

FALL 2024 TRADITIONAL MPA ADMISSIONS PACKET

APPLICATION DEADLINES

U.S. and International – Early: **NOVEMBER 1**

International – Final: **JANUARY 5**

U.S. – Final: **APRIL 30**

All applicants with strong credentials are encouraged to submit their applications by the early deadline if they wish to receive an earlier decision notification and (for U.S. applicants) to increase their chances for departmental scholarships.

An international applicant is defined as an individual who is not a U.S. citizen or U.S. permanent resident.

Applications are accepted for the fall semester only. All application materials, including official test scores, must be received by 11:59 p.m. CT on the final deadline. Applications that are completed after the deadline are considered on a space-available basis only. U.S. applications are reviewed on a continuous basis in the order of completion between the early and final deadlines. All international applications are reviewed after the application deadline rather than on a rolling basis.

ADMISSIONS PROCESS OVERVIEW

STEP 1: PREPARE TO APPLY

Complete the [MPA pre-enrollment requirements](#). Obtain copies of your official transcripts and, if applicable, have official test scores sent to UT Austin. Review the [MPA admissions blog](#) for tips on applying. [Send us an email](#) with your application questions or [schedule a consultation](#) with our admissions team.

STEP 2: CREATE YOUR UT EID

You must use a UT EID to log into the [McCombs application portal](#). If you do not already have an EID or if you forgot your EID, you can create or find it [at this link](#). When creating your EID, be sure to include your email address and answer “yes” to the question, “Do you want to apply (or have you already applied) to be a student at the University of Texas at Austin?” so that your EID is set up correctly.

STEP 3: SUBMIT YOUR APPLICATION

The online application opens in August. Submit a completed [online application](#). You will be required to upload copies of your official transcripts, resume and essays in the McCombs application portal.

STEP 4: COMPLETE YOUR APPLICATION

Your application fee invoice will be created 1-2 business days after application submission. Pay the application fee, upload copies of official transcripts and (if applicable) confirm receipt of official test scores in UT's Office of Graduate Admissions [MyStatus portal](#). Verify the receipt of your recommendation letters and the completion of all checklist items in the [McCombs application portal](#). Texas residents also need to submit [Residency Core Questions](#) to establish residency with UT Austin.

STEP 5: MONITOR

Once your McCombs and Office of Graduate Admissions application checklists are complete, [monitor your application](#). Any resume, transcript or test score updates (if any) should be submitted through the [McCombs application portal](#) as soon as possible. An interview generally is not required, and applicants cannot request an interview as part of the MPA admissions process. However, the admissions committee may request an interview on a case-by-case basis.

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STEP 6: ADMISSIONS DECISION

Once an admissions decision is released, you will receive an automated email to view your decision in UT's Office of Graduate Admissions [MyStatus portal](#). All decisions are final for the admissions cycle.

STEP 7: COMMIT TO THE MPA PROGRAM

If you are admitted, the MPA program will send you details on the next steps, including how to formally accept your offer of admission and pay your \$950 enrollment deposit.

APPLICATION CHECKLIST AND INSTRUCTIONS

The Texas McCombs MPA application consists of several components. Please review the following checklist carefully before proceeding with the online application. Additionally, UT's [Office of Graduate Admissions website](#) includes detailed instructions for both U.S. applicants and international applicants regarding the application fee, transcripts, and test scores.

Regularly monitor the progress of your 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. Please do not include your social security number on any correspondence; the EID issued by The University of Texas at Austin will serve as your identification number.

□ ONLINE APPLICATION

Complete and submit the [online application](#). You will submit a fall application even if you do not qualify for the [ACC 381-financial accounting waiver](#) and are required to start in the summer.

Prerequisite Coursework

If you only completed **one** economics course (either micro or macro), provide this course information and leave the other economics course blank.

□ APPLICATION FEE

Payment of the non-refundable \$125 application fee is required. Your [application fee invoice](#) will be available 1-2 business days after application submission. Accepted forms of payment are Visa, MasterCard, Discover, American Express, a U.S. Electronic Funds Transfer (EFT), or a U.S. eCheck.

□ COPY OF OFFICIAL TRANSCRIPT(S)

List all colleges and universities attended (including junior or community colleges) in the admissions application. Submit a transcript for each four-year institution. Transcripts from junior or community colleges should be submitted if you completed our [pre-enrollment requirements](#) or any accounting courses at these institutions. Even if courses taken at one institution are recorded on another college's transcript, transcripts must be submitted from the institution at which the courses were taken. If your transcripts are in a foreign language, they must be translated into English.

You will need to provide your transcript(s) in two locations: 1) in the McCombs online application (for the MPA admissions committee's application review) and 2) in UT's Office of Graduate Admissions [MyStatus portal](#) after you pay the application fee (for transcript validation and calculation of an upper-level GPA). If your college or university uses SPEEDE or Parchment, you can have your transcripts sent electronically to the Office of Graduate Admissions, but the McCombs application requires a PDF copy of your transcripts. UT's website provides detailed [information on submitting transcripts](#) (under the "Submit Transcripts" section) and [instructions for uploading transcripts](#).

