

ECON-MPA

ADMISSIONS PACKET

APPLICATION DEADLINE: APRIL 1

Admission to the ECON-MPA is for the summer semester only. The application opens on February 1 every year.

All application materials, including recommendation letters, must be received by 11:59 p.m. CT on the application deadline.

ADMISSIONS PROCESS

STEP 1: PREPARE TO APPLY

Complete the [ECON-MPA pre-enrollment requirements](#). International students: consider retaking the TOEFL or IELTS if your current scores do not meet our preferred minimum requirement (see the checklist for details). [Send us an email](#) with your application questions or [schedule a consultation](#) with our admissions team.

STEP 2: SUBMIT YOUR APPLICATION

Submit a completed [online application](#). You will be required to upload your resume and essay in the application (see checklist for details).

STEP 3: COMPLETE YOUR APPLICATION

Verify the receipt of your recommendation letters in the [McCombs application portal](#). Send additional requests for letters through the portal, if needed.

STEP 4: MONITOR

Once your application checklist is complete, [monitor your application](#). International applicants should send any updated TOEFL or IELTS score reports to UT Austin as soon as possible and submit an update to the MPA admissions committee through the [McCombs application portal](#).

An interview generally is not required, and applicants cannot request an interview as part of the ECON-MPA admissions process. However, the admissions committee may request an interview on a case-by-case basis.

STEP 5: NOMINATION DECISION

Once a nomination decision is released (before the end of April), you will receive an automated email to view your decision in the [McCombs application portal](#). If you are nominated, the MPA program will forward your application materials to Graduate Studies for the final admissions decision.

STEP 6: FINAL ADMISSIONS DECISION

Graduate Studies will notify you via email when the admissions decision is made (typically mid-May).

STEP 7: COMMIT TO THE ECON-MPA!

If you are admitted to the ECON-MPA (via Graduate Select Admission), the MPA program will send you details on the next steps, including formally accepting your offer of admission and scheduling academic and career advising appointments. You will also be invited to a mandatory MPA orientation in August.

APPLICATION CHECKLIST

The ECON-MPA application consists of several components. Please review the following checklist carefully before proceeding with the online

application. To ensure prompt and accurate processing of your application, check for each item to be sure it has been received by the application deadline. Incomplete applications cannot be evaluated

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and may encounter processing delays that could affect the admissions decision. It is the applicant's responsibility to monitor the progress of his/her application and **notify the MPA admissions committee** of any errors or delays in processing.

□ ONLINE APPLICATION

Complete and submit the **online application** by following the instructions below. You will have the option to save your progress to continue working on your application later. Once your application is submitted, you will not be able to make any changes.

Personal Information

Update your personal and contact information and select **Continue**. *If applicable, you also should update your contact information with the university.*

Educational Information

List all colleges or universities attended.

1. Select **Add Record** to add a college or university to your list of institutions attended. (*Tip: Type **University of Texas Austin** in the Institution Name field to search for UT*

Austin.) Provide the remainder of the required information and select **Save**.

2. For UT Austin only: Select **Upload Transcript** and upload a free UT **Academic Summary**. Transcripts from other institutions are not required.

Prerequisite Coursework

Provide information for each **prerequisite course**.

- Select **Add Record** to provide information for each course and select **Save**.
- For the **Course Number** field, provide the institution's course number (e.g., ACC 311, ACCT 2301) not the 5-digit unique number.
- If you received **test credit** for a course, indicate the name of the test (e.g., AP,

CLEP) in the Institution field and enter "Credit" for the Final Grade. Leave the Course Number, Course Title and Semester/Year of Completion fields blank.

- If you completed a course on a **Pass/Fail** basis, enter "P" for the Final Grade.

□ PROFESSIONAL RESUME

Upload a PDF of your resume in the application.

Need assistance with preparing your resume?

You can follow the MPA Application Resume Guidelines (found in this packet) and use the **MPA Application Resume Template** for formatting and constructing your resume. Although the MPA Admissions and Career Management staff are unable to advise individual prospective students regarding resume content or format, we have provided detailed guidelines, a list of action words for resume writing, and the resume template to assist you. If admitted, you will use this format during the MPA recruiting process and receive individualized attention from our MPA career coaches. They will work with you to fine-tune your resume and maximize its effectiveness.

