## 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.

#### 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.

![McCombs Logo]

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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 the 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
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 ½ to ¾ 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.
### ACTION WORDS FOR RESUME WRITING

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### RESEARCH

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- Synthesized
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- Tested
- Verified
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- Recruited
- Reduced
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- Researched
- Resolved
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- Set goals
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### TECHNOLOGICAL

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- Replaced
- Researched
- Restored

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- Standardized
- Streamlined
- Studied
- Supplemented
- Surveyed
- Systematized
- Tested
- Trained
- Upgraded
- Utilized
- Validated
- Verified
### TRAINING

| Acquainted | Certificated | Distributed | Guided | Negotiated | Resolved |
| Adaptable  | Charted      | Educated    | Harmonized | Nourished  | Responded |
| Adjusted   | Clarified    | Effectuated | Helped   | Obligated  | Survived  |
| Adopted    | Coachled     | Empowerued  | Implemented| Originated | Serviced  |
| Advanced   | Collaborated | Enabled     | Influenced| Persauded  | Settled   |
| Advised    | Communicated | Enacted     | Informed  | Prevented  | Simplified|
| Advocated  | Conducted    | Encouraged  | Initiated | Promoted   | Spoke     |
| Aided      | Consulted    | Enlarged    | Innovated | Provided   | Stabilized|
| Answered   | Contributed  | Enlightened | Installed | Reassured  | Stimulated|
| Apprised   | Cooperated   | Ensured     | Instilled | Reclaimed  | Streamlined|
| Approached | Coordinated  | Evaluated   | Instituted| Rectified  | Summarized|
| Arbitrated | Counselled   | Expanded    | Instructed| Redeemed   | Supplied  |
| Arranged   | Critiqued    | Expeditied  | Insured   | Reeducated | Supported |
| Assessed   | Decided      | Explained   | Integrated| Refereed   | Taught    |
| Assisted   | Delegated    | Facilitated | Intervened| Reformed   | Trained   |
| Attended   | Delivered    | Familiarized| Invented  | Rehabilitated| Translated|
| Augmented  | Demonstrated | Fomented    | Lectured  | Related    | Treated   |
| Backed     | Designed     | Formulated  | Led       | Rendered   | Tuted     |
| Balanced   | Developed    | Fostered    | Liaisied  | Repaired   | Unified   |
| Boosted    | Diagnosed    | Furthered   | Listened  | Represented| Value     |
| Briefed    | Directed     | Generated   | Mentored  | Revised    |           |
| Built      | Dispensed    | Grouped     | Motivated |           |           |

### 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  | Expeditied| Recognized as Reduced | Transformed |
| Awarded    | Demonstrated| Improved | Resolved    |           |
| Closed     | Discussed  | Increased |           |           |

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### CLIENT AND/OR CUSTOMER SERVICES

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### TEAMWORK

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### MANAGEABILITY

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