Evergreen MPA Annual Changes for 2014 – “evergmpa”

**Page 3 of Graduate Application – MPA application portion**

*In the “Letters of Recommendation” section,*

*delete the first two text blocks – they begin “Letters of recommendation...” and “List two references…” -- and replace with the following:*

**Please provide information below about \*two\* individuals from whom we can request a letter of recommendation (LOR) on your behalf.**

**Immediately after you click on each recommender’s “Submit Recommendation Request” button, we will email an LOR form to that recommender. Recommenders will be asked to upload their LORs electronically. You may submit your online application before we receive all of your LORs.**

**LOR guidelines:**

* LORs must provide clear evidence that you are capable of doing graduate-level work: for example, evidence of writing, analytical and general communication skills of high quality and at a level appropriate for graduate study.
* Applicants who were awarded their bachelor's degree within the last \*two\* years must provide at least one letter from a faculty member.
* LORs less than one year old from date of application are preferable, and LORs can be no older than two years from date of application.
* Recommenders should address letters to the "MPA Admission Committee."

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***Keep the next 2 text blocks -- they begin “If you are unable…” and “Public Law 93-380”…”***

*For each recommender, please change Street, Street 2, City, State, Zip and Country to say “Business Street,” “Business Street 2,” “Business City” etc.*

**Page 4 of Graduate Application – MPA application portion**

*In the first paragraph,*

*Delete “Fall 2014” and replace with “Fall 2015”;*

*Delete “February 3, 2014” and replace with “February 2, 2015”*

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*After the “how did you hear of the Evergreen MPA program” question,*

*add these* ***REQUIRED*** *questions:*

Are you an AmeriCorps member or AmeriCorps alum? Yes/No

Are you or will you be a Returned Peace Corps Volunteer? Yes/No

Are you a McNair Scholar? Yes/No

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*Following the question “Have you earned at least a “C”…” and the associated yes/no responses and buttons:*

*For the line beginning “if yes:”*

*capitalize the “I” and add text so it reads*

If yes, please provide the following information:

*Then, delete the rest of the text and boxes connected with this question (“Indicate institution”, “Indicate dates of attendance” and associated data entry boxes) and*

*replace with the following text, adding a data entry box to the right of each phrase -- data entry text box length for each is noted in the [parentheses]*

Course Name: *[50 character data entry box]*

Course Abbreviation/# (Math 146, Bus 210, etc.): *[15 character box]*

Grade Received: *[10 character data entry box]*

Term/Year (Fall 2013, etc.): *[15 character data entry box]*

Institution: *[50 character data entry box]*

Number of Credits Earned: *[10 character data entry box]*

Credit Type (semester, quarter, etc.): *[12 character data entry box]*

*In the first bullet after the admissions mailing address,*

*delete the paragraph beginning “Official transcripts...” and replace with the following:*

**Official transcripts from each and every college or university attended (including Evergreen; please make transcript request through** [**Registration and Records**](http://www.evergreen.edu/registration/transcript)**), regardless of credit earned, the nature of course work or whether you received a degree.** Evergreen accepts e-transcripts from other colleges that are registered members with Docufide, National Student Clearinghouse, Naviance and Scrip-Safe International. Please make sure that your school or college is a registered member **before** you request your e-transcript. Official transcripts sent through the mail **must** arrive in their original sealed envelope and either sent directly by the issuing institution **or** submitted by the applicant.

*In the next bullet, delete the sentence beginning “International Students…” and replace with this sentence:*

**International Students only**: Submit official results for one of the following tests: the Test of English as a Foreign Language (TOEFL) \***or\*** the International English Language Testing System (IELTS)

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*At the very end of this page, after the final sentence (“Consult* [*www.evergreen.edu/*](http://www.evergreen.edu/)*...” and above the bottom buttons, please add:*

**If you are a military veteran, AmeriCorps member or AmeriCorps alum, Returned Peace Corps Volunteer, McNair Scholar, \*or\* if you have previously been admitted to the MPA program, you may be eligible for an application fee waiver. \*Before\* you click on the "Save, Pay, and Send" button below, please email Randee Gibbons at** [gibbonsr@evergreen.edu](mailto:gibbonsr@evergreen.edu) **for eligibility and waiver instructions. Please note that a**pplicants who submit the MPA application **without** the fee waiver code will **not** be reimbursed for the application fee, even if they are eligible for the waiver.

**Please review the accuracy of information on this form before you click on the “Save, Pay and Send” button below.**