



SUPPLEMENTAL PROGRAM APPLICATION – Instructions **REVISED 10/2/2021**

Fall 2021 Master of Public Policy and Administration (MPPA)

Supplemental Program Application link is live October 15, 2020 - March 1, 2021

Due to operational changes in the Department related to the pandemic, we had to make changes to the Fall 2021 supplemental program application. We apologize for the inconvenience. [Here is the link to the Fall 2021 MPPA Supplement Program Application fillable pdf.](#)

However, the Cal State Apply application is open. Find additional information about the California State University application at the Office of Graduate Studies website.

<https://www.csus.edu/graduate-studies/future-students/application-information.html>

Sacramento State operates under *completion deadlines*. Please allow enough time to complete each task in the checklist by the March 1 deadline.

APPLICATION CHECKLIST

Office of Graduate Studies – submit these items here

- California State University graduate application (<https://www2.calstate.edu/apply/graduate>)
- International graduate application (<https://www2.calstate.edu/apply/international>)
- One set of official transcripts from *all* colleges and universities attended

Department of Public Policy and Administration – submit these items to the Department

- Supplemental Program Application
- Resume or curriculum vita
- ~~Graduate Record Exam scores (GRE) OR GRE waiver application~~ GRE requirement suspended for Fall 2021
- One to two page statement of purpose
- Three letters of recommendation

DOCUMENTS TO UPLOAD NOW (pdf preferred)

- 1) Resume
- 2) ~~Unofficial GRE scores if available OR GRE waiver application~~
- 3) Statement of Purpose (1-2 pages)

INFORMATION TO HAVE READY

1. MPPA APPLICANT INFORMATION

Required information is name, address, email, and phone.

Include CSU Student ID if available. This is NOT the applicant's social security number. This is the 9-digit number assigned to applicants by the California State University.

Intended per semester status

Part time students enroll in 6 units or fewer per semester.

Full time students enroll in more than 6 units per semester.

Individuals may change their mind once admitted.

Optional question Tell us how you heard about the program.

Former Capital Fellows

Former fellows may optionally substitute the six MPPA elective units with six Capital Fellows seminar units IF they complete both the fellows program and the MPPA program within a seven year time limit.

[The Office of Graduate Studies has detailed information to assist you in understanding this requirement.](#)

[California Code of Administrative Regulations Title 5, section 40510](#)

2. MPPA ACADEMIC PREPARATION

Baccalaureate Degree

Required information is the institution, major, and term completed (include year).

Applicants will have an opportunity to list a second bachelor's or other advanced degree as needed.

GPA

Required information is your cumulative or overall grade point average (GPA).

Optional information is your last 60-semester or 90-quarter unit GPA.

If your cumulative GPA is below the 2.75 minimum, we will evaluate your application based on GPA calculation using last 60-semester units or 90-quarter units attempted. The Office of Graduate Studies may calculate this.

Prerequisites

Help us identify the courses on your transcripts you would like considered for meeting prerequisite requirements. *If using an AP class, the AP score must be noted on your official college transcript.*

Course title, Institution, term and year, grade (if complete).

- U.S. Government or Political Science
- Microeconomics
- *OPTIONAL INPUT* - Statistics course (recommended, but not required)

The Department recommends, but does not require, completion of a statistics course.

Applicants who have prerequisites in progress or have not yet attempted prerequisites may still apply.

Current Employment

Please tell us if you are employed in a professional capacity. (This includes public sector, not for profit, and private sector.) Select the item that best describes you and, if applicable, input your current employment.

Please attach your one to two-page resume to your supplemental program application.

(refer to below instructions on how to upload supplemental materials)

3. GRADUATE RECORD EXAM (GRE)

The PPA Department has decided to suspend the requirement for GRE scores for all applicants to the MPPA and MSULD Programs for the Fall 2021 admission cycle.

Applicants for Fall 2021 DO NOT need to submit GRE scores with MPPA or MSULD applications.

4. STATEMENT OF PURPOSE

Please write a one to two-page (500-1000 word) statement of purpose addressing the questions that follow. This serves as your writing sample. Your statement should be uploaded with this supplemental program application; you may leave the statement of purpose field in the Cal State Apply application blank.

Questions: Why do you want to pursue a degree in public policy & administration (if possible, please provide an example of something you have done or aspire to do that illustrates your interest in the program)? Why do you believe Sacramento State's program is right for you given your personal, academic, and/or professional objectives?

5. LETTERS OF RECOMMENDATION

We require a minimum of three letters of recommendation from individuals with knowledge of your academic and professional potential. (Applicants are not penalized for having more than three letters).

We ask that applicants make use of the University's electronic letter of recommendation request system. [See tutorial for electronic letter of recommendation request system.](#)

Applicants complete the letter of recommendation process separately.

SUBMIT YOUR SUPPLEMENTAL PROGRAM APPLICATION

APPLICANTS WITH FOREIGN DOCUMENTS

There are additional steps for applicants with foreign documents. Please see the [Office of Graduate Studies webpage for details instructions.](#)

INTERNATIONAL APPLICANTS

International applicants should visit the [International Admissions Office](#).
[International Graduate Application Instructions](#)
[Cal State Apply International](#)

Please submit English Proficiency Exam scores to the International Admissions Office if needed.

QUESTIONS

Priority applicants will be notified by *mid-February* of early admission decisions.

Regular applicants will be notified by *mid-April* of admission decisions.

Please contact the Department with questions about your application, ppa-01@csus.edu or 916-278-6557.