TRADITIONAL MPA
NEW STUDENT CHECKLIST

CHECKLIST

☐ Complete the Program Planning Survey and Admissions Survey. After the incoming class is finalized, we will send you the list of students’ names and email addresses. Complete the Planning Survey in a timely manner to be on the list.

☐ Complete all pre-enrollment requirements.

☐ Schedule a summer initial advising appointment. Scheduling will begin starting in May.

☐ Complete the Excel skills training by July 1.

☐ Complete the MPA Technology Orientation.

☐ Attend MPA Orientation from August 21 – 23.

☐ Send the Graduate & International Admissions Center an official hard copy of your transcript(s), including evidence of degree(s) awarded before registration. Current UT Austin students are exempt.

☐ Obtain your UT ID card at the ID Center in the Flawn Academic Center (FAC).

☐ Set up your UTmail account (optional).

☐ Contact the Office of Financial Aid at ask@finaid.utexas.edu or (512) 475-6282. Financial aid packages for U.S. graduate students automatically assume the enrollment of six hours in the summer and nine hours in the fall. If you plan to enroll in more or fewer than six hours in the summer or nine hours in the fall, you will need to contact the Office of Financial Aid so that they can adjust your financial aid package accordingly.

☐ Update your contact information in UT Direct.

☐ If applicable, submit evidence of required vaccinations at least two weeks prior to your registration date. International students must meet additional requirements. Log in to your Registration Information Sheet (RIS) to verify that your medical registration bar has been removed.

☐ ON-CAMPUS RECRUITING

☐ Register for and participate in a Career Orientation webinar.

☐ Submit your resume (Canvas login required) to the MPA Resume Book in the appropriate format by July 11.

☐ INTERNATIONAL STUDENTS

☐ Submit the Certification of Financial Responsibility form for the I-20 or DS-2019. Place a request to have your immigration document express mailed.

☐ Questions? Contact the International Office at: hotline@austin.utexas.edu or at (512) 471-2477.

☐ Schedule your Immigration Briefing and Check-in through the International Office.

☐ Plan to attend MPA International Student Orientation on August 28.