□ ESSAY

Complete the required essay (minimum 500 words). The essay helps us to get to know you as an individual and how you would fit with our program. We also use it to assess your communication skills. This is your opportunity to give us more insight into your background, goals, and personality. Upload your essay in PDF format in the application.

"Explain what has led you to pursue to Master in Professional Accounting degree at the McCombs School of Business and how obtaining the MPA degree will assist you in achieving your short- and long-term goals."

Optional Statement

"Please provide any additional information you believe is important to your application (e.g., details about any planned prerequisite coursework) or address any areas of concern that you believe will be beneficial to the MPA admissions committee when considering your application (e.g., explanation of academic performance or extenuating personal circumstances)."

□ THREE LETTERS OF RECOMMENDATION

You will be asked to provide the names and email addresses of at least three references in the "Letters of Recommendation" section of the application. Graduate Studies requires that you submit recommendation letters from **tenure-track faculty** (titles: assistant professor, associate professor, professor) or **senior lecturers** at UT Austin. Letters from lecturers or PhD

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students can be submitted as supplemental letters alongside the three required letters. You will be asked to decide whether or not you waive the right to view your letters after they are submitted. Please note that your references will be informed of your decision. When you hit "Continue" on "Letter of Recommendation" page of the application, your references will be sent an email message with a link to a secure portal where they will be asked to complete an online questionnaire and upload a recommendation letter. * After you submit your application, you can log into the [McCombs application portal](#) to monitor the status of your pending recommendation requests, resend the Recommendation Request email, or add a new recommender. You will receive an automated email once your letter of recommendation is received.

** Tip: Complete this part of your application first. This will launch email notifications to your recommenders and allow them to get started on the form while you're working on the other components of your application. Also, contact your recommenders ASAP to let them know they should receive an email as soon as you save this section of the application. Sometimes these emails end up in a junk folder.*

INTERNATIONAL STUDENTS: TOEFL OR IELTS

All international applicants must possess exceptional English skills to be considered for the ECON-MPA program. Official scores for either the TOEFL or IELTS must be on your UT record prior to the application deadline unless you were allowed to waive the TOEFL or IELTS for admission to UT Austin.

Our preferred minimum for the TOEFL is 105 overall, with a minimum of 24 for each individual section, or minimum band scores of 7.5 for the IELTS. If your previously submitted test scores do not accurately reflect your current English proficiency, we strongly recommend that you retake the test and increase your scores. If you retake the exam, please note that it typically takes at least 3-4 weeks for your official score report to be received by the university and uploaded to your application record. If you retake a test, we will consider only the score report with the highest total score. Please [notify the MPA admissions team](#) if you plan to retake an exam or if your score report will arrive after the submission deadline.

QUESTIONS?

Send an email or [schedule a consultation](#) with the MPA admissions team.

Request the testing agency to send any updated test scores to UT Austin

TOEFL WEBSITE - [click here](#)

UT Austin Code: 6882 (Any department code)

IELTS WEBSITE - [click here](#)

Use the IELTS electronic score delivery service to send your scores to the "University of Texas at Austin" account

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RESUME GUIDELINES

We recommend but do not require resumes to be submitted using these guidelines. If admitted, you will use this format during the MPA recruiting process.

Format your document according to the [MPA Application Resume Template](#). Since the template is provided in Word format, you can customize it.

Your resume should be only one page in length. This means you should include only the activities and experiences most relevant to the career you plan to pursue. If you would like to document additional experiences, you may attach additional information pages as noted on the template (e.g., a future position you have already secured).

Ensure margins are $\frac{1}{2}$ to $\frac{3}{4}$ inch on all sides. Use Calibri font. Contact information and the resume body should be in 10-12 point font. Your name at the top should be larger than the rest of the text and formatted in bold and ALL CAPS.

Include a full space between sections.

Use tab stops rather than the space bar to align dates with the right margin. Represent dates as follows:

- List the month and year of graduation for degrees obtained or in progress.
- List experiences in reverse chronological order by end date.
- For experiences that occurred only during part of one year (e.g., internships), include the semester and year.
- For experiences you are currently doing, include the starting year and the word "Present" (e.g., 2018 - Present).

- For experiences you started in one year and ended in another, indicate the year to year range (e.g., 2018 - 2019).

Include GPAs for degrees obtained prior to the MPA.

