Application for Executive MPA Admissions

Graduate Program in Public Policy and Administration

Executive Master of Public Administration Program

1999–2001

Application Checklist:
- Application Fee
- Application Forms
- Personal Statement
- Resume
- Transcripts
- Letters of Appraisal
- Standardized Exams
- Organizational Sponsorship Form
The Application Checklist

Deadline

Applications for September must be received in the Office of Admissions and Financial Aid no later than July 15. Admissions decisions are made on a rolling basis. Applicants are encouraged to submit their applications immediately.

The following items, except standardized test results, should be collected by the applicant and submitted as a package to the Office of Admissions by the application deadline.

Application Forms

Complete and sign the enclosed application form.

Personal Statement

Applicants, in a statement of approximately 750 words, are asked to describe how their professional and academic background has influenced their decision to pursue a career in public affairs and the ways in which the Executive MPA program would assist them in furthering their professional goals.

Resume

Applicants must provide an updated professional resume that should include employment history as well as volunteer, public service, or political work performed, and awards for service or leadership earned.

Transcripts

Transcripts of all college-level work at the undergraduate or graduate level are required.

Letters of Appraisal

Two letters of appraisal are required of all applicants. Letters should be from individuals, such as employers, capable of commenting on an applicant’s professional achievement and ability to benefit from graduate study in the field of public policy and management.

Standardized Exams

The Committee highly recommends, but does not require, either the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT). The School’s code for either exam is 2161.

As Educational Testing Service (ETS), which administers these exams, does not report scores older than five years, the School, at the discretion of the Director of Admissions, will accept student copies of exam results that ETS declines to report.

Information about these exams may be obtained by contacting the following offices:

GMAT — Educational Testing Service, PO Box 6101, Princeton, NJ 08541; (609) 771-7330

GRE — Educational Testing Service, PO Box 955, Princeton, NJ 08541; (609) 771-7670

International Students

The criteria used for reviewing international students are identical to those used for U.S. citizens and permanent residents. However, applicants whose bachelor’s degree was earned in a country where English is not the language of instruction are required to submit results of one of the following: the Test of English as a Foreign Language (TOEFL) or the Columbia University American Language Program’s placement exam.

The minimum acceptable score for the TOEFL exam is 600 for the paper-based test or 250 on the computerized version of the exam. Either version of the test is acceptable as long as the prospective student meets the minimum score requirement, and, as with the GRE and GMAT, student copies of scores will be accepted in cases where ETS declines to report scores because of the age of the exam.

TOEFL — Educational Testing Service, PO Box 6151, Princeton, NJ 08541; (609) 771-7100

The American Language Program (ALP) of Columbia University provides instruction in English as a second language and holds regular placement exams. A score of 10 on the ALP exam is the minimum required for admissions consideration to the School.

Columbia University American Language Program, 504 Lewisohn Hall, New York, NY 10027; (212) 854-3584

Organizational Sponsorship Form

While it is expected that many organizations will sponsor all or part of their employee’s cost of attendance, such support is not required. Applicants receiving sponsorship should complete the Sponsoring Organization Information form (4) in the application, have it signed by the responsible person in their company, and submit it with their application.
Columbia University
School of International and Public Affairs
Executive MPA Application

Submit completed application with nonrefundable $75 check or money order to:
Office of Admissions and Financial Aid
School of International and Public Affairs
Columbia University
Mail Code 3325
420 West 118th Street, Room 408
New York, NY 10027
(212) 854-6216
sipa_admission@columbia.edu
www.columbia.edu/cu/sipa/APPL/email.html

PLEASE TYPE OR PRINT LEGIBLY IN INK.

☐ Fall Term  Year:__________________________  ☐ Male  ☐ Female

LAST NAME  FIRST NAME  MIDDLE NAME

SOCIAL SECURITY NUMBER  DATE OF BIRTH (MONTH/DAY/YEAR)  PLACE OF BIRTH

☐ U.S.  ☐ Other:  ☐ Yes  ☐ No

CITIZENSHIP  COUNTRY  U.S. PERMANENT RESIDENT (GREEN CARD)

Current Address and Telephone

ADDRESS  ( )

CITY  STATE  ZIP CODE  TELEPHONE

Permanent Address and Telephone

ADDRESS  VALID UNTIL (MONTH/YEAR)

CITY  STATE  ZIP CODE

( )  ( )  ( )

TELEPHONE  BUSINESS TELEPHONE  E-MAIL

Educational Background

Name and location of all colleges and professional schools attended, including Columbia University

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Dates of Attendance</th>
<th>Degree</th>
<th>Date Degree Received or Expected</th>
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UNDERGRADUATE MAJOR GPA  GRADUATE MAJOR GPA

SCHOLASTIC HONORS (CUM LAUDE, PHI BETA KAPPA, ETC.)

