

# GRADUATE CENTER FOR PUBLIC POLICY AND ADMINISTRATION ADMISSION INSTRUCTIONS

*Please read before calling the Graduate adviser or the department with Admission questions.*

## PROGRAM APPLICATION

The application process consists of **two separate applications forms**. One application is submitted to the CSULB Office of Admission; the other, to the Graduate Center for Public Policy and Administration. Both applications should be submitted at the same time.

### **A. CSULB APPLICATION**

**All students must apply to the University for admission** as a graduate student. You must be admitted by the University or you cannot take graduate courses. To apply, you must submit to the University:

- 1. a completed graduate application*
- 2. official copies of undergraduate transcripts from all educational institutions attended*
- 3. an application fee*

### **B. MPA PROGRAM APPLICATION**

When you apply to the University, **you also must apply to the Graduate Center for Public Policy and Administration for admission** to the Masters in Public Administration Degree Program. The requirements for consideration for admission to the MPA Program may be more stringent than those of the University.

For consideration for admission to the MPA, you must have a baccalaureate degree from an accredited institution, and have maintained an undergraduate grade point average (**GPA**) of **not less than 3.0, or 3.0 in last 60 units**. If you do not meet these requirements, but do have management, technical, or professional experience, your application may be reviewed by the Graduate adviser and, with her description, the Center Director. To be considered for admission to the MPA, **you must submit the following documents to the Center (in addition to any documents you submit to the University)**:

- 1. A completed MPA application form, located on the PPA website at;  
[www.csulb.edu/colleges/chhs/departments/ppa/](http://www.csulb.edu/colleges/chhs/departments/ppa/)*
- 2. Transcripts of all of your course work in higher education (will accept unofficial transcripts)*
- 3. Two letters of recommendation from former professors or from job supervisors*
- 4. A one- or two-page statement concerning your reasons for wanting to obtain the MPA degree and for pursuing a career in the public sector.*

Your application file must be complete before you will be considered for admission to the MPA Program. You also must be approved by the University for admission as a graduate student before you can begin the MPA Program. Your application and materials for the **MPA Program must be sent to the department not to the University.**