Master of Public Administration
Application Checklist

Important details regarding the application process and the necessary supporting documents are provided online at www.ohio.edu/mpa. Questions should be directed to Joe Wakeman, Manager of Student Success, at (740) 593-2133 or wakemanj@ohio.edu. The Application deadline for Fall 2019 is February 15, 2019.

❑ APPLICATION
  • Apply online at www.ohio.edu/graduate/apply/
  • The application fee is $50.
  • The Program Name is Master of Public Administration; the Program Code is MP4410.
  • For Campus, choose ‘Athens’
  • Choose the appropriate Entry Term (for January, choose Spring; August, choose Fall.)

❑ TRANSCRIPTS
  Request an official transcript from all institutions of higher education where you earned a bachelor’s degree or higher and arrange for them to be sent to Ohio University, Graduate College, 220 Research & Technology Center, Athens, OH 45701-2979. Ohio University transcripts will be obtained by the Graduate College on your behalf. You may either request official transcripts or upload unofficial transcripts for institutions of higher education where you completed less than a bachelor’s degree (i.e. associate degree) or attended without receiving a degree.

❑ RECOMMENDATION LETTERS
  • Arrange for three individuals to submit letters of recommendation on your behalf. Preferably one letter should come from a faculty member or other instructor.
  • When prompted on the online application, request that your recommenders be contacted through the online application process for electronic submission of their recommendation letters. You will need to enter each individual’s name and e-mail address. Your recommender can upload a copy of the letter on letterhead as an attachment in the system.
  • Letters of recommendation should include the provider’s relationship to you and their complete address and contact information, including a clearly identifiable professional e-mail address.

❑ RÉSUMÉ
  Upload an up-to-date and current professional résumé as an attachment to your online application in the Supplemental Materials section of the online application.

❑ LETTER OF INTENT/ PERSONAL STATEMENT
  • Upload this document as a separate attachment to your online application in the Supplemental Materials section. Please limit the length of the statement to no more than three double-spaced pages.
  • Your statement should provide a brief autobiographical sketch and describe what strengths, qualities, and attributes you bring to the MPA classroom. Discuss your accomplishments, career goals and objectives, and the value of the MPA degree to achieving your career goals.