***MPA Specific Information and Requirements tab***

[Instructions are in brackets]

Added text is highlighted

~~Deletions are in strike out~~

++++++++++++++++++++++++++++++++++++++

[Add the following at the top]

See the [MPA Application & Requirements page](http://www.evergreen.edu/mpa/apply.htm) for information about admission requirements.

[Remove the “Admission Requirements” section. Note that some of the text of the “Statistics requirement” section will be moved to the “MPA Prerequisite” section.]

[Move the sections around and put them in the following order]

[**RESUME**](http://www.evergreen.edu/mpa/apply.htm) *– upload as an attachment*

* A chronological resume listing all positions held in at least the past ten years.
* Include any significant volunteer public or community service activities.
* Emphasize how a position relates to your proposed graduate work.

[**STATEMENT OF PURPOSE**](http://www.evergreen.edu/mpa/apply.htm)*– upload as an attachment*

* Maximum of three (3) pages, double spaced
* Tell us what brings you to public service and to the Evergreen MPA program. Why do you want to pursue graduate study in public administration in general and at Evergreen in particular?
* Describe in detail your experiences in education, employment, and public or community work. How did those experiences influence you to seek a graduate degree in public administration?
* Speak particularly to the elements of the [Evergreen MPA mission](http://www.evergreen.edu/mpa/studenthandbook/mission.htm); for example, working collaboratively, embracing diversity, and valuing fairness and equity.

This statement helps the Admissions Committee assess your interest and motivation for graduate study. The Committee will look at the fit between what our program offers and what you hope to receive from it.

[**PUBLIC POLICY ESSAY**](http://www.evergreen.edu/mpa/apply.htm) *– upload as an attachment*

* Maximum of five (5) pages, double spaced, not including cover page, citations, etc.
* Addresses a public policy issue of interest to you.
* Should:
  + clearly explain the issue,
  + describe the major contending views,
  + argue a position; and,
  + defend it with relevant evidence.
* May follow any standard style format for a college paper.
* Must include proper citations of all source material.
* You may use work that you have completed previously, as long as your final document meets the requirements for the policy essay.

We recognize that many applicants may not have written a public policy essay before. This is your chance to demonstrate college level writing and critical thinking skills. The Admissions Committee will evaluate your essay based on:

* The quality of its analysis and writing; and,
* The coherence of its argument.

For some good examples of public policy essays, see the links to essays written by students admitted in Fall 2014 on the [MPA Application page](http://www.evergreen.edu/mpa/apply.htm).

[**MPA LETTERS OF RECOMMENDATION**](http://www.evergreen.edu/mpa/apply.htm)

On the “Recommendation Information” tab, list two references from whom ~~we could~~ you wish us to request a letter of recommendation. Your references should be able to provide evidence of:

* Analytical and critical thinking skills
* Writing skills
* Oral communication and interpersonal skills
* Other qualities that contribute to graduate school success, such as: persistence despite difficulties or challenges, leadership ability, emotional intelligence, etc.

If you have graduated from college within the last two years of the Fall of admission, at least one of your references ***must*** be from a faculty member.

[paragraph break]

Other potential references include:

* Current or former faculty
* Supervisors
* Colleagues

[**MPA PREREQUISITE~~S~~ COURSEWORK**](http://www.evergreen.edu/mpa/apply.htm)

The MPA program requires one (1) prerequisite course: **an MPA-approved undergraduate introductory** [**statistics**](http://www.evergreen.edu/mpa/statistics.htm) **course**

* You may apply for admission prior to taking statistics, but you must complete your statistics coursework and provide proof of completion before beginning your MPA studies in the Fall of admission.
* You have a three (3) year window prior to the Fall of admission to complete an approved statistics course. For example: for students accepted for Fall 2017 admission, the three year window for statistics completion is Fall 2014 through Summer 2017, with proof of completion received by the MPA program by September 15th, 2017.
* See approved courses and other details on the [MPA Statistics Prerequisite page](http://www.evergreen.edu/mpa/statistics.htm)

In the “Pre-Requisites” section below, please enter the indicated information about any planned or completed statistics coursework.

[Pre-Requisites section is OK, with changes mentioned in meeting]

[**OFFICIAL TRANSCRIPTS**](http://www.evergreen.edu/mpa/apply.htm)*– send separately*

In order to complete the application process, please ensure that you send us

* **Official transcripts** from each and every college or university attended (including Evergreen), regardless of credit earned, the nature of the coursework, or whether you received a degree.
* If you transferred credit from another college or institution towards your Bachelor's degree, you will need to submit **new** official transcripts from the original institutions.

A transcript is considered official if it bears the official seal and signature of the issuing institution and is either:

1. Sent directly by the issuing institution; or,
2. Sent or delivered by the applicant, as long as it's still in the issuing institution’s original sealed envelope.

Evergreen accepts e-transcripts from other colleges that are registered members with Docufide, National Student Clearinghouse, Naviance, Parchment, and Scrip-Safe International. If the e-transcript system asks for an email address, please use [graduateadmissions@evergreen.edu](mailto:graduateadmissions@evergreen.edu).

Otherwise, mail or deliver transcripts to:

The Evergreen State College  
Graduate Admissions, Library 2002  
Attention: MPA Admissions  
2700 Evergreen Parkway NW  
Olympia, WA 98505

For complete information about official transcripts, see the [MPA Application page](http://www.evergreen.edu/mpa/apply.htm).