



Department of Public Policy and Administration
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081 (916) 278-6557, fax (916) 278-6544

Supplemental MPPA Program Application

Due December 1 for Fall Admission

Applicant Information

Name (type or print) _____ SSN or Student ID _____

Address _____

City _____ State _____ Zip _____

Phone _____ Home _____ Work _____ E-mail _____

■ Intended status full-time (more than 6 units) or part-time (6 units or less)

■ Intended year of entry (fall only) _____

■ How did you hear about the program?

student newspaper Peterson Graduate School Guide Capital Public Radio friend advertisement poster

web search faculty member other (explain) _____

■ Check here if you are a former Capital Fellow.

Academic Preparation

Bachelor's Degree _____
 Institution _____ Major/Minor _____ Date Completed _____

Current employment _____

Prerequisites (Use a separate piece of paper if necessary.)

Government _____
 Course Title _____ Grade _____ Institution _____ Semester Completed _____

Micro-Economics _____
 Course Title _____ Grade _____ Institution _____ Semester Completed _____

Statistics _____
 Course Title _____ Grade _____ Institution _____ Semester Completed _____

Letters of Recommendation

Please use the Public Policy and Administration recommendation form. At least three letters are required from individuals with knowledge of your academic and professional potential. List them below.

1. _____

2. _____

3. _____

Graduate Record Exam

GRE test date _____

Verbal _____ / _____ % Quantitative _____ / _____ % Analytical _____ / _____ %

Statement of Purpose

Please attach a one to two page statement of purpose. Your single spaced statement should address your purpose in pursuing the MPPA. It also serves as a writing sample.

Application Procedures

Application Checklist:

Required

- California State University application (on-line only <http://www.csus.edu/gradstudies/>)
- Two sets of official transcripts (submit to the Graduate Center)
- Program application
- Three letters of recommendation and recommendation forms
- One to two page statement of purpose
- Graduate Record Exam (GRE) scores
- TOEFL scores (if applicable)

Optional

- Curriculum vita or resume
- Copies of all transcripts to the department – to expedite review process

Notes to Applicant:

- Please submit CSU application, application fee, and two sets of official transcripts to the Graduate Center; all other documents must be submitted to Public Policy and Administration.
- Your undergraduate degree must be awarded **before** your first semester in the program.
- You must have earned a "B" or better in all prerequisite courses. Additional coursework may be required if you have deficiencies in these areas.
- Letters of recommendation may be from academic or professional sources, and should be on office stationery if possible with the recommendation form attached.
- GRE scores are good for five years. Applications will **not** be reviewed without them. The five-year restriction is lifted only if the scores were used for admission to another graduate program, which was subsequently completed. GMAT and LSAT scores may NOT be substituted for the GRE.

Frequently Asked Questions

Q: Can I transfer coursework completed at another institution?

A: Subject to department approval, a maximum of 9 graduate units completed prior to admission to the MPPA program may be applied this degree. Seven year currency restrictions apply.

Q: Must I complete all prerequisites before being admitted to the program?

A: You may apply for admission while completing prerequisites. However, be aware that your application will be more competitive if all prerequisites are completed and grades are available to the admissions committee.

Q: Can I apply for admission to the program for the spring semester?

A: No. Applications are only accepted for admission to the program for the fall semester due to course schedule sequence.

Q: Where do I get information about the GRE?

A: You can get information about the GRE at <http://www.gre.org> or on campus at the Testing Center, 916/278-6296, Lassen Hall room 2302.

How to Contact Us

Department of Public Policy and Administration
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081
916/278-6557
fax 916/278-6544
<http://www.csus.edu/ppa/>

Graduate Center
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6112
916/278-6470
<http://www.csus.edu/gradstudies/>



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Recommendation Form

Notice to Applicant: Please fill in your name and carefully read the paragraph below. Then give this form to an individual with knowledge of your academic and professional potential.

Name of Applicant: _____

Confidentiality: The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, permits enrolled students access to letters of recommendation retained in their files. The applicant may waive this right of access, in which instance retained letters will be considered confidential and will not typically be available to students. If you wish to waive your right of access to this letter, please indicate by signing on the line below. ***By signing below, you agree to waive all right to review the content of this letter of recommendation.***

 applicant signature

 date

Notice to Recommender: We are very grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

As required by the Family Educational Rights Act of 1974, a student may either elect to waive or not to waive the privilege of viewing this recommendation form. If the student has not signed the above waiver, you should consider this form to be non-confidential.

Please complete the information below and attach a letter of recommendation (on office stationery, if available) to this form.

Please check recommendation:

- Truly Exceptional
- Strongly Recommend
- Recommend
- Recommend with Reservations

Signature of Recommender _____

 date

Name (type or print) _____

Title _____

Organization _____

Address _____

 City

 State

 Zip

Phone _____ Email _____

Please return to student in a sealed envelope or mail directly to the department at the above address.



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