Applicants who attended The University of Texas at Austin will not be required to upload a copy of an official UT Austin transcript but rather will be assessed a \$20 transcript fee. Do not order transcripts directly from the university registrar, as doing so will slow processing. Instead, upload a copy of a UT [Academic Summary](#) in the McCombs application.

Tip: Put any paper copies of your official transcripts in safekeeping. If you are admitted and intend to enroll, you will send your official transcripts to UT's Office of Graduate Admissions.

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□ 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 attention from our MPA career coaches. They will work with you to fine-tune your resume and maximize its effectiveness.

□ TEST SCORES

GMAT or GRE

Submitting GMAT or GRE test scores is optional. The MPA admissions committee considers all submitted application materials holistically, and previous academic performance, non-academic achievements, essays, and letters of recommendation play an important role in the application review. Applicants who feel that their test scores reflect their potential for success in graduate school can submit scores for consideration. Once an official score report has been received, it becomes a part of a submitted application record and cannot be removed. Scores are valid for five years from the test date.

If you report GMAT or GRE test scores or a future test date in the application, the admissions committee will hold on a decision until the official test scores are received. Please [notify the MPA admissions team](#) if your GMAT or GRE test plans change after you submit your application.

TOEFL or IELTS

English skills are essential for academic and professional success in the MPA program. All international applicants must submit official TOEFL or IELTS scores unless they qualify for an exemption.* Applications will not be considered complete or reviewed for a decision until UT Austin receives the official TOEFL or IELTS score report. Send your official scores before the application deadline and [notify the MPA admissions team](#) if your scores are not received on time.

***TOEFL/IELTS Exemption:** International applicants are exempt from submitting TOEFL or IELTS scores if they are from a [qualifying country](#) or if they possess a bachelor's degree from a U.S. institution or a [qualifying country](#). The requirement is **not** waived for applicants who have earned a master's—but not a bachelor's—degree from a similar institution. Applicants who are exempt are welcome to submit TOEFL or IELTS scores to demonstrate their English proficiency.

The MPA program prefers minimum TOEFL scores of 105 overall and 24 for each individual section (reading, listening, speaking, writing) or minimum IELTS band scores of 7.5 (overall & individual sections). Scores are valid for two years from the test date.

Test Retakes

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.

Submitting Test Scores

If applicable, follow these steps to submit test scores:

- 1) Provide your test scores or a future test date in the online application.
- 2) Arrange to have an official score report sent directly from the testing agency to The University of Texas at Austin.

Tips: Plan ahead! It typically takes at least 3-4 weeks for your official score report to be received and uploaded to your application record. You can skip past the test score section of the application if you are not required and are not opting to submit scores.

GMAT WEBSITE – [click here](#)

GMAT FOCUS WEBSITE – [click here](#)

MPA Program Code: 396-44-94

GRE WEBSITE – [click here](#)

UT Austin Code: 6882 (Any department code)

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

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□ ESSAYS

Complete the required essays. Written and video essays provide us with additional information regarding your potential for success in the MPA program and an opportunity to assess your communication and presentation skills. This is your opportunity to give us insight into your strengths, skillsets, and goals. Strong essays convey research, reflection, and your motivations for pursuing an MPA degree, specifically at the McCombs School of Business.

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."

Upload your PDF document in the application.

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 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?"

Upload your PDF document in the application.

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. Provide a link to your video in the admissions application. 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 references in the "Letters of Recommendation" section of the application. Texas McCombs MPA accepts recommendation letters from academic and/or professional references. You will be asked to decide whether or not 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 hit "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.*

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□ TEXAS RESIDENCY QUESTIONNAIRE

Texas residents pay lower in-state tuition rates. If you are a Texas resident, you will be required to submit [Residency Core Questions](#) so that UT Austin can determine your state of residency. You are eligible to complete the questionnaire after submitting your online application. You do not need to wait for an admissions decision first. Contact the Office of Graduate Admissions at residency@austin.utexas.edu if you have questions regarding Texas residency.

Tip: Complete the residency questionnaire soon after submitting the admissions application so that your UT residency record is updated before the MPA program determines scholarship awards.

□ U.S. PERMANENT RESIDENTS

If you are a U.S. permanent resident, you will be required to upload a copy of the front and back of your permanent resident card in UT's Office of Graduate Admissions [MyStatus portal](#) after you submit your application and pay the application fee. Applicants who applied for U.S. permanent residency but who do not yet have the card in hand must apply as international applicants. Should your card arrive after you apply, you may [notify the Office of Graduate Admissions](#) to update your status.

QUESTIONS?

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

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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., 2020 - Present).

- For experiences you started in one year and ended in another, indicate the year to year range (e.g., 2020 - 2021).

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.

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