

EXECUTIVE MPA

COLUMBIA UNIVERSITY SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

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 Fee

A fee of \$75 is required of all applicants and must accompany the application. The fee may be paid by check or money order made payable to Columbia University.

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.

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Columbia University School of International and Public Affairs Executive MPA Application

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

Submit completed
application with
nonrefundable \$75
check or money order to:

| | | |
|---|--|--------------------------------------|
| LAST NAME | FIRST NAME | MIDDLE NAME |
| SOCIAL SECURITY NUMBER | DATE OF BIRTH (MONTH/DAY/YEAR) | PLACE OF BIRTH |
| <input type="radio"/> U.S. <input type="radio"/> Other: | <input type="radio"/> Yes <input type="radio"/> No | |
| CITIZENSHIP | COUNTRY | U.S. PERMANENT RESIDENT (GREEN CARD) |

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420 West 118th Street,
Room 408
New York, NY 10027

Current Address and Telephone

| | | | |
|---------|-------|----------|-----------|
| ADDRESS | | | |
| | | | () |
| CITY | STATE | ZIP CODE | TELEPHONE |

Permanent Address and Telephone

Please send the
admissions decision
to my:
 Permanent address
 Current address

| | | | |
|-----------|--------------------|--------------------------|--|
| 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 | Dates of attendance | Degree | Date degree received or expected |
|--|------------------------|--------|--|
| | | | |
| | | | |
| | | | |

| | | | |
|---|-----|----------------|-----|
| UNDERGRADUATE MAJOR | GPA | GRADUATE MAJOR | GPA |
| SCHOLASTIC HONORS (CUM LAUDE, PHI BETA KAPPA, ETC.) | | | |

GRE Scores (optional)

| | | | | | | |
|-----------------------------|--------|---|--------------|---|------------|---|
| TEST DATE (DAY/MONTH/YEAR) | VERBAL | % | QUANTITATIVE | % | ANALYTICAL | % |
|-----------------------------|--------|---|--------------|---|------------|---|

GMAT Scores (optional)

| | | | | | | | | |
|-----------------------------|--------|---|--------------|---|-------|---|--------------------|---|
| TEST DATE (DAY/MONTH/YEAR) | VERBAL | % | QUANTITATIVE | % | TOTAL | % | ANALYTICAL WRITING | % |
|-----------------------------|--------|---|--------------|---|-------|---|--------------------|---|

TOEFL Scores

| | | | |
|-----------------------------|-----------|-----------|-----------|
| TEST DATE (DAY/MONTH/YEAR) | SECTION 1 | SECTION 2 | SECTION 3 |
|-----------------------------|-----------|-----------|-----------|

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Letters of Appraisal

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

FULL NAME TITLE/POSITION AND DEPARTMENT INSTITUTION OR ADDRESS DATE REQUESTED

FULL NAME TITLE/POSITION AND DEPARTMENT INSTITUTION OR ADDRESS DATE REQUESTED

Employment Information

CURRENT EMPLOYER JOB TITLE

NAME OF ORGANIZATION

BUSINESS ADDRESS

CITY STATE ZIP CODE TELEPHONE

NUMBER OF YEARS WITH ORGANIZATION PROFESSIONAL CERTIFICATIONS (CPA, CFA, ETC.)

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

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Statement/Resume

1. Personal Statement

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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.

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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.

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Letter of Appraisal: To the Academic/Professional Sponsor

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.

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