Describe achievements in terms of specific actions and measurable results, quantifying when possible.

Avoid using periods at the end of each bulleted phrase, as they are not in complete sentences.

Spell out numbers one through nine and use numerals for 10 and greater.

Include work eligibility in bold as the final bullet point. Please use the wording option below that describes your work eligibility:

- **Work Eligibility:** Eligible to work in the U.S. with no restrictions
- **Work Eligibility:** Eligible to work in the U.S.; will require visa sponsorship for full-time employment

If neither of the above options applies, or if you have questions about your work eligibility, please use the option below:

- **Work Eligibility:** Unknown

You may include information regarding citizenship and/or work authorization in other countries in addition to the above work eligibility verbiage, but it is not required.

Check facts, spelling, grammar, punctuation, and capitalization. Consider asking a friend, family member, or trusted mentor to review your resume before submitting it.

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ACTION WORDS FOR RESUME WRITING

ANALYTICAL

Adjusted	Compared	Distributed	Increased	Purchased	Sold
Administered	Computed	Doubled	Invested	Quadrupled	Solicited
Allocated	Conciliated	Downsized	Isolated	Qualified	Sorted
Analyzed	Conserved	Economized	Maintained	Reasoned	Sourced
Appraised	Corrected	Eliminated	Managed	Reconciled	Specified
Assessed	Cut	Estimated	Marketed	Reduced	Supplemented
Audited	Decreased	Exceeded	Measured	Reported	Systematized
Balanced	Detailed	Factored	Netted	Researched	Tabulated
Billed	Determined	Financed	Observed	Reshaped	Tested
Bought	Developed	Forecasted	Planned	Retailed	Tripled
Budgeted	Disbursed	Funded	Prepared	Retrieved	Underwrote
Calculated	Dispensed	Gained	Programmed	Saved	Upgraded
Checked	Distinguished	Generated	Projected	Secured	Upsized

COMMUNICATION

Abstracted	Contacted	Facilitated	Joined	Planned	Responded
Acted	Conveyed	Familiarized	Judged	Presented	Revitalized
Addressed	Convinced	Fashioned	Launched	Produced	Scheduled
Advertised	Corresponded	Formulated	Lectured	Projected	Screened
Arbitrated	Created	Furnished	Led	Promoted	Shaped
Arranged	Critiqued	Generated	Listened	Proofread	Sold
Articulated	Debated	Helped	Marketed	Proposed	Solicited
Assessed	Defined	Imagined	Mediated	Publicized	Specified
Authored	Demonstrated	Incorporated	Memorized	Published	Spoke
Briefed	Designed	Influenced	Merged	Read	Stimulated
Built	Developed	Informed	Moderated	Realized	Suggested
Clarified	Directed	Initiated	Modernized	Reasoned	Summarized
Collaborated	Discriminated	Innovated	Motivated	Reconciled	Synthesized
Communicated	Discussed	Integrated	Negotiated	Recruited	Taught
Composed	Dissuaded	Interacted	Observed	Rectified	Trained
Conceptualized	Drafted	Interpreted	Obtained	Referred	Transcribed
Condensed	Edited	Interviewed	Outlined	Reinforced	Translated
Conducted	Elicited	Introduced	Participated	Remodeled	Visualized
Conferred	Enlisted	Invented	Perceived	Reported	Wrote
Constructed	Explained	Invited	Performed	Represented	
Consulted	Expressed	Involved	Persuaded	Resolved	

ORGANIZATIONAL

Approved	Collected	Generated	Operated	Recorded	Screened
Arranged	Compiled	Incorporated	Ordered	Registered	Standardized
Catalogued	Corrected	Inspected	Organized	Reserved	Submitted
Categorized	Corresponded	Logged	Prepared	Responded	Supplied
Charted	Distributed	Maintained	Processed	Reviewed	Systematized
Classified	Executed	Monitored	Provided	Routed	Updated
Coded	Filed	Obtained	Purchased	Scheduled	Validated

