Dear Prospective Student:

We congratulate you on your decision to pursue graduate education at Indiana University Northwest and are pleased to inform you about our outstanding graduate program! Enclosed is a packet of information that may help acquaint you with the various options available to you within the School of Public and Environmental Affairs.

It is our mission to immerse our students in an interdisciplinary learning environment with quality faculty and courses emphasizing both the theory and practice of public administration. Our goal is to bridge the gap between management science, public policy and the social sciences through learning, innovation, service learning opportunities and research. The SPEA Department is characterized by a solid commitment to providing the appropriate curriculum and skills to prepare our students to effectively serve and contribute to both the local community and society as a whole upon completion of their coursework.

Please take this opportunity to review our materials. The following items should be compiled and submitted in one final packet if you wish to pursue your graduate career. Students applying for the graduate certificate program and/or the MPA degree program must comply with the same requirements. Your final packet must include:

1) Graduate Application and Residency Form
2) Official copy of transcripts from undergraduate institution and/or graduate institution you have attended
   - Student must have an overall cumulative GPA of 3.0
   - OR Student will need to take the GRE and score a combined quantitative and verbal score of 280 or higher.
   **Students who have taken another graduate exam (such as the LSAT or GMAT) must submit evidence indicating their score is comparable to the GRE requirement.
3) Resume or Curriculum Vitae
4) Writing Sample
5) Letter of Intent
6) 3 letters of reference sealed and sent to you for final packet (must be professional references—i.e., current or former boss, professor outside of SPEA).
7) Application fee $40 check or money order addressed to Indiana University Northwest

Final packets are to be submitted to:
Indiana University Northwest
The School of Public and Environmental Affairs
Attn: Graduate Program Committee
Dunes Medical Professional Building 2101
Gary, IN 46408

If you have any questions or any specific Graduate Program inquiries, please contact Dawn Samson at 219-981-5568. We look forward to reviewing your application.

Sincerely,
SPEA Graduate Program Committee

Revised 07/2013 ds
Graduate Program Application
Indiana University Northwest
School of Public and Environmental Affairs

(Please print or type responses in ink)

Date: __/__/_____

IU Student ID # ______________________ Social Security # (if not IU student) ___-____-______

Name ____________________________________________________________ Birthdate __/__/____

First ___________________________________ Middle ___________________ Last

Street Address __________________________________________________ City_____________ State_____ Zip_______

Primary Phone (____)_________________ Alternate Phone (____)__________ Gender: ____M ____F

E-mail Address ________________________________________________

1. Please indicate how you learned about our program.

______________________________________________________________

2. For which semester are you applying?

☐ Fall 20____
   Spring 20____ (certificate only)
   Summer 20____ (certificate only)

3. For which program are you applying?

☐ MPA
   Criminal Justice
   Health Services Administration
   Nonprofit Management
   Public Management

☐ Certificate Program
   Environmental Affairs
   Nonprofit Management
   Public Management

4. If applying for the Certificate, do you intend to apply for MPA status in the future?

☐ Yes    ☐ No

5. When did/will you take the GRE?

______________________________________________________________

6. Which of the following racial categories do you identify with? (Select one or more)

☐ American Indian or Alaskan Native
☐ Asian
☐ Black/African American
☐ Hispanic/Latino
☐ Native Hawaiian or Other Pacific Islander
☐ White/Caucasian

7. Please indicate your citizenship status

☐ U.S. Citizen
☐ Permanent Resident
☐ F-Visa
☐ J-Visa
☐ Visa not yet obtained
☐ Other

8. If you are not a U.S. citizen, state your country of citizenship.

______________________________________________________________

Revised 11/2013 ds
**Education:** List ALL colleges or institutions in which you have attended as either an undergraduate or graduate student. You must submit official transcripts from each of these institutions with your application.

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>Dates Attended (MM/YY)</th>
<th>Degree/Major</th>
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</table>

List any **academic honors** and/or **extracurricular activities** in which you have been involved:

________________________________________________________

________________________________________________________

________________________________________________________

**Transcripts:** Official copy of transcripts from undergraduate institution and any graduate institution you have attended. Official copies are those that are sealed in an envelope from the school & have an official seal and signature.

**Work or Professional Experience:** Please attach a Resume or Curriculum Vitae to your application.

**Letter of Intent:** On a separate sheet of paper please outline your current goals and plans for your professional career, and explain why a graduate program at Indiana University Northwest’s School of Public and Environmental Affairs will facilitate these objectives. (2-3 pages)

**Writing Sample:** Please submit **only 1** of the following writing samples:
1. A copy of an undergraduate term paper
2. A copy of a brief report written in a professional setting.
3. A 500-800 word original paper on an issue you consider to be of importance today to public administrators, nonprofit leaders, or public policy analysis.

**Letters of Recommendation:** Three letters of recommendation are required. They must be professional references (i.e., current or former employer, current or former professor outside of SPEA, etc.).

