the "Letter of Recommendation" page of the application, your references will be sent an email message with a

link to a secure portal where they will be asked to complete an online questionnaire and upload a recommendation letter.* After you submit your application, you can log into the [McCombs application portal](#) to monitor the status of your pending recommendation requests, resend the Recommendation Request email, or add a new recommender. You will receive an automated email once your letter of recommendation is received.

**Tip: Complete this part of your application first. This will launch email notifications to your recommenders and allow them to get started on the form while you're working on the other components of your application. Also, contact your recommenders ASAP to let them know they should receive an email as soon as you save this section of the application. Sometimes these emails end up in a junk folder.*

**Tip: You can submit your application before your recommenders submit their letters. However, your application will not be considered complete until at least two faculty recommendation letters are received.*

□ INTERNATIONAL APPLICANTS: TOEFL OR IELTS

All international applicants must possess strong English skills to be considered for the MPA Bridge program. Official scores for either the TOEFL or IELTS must be on your UT record prior to the application deadline unless you were allowed to waive the TOEFL or IELTS for admission to UT Austin. Our preferred minimum for the TOEFL is 105 overall, with a minimum of 24 for each individual section, or minimum band scores of 7.5 for the IELTS.

If your previously submitted test scores do not accurately reflect your current English proficiency, we strongly recommend that you retake the test and increase your scores. If you retake the exam, please note that it typically takes at least 3-4 weeks for your official score report to be received by the university and uploaded to your application record. If you retake a test, we will consider only the score report with the highest total score. Please [notify the MPA admissions team](#) if you plan to retake an exam or if your score report will arrive after the submission deadline.

WWW.MCCOMBS.UTEXAS.EDU/MPA

Request the testing agency to send any updated test scores to UT Austin

TOEFL WEBSITE - [click here](#)

UT Austin Code: 6882 (Any department code)

IELTS WEBSITE - [click here](#)

Use the IELTS electronic score delivery service to send your scores to the "University of Texas at Austin" account

QUESTIONS?

Send an email or [schedule a consultation](#) with the MPA admissions team.

WWW.MCCOMBS.UTEXAS.EDU/MPA

RESUME GUIDELINES

We recommend but do not require resumes to be submitted using these guidelines. If admitted, you will use this format during the MPA recruiting process.

Format your document according to the [MPA Application Resume Template](#). Since the template is provided in Word format, you can customize it.

Your resume should be only one page in length. This means you should include only the activities and experiences most relevant to the career you plan to pursue. If you would like to document additional experiences, you may attach additional information pages as noted on the template (e.g., a future position you have already secured).

Ensure margins are $\frac{1}{2}$ to $\frac{3}{4}$ inch on all sides. Use Calibri font. Contact information and the resume body should be in 10-12 point font. Your name at the top should be larger than the rest of the text and formatted in bold and ALL CAPS.

Include a full space between sections.

Use tab stops rather than the space bar to align dates with the right margin. Represent dates as follows:

- List the month and year of graduation for degrees obtained or in progress.
- List experiences in reverse chronological order by end date.
- For experiences that occurred only during part of one year (e.g., internships), include the semester and year.
- For experiences you are currently doing, include the starting year and the word "Present" (e.g., 2022 - Present).

- For experiences you started in one year and ended in another, indicate the year to year range (e.g., 2022 - 2023).

Include GPAs for degrees obtained prior to the MPA.

Describe achievements in terms of specific actions and measurable results, quantifying when possible.

Avoid using periods at the end of each bulleted phrase, as they are not in complete sentences.

Spell out numbers one through nine and use numerals for 10 and greater.

Include work eligibility in bold as the final bullet point. Please use the wording option below that describes your work eligibility:

- **Work Eligibility:** Eligible to work in the U.S. with no restrictions
- **Work Eligibility:** Eligible to work in the U.S.; will require visa sponsorship for full-time employment

If neither of the above options applies, or if you have questions about your work eligibility, please use the option below:

- **Work Eligibility:** Unknown

You may include information regarding citizenship and/or work authorization in other countries in addition to the above work eligibility verbiage, but it is not required.

Check facts, spelling, grammar, punctuation, and capitalization. Consider asking a friend, family member, or trusted mentor to review your resume before submitting it.

WWW.MCCOMBS.UTEXAS.EDU/MPA