Hello Betty:

Once again, thank you for applying to the Evergreen MPA program!

I’m writing to let you know that before we consider your application, we need to receive the following missing materials by **Monday 3/6**:

TRANSCRIPTS

* In order to proceed with application review and calculate a GPA, we need an \***unofficial**\* transcript from the following institution(s): **please email me (**[**gibbonsr@evergreen.edu**](mailto:gibbonsr@evergreen.edu)**)** with a PDF of an \***unofficial**\* copy of each of the following transcripts **by Monday 3/6 at 5pm**.
  + **Skagit Valley College**
  + Be sure each transcript includes:
* Your name
* The name of the institution
* Quarter or semester each course was taken
* Number of credits received for each course
* Your grade for each course

Later we will need confirming official transcripts.

OTHER MATERIALS:

* Recommendations from any 2 of the following: Larry Estrada, Enrique Lopez, Dora Daniels.  Your recommender(s) can email the recommendation as a PDF or Word doc attachment – **sent from the email address you listed in the online application** -- directly to [graduateadmissions@evergreen.edu](mailto:graduateadmissions@evergreen.edu)

You will receive correspondence from us again when your application is officially complete.

We will begin considering applications in our second round in early March, and applicants will be informed of admission decisions by the first week of April.

If you have any questions about your MPA application file or the online application system, please contact Amanda, the Graduate Program Admissions Coordinator, at [graduateadmissions@evergreen.edu](mailto:graduateadmissions@evergreen.edu).

For any other questions you may have, please contact me at [gibbonsr@evergreen.edu](mailto:gibbonsr@evergreen.edu) or at 360-867-6554.

Thanks again for applying to our program -- we look forward to considering your application!

Best to you,

Randee