GRE Scores (optional)

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<thead>
<tr>
<th>TEST DATE (DAY/MONTH/YEAR)</th>
<th>VERBAL %</th>
<th>QUANTITATIVE %</th>
<th>ANALYTICAL %</th>
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GMAT Scores (optional)

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<th>TEST DATE (DAY/MONTH/YEAR)</th>
<th>VERBAL %</th>
<th>QUANTITATIVE %</th>
<th>TOTAL %</th>
<th>ANALYTICAL WRITING %</th>
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TOEFL Scores

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<tr>
<th>TEST DATE (DAY/MONTH/YEAR)</th>
<th>SECTION 1</th>
<th>SECTION 2</th>
<th>SECTION 3</th>
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Letters of Appraisal

Please provide the following information for those individuals from whom you have requested letters of evaluation.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>TITLE/POSITION AND DEPARTMENT</th>
<th>INSTITUTION OR ADDRESS</th>
<th>DATE REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL NAME</td>
<td>TITLE/POSITION AND DEPARTMENT</td>
<td>INSTITUTION OR ADDRESS</td>
<td>DATE REQUESTED</td>
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</tbody>
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Employment Information

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<tr>
<th>CURRENT EMPLOYER</th>
<th>JOB TITLE</th>
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<tr>
<td>NAME OF ORGANIZATION</td>
<td></td>
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<tr>
<td>BUSINESS ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>NUMBER OF YEARS WITH ORGANIZATION</td>
<td>PROFESSIONAL CERTIFICATIONS (CPA, CFA, ETC.)</td>
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</tbody>
</table>

Have you ever been dismissed or suspended from an academic institution?
☐ Yes ☐ No  If yes, please explain fully in your personal statement.

Have you ever applied to any division of Columbia before?
☐ Yes ☐ No  If yes, when and which division(s)?

Have you discussed your application with a member of the Columbia faculty or staff?
☐ Yes ☐ No  If yes, please give name and date.

Are you, or is any family member, an employee of Columbia University?
☐ Yes ☐ No  If yes, please give name and school or office.

Marital status. ☐ Single ☐ Married  Number of dependents: ______________

The U.S. Department of Education requires the University to report on the racial composition of its student enrollment. Information on individual students is held in strict confidence by the School of International and Public Affairs. Self-identification by race is strictly voluntary.

☐ African American  ☐ Asian—national origin: ______________  ☐ Hispanic—national origin: ______________

☐ Native American (Indian, Eskimo, Aleut)  ☐ White  ☐ Other (please specify): ______________

I certify that the information given by me on this application (including all supplemental pages) is complete and accurate and that I am the sole author, with the exception of letters of appraisal, of all items enclosed.

SIGNATURE  DATE
1. Personal Statement

In a statement of approximately 750 words, please describe how your professional and academic background has influenced your decision to pursue a career in public affairs and the ways in which the Executive MPA program will assist you in furthering your goals.

2. Resume

Please provide your updated resume, which should include employment history as well as volunteer, public service, and/or political work performed and awards for service or leadership earned.

Sponsoring Organization Information (optional)

If this applicant is accepted into the Executive Graduate Program in Public Policy and Administration, our organization agrees to assume all or part of the cost for attendance.

FULL NAME OF PERSON AGREEING                      TITLE/ POSITION AND DEPARTMENT
NAME OF SPONSORING ORGANIZATION
ADDRESS
CITY            STATE            ZIP CODE
TELEPHONE NUMBER                      E-MAIL

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE SPONSORING COMPANY         DATE
☐ All  ☐ Percentage  ☐ Flat amount

AMOUNT OF SUPPORT ORGANIZATION WILL PROVIDE

Tuition is billed on a term by term basis. September tuition and fees are due by August 25. Spring tuition is due by December 15.
Letter of Appraisal 1

Give one of these forms to each of the sponsors you select. Ask the sponsor to seal the letter he or she has written on your behalf in an envelope, sign across the seal, and return it to you. Do not open this envelope or break the seal. Submit the sealed envelopes containing your letters of evaluation with your application package.

☐ I waive the right to examine this letter.
☐ I do not waive my right to examine this letter.

SIGNATURE DATE

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives registered students the right to inspect and review their educational records, students may waive the right to see specific confidential statements and letters of evaluation. In the belief that applicants, and the persons from whom they request evaluations, may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements:

Letter of Appraisal 2

Give one of these forms to each of the sponsors you select. Ask the sponsor to seal the letter he or she has written on your behalf in an envelope, sign across the seal, and return it to you. Do not open this envelope or break the seal. Submit the sealed envelopes containing your letters of evaluation with your application package.

☐ I waive the right to examine this letter.
☐ I do not waive my right to examine this letter.

SIGNATURE DATE
1. How long have you known the applicant?

2. In what capacity do you know the applicant?
   - Student
   - Academic Advisee
   - Employee
   - Supervisor
   - Friend/Colleague
   - Client

3. How do you rank this student in comparison with other students applying to this or other graduate programs?
   - Extraordinary (One of the best I have worked with)
   - Exceptional (Top 5%)
   - Outstanding (Top 10%)
   - Superior (Top 15%)
   - Above Average (Top 25%)
   - Average (Top 50%)
   - Below Average (Lower 50% but recommended)

4. On a separate sheet or letterhead, please provide an evaluation of this applicant’s past experience in public policy and administration and assess the applicant’s qualifications for graduate work in the field. Please compare the applicant with others known to you who have attended or are now applying to Columbia or a similar program. This evaluation is to be mailed or given to the applicant in a sealed envelope. Please seal and sign the back flap of the envelope; the letter will be submitted unopened by the applicant with his or her application.