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RESEARCH

Accumulated	Clarified	Diagnosed	Forecast	Measured	Reviewed
Acquired	Collected	Discovered	Formulated	Observed	Riveted
Administered	Compared	Documented	Found	Obtained	Screened
Amplified	Compiled	Drafted	Gathered	Organized	Searched
Analyzed	Composed	Edited	Generated	Perceived	Solved
Applied	Concentrated	Evaluated	Identified	Pinpointed	Studied
Articulated	Conducted	Examined	Inspected	Planned	Summarized
Assessed	Constructed	Exhibited	Integrated	Prepared	Surveyed
Audited	Consulted	Experimented	Interpreted	Processed	Synthesized
Augmented	Critiqued	Explored	Interviewed	Proofread	Systematized
Balanced	Decided	Extracted	Invented	Read	Tested
Calculated	Detected	Extrapolated	Investigated	Reported	Verified
Charted	Determined	Focused	Located	Researched	Wrote

PERSUASION

Arbitrated	Identified	Judged	Obtained	Realized	Served
Catalogued	Implemented	Launched	Ordered	Recruited	Set goals
Centralized	Improved	Lectured	Performed	Reduced	Sold
Consulted	Increased	Led	Planned	Reported	Solved
Dissuaded	Influenced	Liaised	Processed	Researched	Stimulated
Documented	Inspired	Maintained	Produced	Resolved	Summarized
Educated	Installed	Marketed	Promoted	Restored	Surveyed
Established	Integrated	Mediated	Proposed	Reviewed	Translated
Expedited	Interpreted	Moderated	Publicized	Routed	
Familiarized	Investigated	Negotiated	Purchased	Saved	

TECHNOLOGICAL

Adapted	Configured	Eliminated	Inspected	Pioneered	Revamped
Analyzed	Conserved	Engineered	Installed	Prepared	Solved
Applied	Constructed	Evaluated	Instituted	Printed	Specialized
Assembled	Converted	Excelled	Integrated	Processed	Standardized
Automated	Coordinated	Evaluated	Interfaced	Produced	Streamlined
Broadened	Created	Excelled	Launched	Programmed	Studied
Built	Debugged	Expanded	Lectured	Published	Supplemented
Calculated	Designed	Expedited	Maintained	Reconstructed	Surveyed
Charted	Detected	Fabricated	Manufactured	Rectified	Systematized
Classified	Determined	Facilitated	Marketed	Reduced	Tested
Coded	Developed	Forecasted	Mastered	Regulated	Trained
Communicated	Devised	Formed	Modified	Remodeled	Upgraded
Compiled	Diagnosed	Fortified	Molded	Repaired	Utilized
Computed	Drafted	Generated	Operated	Replaced	Validated
Conceived	Edited	Improved	Overhauled	Researched	Verified
Conducted	Educated	Increased	Packaged	Restored	

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TRAINING

Acquainted	Certified	Distributed	Guided	Negotiated	Resolved
Adapted	Charted	Educated	Harmonized	Nourished	Responded
Adjusted	Clarified	Effected	Helped	Nurtured	Revolutionized
Adopted	Coached	Empowered	Implemented	Obligated	Served
Advanced	Collaborated	Enabled	Influenced	Originated	Serviced
Advised	Communicated	Enacted	Informed	Persuaded	Set goals
Advocated	Conducted	Encouraged	Initiated	Presented	Settled
Aided	Consulted	Enlarged	Innovated	Prevented	Simplified
Answered	Contributed	Enlightened	Installed	Promoted	Spoke
Apprised	Cooperated	Ensured	Instilled	Provided	Stabilized
Approached	Coordinated	Evaluated	Instituted	Reassured	Stimulated
Arbitrated	Counseled	Expanded	Instructed	Reclaimed	Streamlined
Arranged	Critiqued	Expedited	Insured	Rectified	Summarized
Assessed	Decided	Explained	Integrated	Redeemed	Supplied
Assisted	Delegated	Facilitated	Intervened	Reeducated	Supported
Attended	Delivered	Familiarized	Invented	Referred	Taught
Augmented	Demonstrated	Fomented	Lectured	Reformed	Trained
Backed	Designed	Formulated	Led	Rehabilitated	Translated
Balanced	Developed	Fostered	Liaised	Related	Treated
Boosted	Diagnosed	Furthered	Listened	Rendered	Tutored
Briefed	Directed	Generated	Mentored	Repaired	Unified
Built	Dispensed	Grouped	Motivated	Represented	Valued

