NAME STUDENT ID #

ADDRESS

Dear FIRST NAME,

Congratulations! I am pleased to inform you, upon recommendation of the MPA Admissions Committee, that you have been accepted into Evergreen’s Master of Public Administration program for Fall 2019. You are part of a diverse, capable, and dedicated cohort of people selected to begin the program this year. We hope you will join us.

To accept this offer of admission and reserve your space in the Fall 2019 cohort, the College must receive a non-refundable $100.00 tuition deposit by **Monday, May 6, 2019**. Instructions for paying the deposit and for activating your “my.evergreen” student account are enclosed. Please activate your my.evergreen account to ensure that you receive emails from us and to enable you to register for Fall 2019 courses.

If you decide to decline our offer of admission, please email Puanani Nihoa, Assistant MPA Director, as soon as possible at [nihoap@evergreen.edu](mailto:nihoap@evergreen.edu) so that we may admit other students.

What follows is some important information about admission, financial aid and Fall quarter registration and course scheduling. If you have any questions, feel welcome to contact Puanani.

Your admission to the MPA program requires proof that you’ve been awarded a baccalaureate (bachelor’s) degree before you begin MPA coursework in Fall 2019. Accordingly, the Evergreen Office of Admissions must receive an official transcript or other written confirmation from an official of the awarding institution indicating you have been awarded your bachelor’s degree by **September 13, 2019**. The Office of Admissions must receive an official transcript reflecting the awarding of the bachelor’s degree by November 1, 2019 in order for you to continue in the MPA Program beyond Fall quarter. If you are awarded financial aid, your final transcript reflecting completion of the bachelor’s degree must be received by September 13, 2019 in order for any financial aid funds to be released for Fall Quarter.

Your admission to the MPA program requires that you complete an MPA-approved statistics course with a grade of “C” or better before you begin MPA coursework in Fall 2019. We require incoming students to complete an MPA-approved statistics course within three (3) years of the Fall of admission, and the Admissions Committee did not see a qualifying course listed in your official transcripts. For a list of Evergreen and non-Evergreen courses that would satisfy the statistics prerequisite requirement and other important information about the statistics requirement, go to the MPA Statistics Prerequisite page of our website, at: <http://www.evergreen.edu/mpa/statistics> After course completion, please submit official proof of completion by **September 13, 2019** to Puanani Nihoa: see our Statistics Prerequisite page for complete details. Your admission to the program will be withdrawn if we do not receive documentation of completion of the statistics prerequisite requirement by September 13, 2019.

In addition, we are requiring that you participate in a two-credit public or non-profit sector internship for one quarter before you graduate from the MPA program. This internship is a requirement for students with limited professional experience (less than one year) in public policy or public and nonprofit administration. If you believe that you have the requisite experience, you may petition this decision to the MPA Director after you begin the MPA program in the Fall.

This offer of admission is dependent upon successful completion of any academic work currently in progress.

Re: financial aid: if you have not yet applied for financial aid and would like to apply: (1) Complete the FAFSA (Free Application for Federal Student Aid) to qualify for federal student loans; (2) Review MPA sponsored financial assistance opportunities and complete the online 2019-20 MPA Financial Aid Application Form by **Tuesday, April 2, 2019**. See our Costs and Aid page for the link to the MPA Financial Aid Application form and more details about financial aid: http://www.evergreen.edu/mpa/costs.htm. Please note that in order to qualify for any MPA sponsored aid with a need component, the FAFSA must have been submitted in time to meet the February 1, 2019 campus priority financial aid deadline. Applicants who have completed the 2019-20 MPA Financial Aid Application Form will be informed of MPA awards decisions via email before the May 6th MPA admission deposit deadline.

Fall 2019 course registration will begin on **Monday, May 20, 2019**. After we receive your tuition deposit, registration instructions and information about Fall courses will be emailed to your Evergreen email address.

Re: MPA Orientation: Please reserve **Saturday, September 21, 2019** from 9 am - 5 pm for MPA Orientation at The Evergreen State College Tacoma site. All new students are required to participate. We are in the planning stages now and we will send more specific information during the summer.

Once again, congratulations on your admission to the Master of Public Administration program! We hope you will accept this offer and look forward to working with you.

Sincerely,

Doreen Swetkis, PhD

Director, MPA Program & Member of the Faculty

The Evergreen State College