IDAHO STATE UNIVERSITY  
Department of Political Science  
Master of Public Administration  
Application Checklist

1. Go to grad school page https://www.isu.edu/apply/graduate/ and set up an account

2. Admission requirements:  
For full admission to the Master of Public Administration Program the applicant should have a cumulative GPA of 3.0 in upper-division undergraduate course work, or a 3.5 GPA in previous graduate courses, submit official GRE scores, Submit three letters of recommendation from individuals who are qualified to evaluate the applicant’s academic potential, and submit a statement of the student’s personal goals.

The program also employs an admission scoring system which awards MPA applicants points based on the evaluation and scoring of four components:

1. Upper-division undergraduate GPA or GPA in an MA program  
2. Scores on the Graduate Record Exam (GRE)  
3. The quality of letters of recommendation  
4. The quality of the applicant’s goal statement.

http://coursecat.isu.edu/graduate/artsandletters/politicalscience/#programstext

3. Materials to be uploaded for Graduate School application process:  
   • Transcripts  
   • GRE Scores (if needed, see admission requirements)  
   • Three letters of recommendation  
   • Statement of personal goals

4. If applying for funding see attached funding applications.
Idaho State University Department of Political Science
Application for Teaching Assistantship and Fellowship
DUE March 1

Application for a graduate: ______ Teaching Assistantship ______ Fellowship

Political Science Fields (order of preference)

Name in Full _________________________________________________________________________
  First                      Middle                      Last

Present Address ____________________________________________

Home Address ____________________________________________

Place of Birth ____________________________________________ Date of Birth__________________

Citizenship _________________________________________________________________________

Major Field Degrees Dates of Colleges attended Dates of Study Granted Degrees

*(If still in college, indicate the date on which requirements for the degree will be met. Admission and financial aid are provisional in this case.)

If you have a reading knowledge of any foreign languages, list such languages and indicate for each whether you read with fair, good or excellent facility.

Purpose of taking graduate work. ____________________________________________________

What do you plan to do after receiving your degree? ___________________________________
Honors, fellowships or scholarships, if any, which have been awarded to you. ___________________
__________________________________________________________________________________
__________________________________________________________________________________
Assisting positions held while in college, if any, and dates. ________________________________
__________________________________________________________________________________
__________________________________________________________________________________
If employed since graduation, give positions held (including present position, if any) with names of institutions or firms, and dates. In case of teaching positions, give rank or title and the subjects taught. __________________________________________
________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Names and addresses of three college teachers who will serve as reference and Have Been Requested by you to send recommendations to the dean of the college or the chairman of the department concerned. __________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Work policy:
“A student with a graduate assistantship or fellowship may be employed in addition to the awarded stipend. This employment may only occur with permission of the Dean of the Graduate School and usually must be limited to 6 hours per week. Requests for permission for such employment must be sent in writing by the department chair or graduate program director to the Dean of the Graduate School.”

The Department of Political Science is required to follow this rule, thus if a GTA needs to be employed beyond the stipend, it is his/her responsibility to talk with both the Graduate Director (who will then inform the Graduate Committee) and the Chair of the Department. These discussions will begin the process of formally requesting permission for such employment. If permission is granted, the employment must not exceed 6 hours per week. For the purposes of the Political Science Department, teaching ONE 3-credit class at any level constitutes 6 hours of work per week.

I certify that the information contained herein is accurate to the best of my belief and understanding, and I understand and agree to abide by the policies (including limits to working) for holding a Teaching Assistantship or Fellowship.

____________________________________________________
Signature
____________________________________________________
Date

PLEASE NOTE: Fellowships are considered scholarship and will therefore affect your total eligibility for financial aid.

Equal Opportunity/Affirmative Action