CREATIVE

Acted	Customized	Entertained	Instituted	Performed	Revitalized
Adapted	Designed	Established	Integrated	Photographed	Shaped
Combined	Developed	Fashioned	Introduced	Planned	Simplified
Composed	Directed	Formulated	Invented	Proposed	Solved
Conceived	Discovered	Founded	Made	Redesigned	Suggested
Conceptualized	Displayed	Illustrated	Modeled	Remodeled	Transformed
Condensed	Drew	Initiated	Modified	Restructured	
Created	Enhanced	Innovated	Originated	Revised	

DETAIL ORIENTED

Approved	Compared	Facilitated	Operated	Purchased	Systematized
Arranged	Compiled	Implemented	Organized	Recorded	Tabulated
Classified	Dispatched	Inspected	Operated	Responded	Validated
Collated	Enforced	Judged	Organized	Retained	
Collected	Executed	Met deadlines	Processed	Retrieved	

RESULTS ORIENTED

Accomplished	Collaborated	Earned	Met deadlines	Restored
Achieved	Completed	Eliminated	Obtained	Solidified
Acted	Contributed	Enlarged	Participated	Streamlined
Advanced	Decreased	Expanded	Produced	Strengthened
Attained	Delivered	Expedited	Recognized as	Transformed
Awarded	Demonstrated	Improved	Reduced	
Closed	Discussed	Increased	Resolved	

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LEADERSHIP/MANAGEMENT

Achieved	Converted	Examined	Instructed	Originated	Represented
Administered	Coordinated	Executed	Integrated	Overhauled	Responded
Advised	Counseled	Explained	Inventoried	Oversaw	Restored
Analyzed	Cultivated	Formalized	Judged	Performed	Retrieved
Applied	Decided	Formed	Launched	Pioneered	Reviewed
Appointed	Delegated	Founded	Lectured	Planned	Routed
Approved	Designated	Generated	Led	Prepared	Scheduled
Archived	Determined	Governed	Listened	Presided	Screened
Arranged	Developed	Guided	Lobbied	Prioritized	Secured
Assigned	Diagnosed	Handled	Logged	Processed	Selected
Attained	Directed	Hired	Maintained	Produced	Served as
Authorized	Disproved	Hosted	Managed	Promoted	Served on
Catalogued	Disseminated	Implemented	Mentored	Provided	Solved
Chaired	Documented	Improved	Merged	Purchased	Spearheaded
Classified	Eliminated	Incorporated	Moderated	Recommended	Specified
Collated	Emphasized	Increased	Monitored	Recorded	Sponsored
Collected	Encouraged	Influenced	Motivated	Recruited	Streamlined
Compiled	Enforced	Initiated	Navigated	Redirected	Strengthened
Conducted	Enhanced	Inspected	Negotiated	Reevaluated	Supervised
Considered	Enlisted	Inspired	Operated	Referred	Taught
Consolidated	Ensured	Installed	Orchestrated	Regulated	Terminated
Contracted	Established	Instigated	Ordered	Reorganized	Trained
Controlled	Evaluated	Instituted	Organized	Replaced	Validate

CLIENT AND/OR CUSTOMER SERVICES

Acquainted	Consulted	Expanded	Oriented	Refashioned	Revised
Adapted	Converted	Familiarized	Owned	Regained	Reworked
Adjusted	Corrected	Fixed	Personalized	Rehearsed	Salvaged
Advanced	Customized	Improved	Prepared	Repaired	Settled
Altered	Designed	Individualized	Recouped	Restored	Shaped
Amended	Equipped	Modified	Recovered	Retrieved	Tailored

TEAMWORK

Adopted	Backed	Counseled	Espoused	Reinforced	Upheld
Advised	Bolstered	Coordinated	Guided	Served	Validated
Advocated	Boosted	Defended	Maintained	Sponsored	Volunteered
Aided	Championed	Delivered	Motivated	Supported	
Assisted	Comforted	Eased	Participated	Sustained	
Attended to	Coached	Encouraged	Partnered	Teamed	

MANAGEABILITY

Admired	Considered	Followed	Observed	Scanned	Valued
Analyzed	Determined	Gaged	Outlined	Scrutinized	
Appraised	Ensued	Graphed	Plotted	Shadowed	
Assessed	Esteemed	Grasped	Pursued	Studied	
Benchmarked	Estimated	Inspected	Regarded	Surveyed	
Charted	Evaluated	Measured	Respected	Tested	
Comprehended	Examined	Obeyed	Reviewed	Tracked	

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