**GRE Test:** [www.gre.org](http://www.gre.org)
- Send scores directly to Indiana University Northwest School of Public and Environmental Affairs: Institution Code 1338; Department Code 2204

**Testing Site:** MERRILLVILLE—#6164 Prometric Testing Center 8668 Broadway Merrillville, IN 46410 1-800-473-2255

I affirm that the information I have submitted is complete and accurate to the best of my knowledge. I also understand that purposeful submission of false material may result in denial of admission and/or dismissal from the graduate program.

Signature of Applicant ____________________________ Date ________________

Revised 11/2013 ds
The following information is required of all applicants to determine residency status for fee-paying purposes.

Last Name_________________________ First Name_________________________ MI_____

Country of Citizenship___________________ Visa Status (non US Citizen only)____________

What is your legal state of residence? ______

Have you lived in Indiana for the past 12 months? □ Yes □ No

If Indiana resident please provide county in which you live____________________________________

Military home of record (if applicable)_________________________ E-mail address _______________________

Have you ever been enrolled at Indiana University Northwest? □ Yes □ No

If yes, list dates in which you were enrolled____________________________________

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<thead>
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<th>Dates (MM/YY)</th>
<th>From</th>
<th>To</th>
<th>Street</th>
<th>City</th>
<th>State</th>
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Note: By signing the residence classification form, I certify that all statements made above are accurate and complete to the best of my knowledge. I understand purposefully submitting false information may result in a denial of admission and/or dismissal from the Graduate Program at Indiana University Northwest.

Signature________________________________________ Date________________________

Printed Name______________________________________________

FOR DEPARTMENT USE ONLY

Semester: □ Fall

Admitted as: □ Resident □ Non-resident
**Self-Disclosure Statement for All Graduate Student Applicants**

*This form must be completed and submitted by all applicants.*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>1. Are you or have you ever been the subject of any disciplinary proceedings while attending any college, university, or other post-high school educational program?</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>2. Have you ever been convicted of any violation of law, or are there any pending charges against you?</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>3. Are you or have you ever been the subject of any disciplinary proceedings by any professional organization.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>4. Have you been convicted of a felony or have you engaged in behavior that resulted in injury to person(s) or personal property?</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>5. Have you ever been convicted of battery or sexual misconduct misdemeanor?</td>
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</table>

**If you answer yes to any of these questions, please include a typed summary of the details, circumstances, and outcomes surrounding the activity.**

**Criminal Activity Disclosure:** Indiana University Northwest is committed to maintaining a safe environment for all members of the university community. As a part of this commitment, Indiana University Northwest requires all applicants who have been convicted of a felony or who have engaged in behavior that results in injury to person(s) or personal property to disclose this information as a mandatory step in the application process. A previous conviction or previous misconduct does not automatically bar admission to Indiana University Northwest, but it does require review. Complete information must be sent to:

**IUN School of Public & Environmental Affairs**  
**Dunes Medical Professional Building, Room 2101**  
**3400 Broadway**  
**Gary, IN 46408**

**Signature:** ___________________________  **Date:** ___________________________

*Created 10/2013 ds*
MASTER OF PUBLIC AFFAIRS LETTER
OF RECOMMENDATION FORM

Name of Applicant________________________________________

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students access to their own educational records. Students are also permitted to waive this right regarding letters of recommendation. Some recommenders prefer their letters remain unavailable to the student.

_____ I waive _____ I do not waive my right to inspect the contents of the following recommendation.

Signature of Applicant____________________________________ Date____________________

TO BE COMPLETED BY RECOMMERDER

Note: Your answers to the following questions will assist us in judging the applicant's academic capabilities, maturity, and growth potential for a career in Public Affairs. Please be as candid as possible. If you desire to attach a formal letter, feel free to do so, but we ask you still answer the questions indicated on this form. After completion, please place all documents in a sealed envelope, sign the back of the envelope across the seal, and return to the student.

How well and in what capacity have you known the applicant?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you consider to be the applicant's most prominent strengths?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you consider to be the applicant's primary areas for improvement relevant to our program or professional career?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please use this space to provide any additional comments that may assist the Graduate Program Committee in reaching an admissions decision.
________________________________________________________________________
________________________________________________________________________
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Please fill out the following chart by comparing and ranking the applicant with other prospective graduate students you have known.

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In reference to this graduate school candidate I,

- [ ] Strongly recommend admittance
- [ ] Recommend with reservations
- [ ] Do not recommend admittance

I understand that this applicant may have access to this information unless the waiver statement on the front of this document has been signed.

Signature____________________________ Date____________________________

Name____________________________ Position/Title____________________________

Company Name____________________________

Address____________________________

Telephone or E-mail____________________________
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Name_________________________ Position/Title_________________________

Company Name_________________________

Address_________________________

Telephone or E-mail_________________________
SCHOOL OF PUBLIC AND
ENVIRONMENTAL AFFAIRS
INDIANA UNIVERSITY NORTHWEST

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Signature________________________________________ Date______________________________

Name____________________________________________ Position/Title________________________

Company Name____________________________________

Address __________________________________________

Telephone or E-mail________________________________
Frequently Asked Questions

What can I do with a Masters in Public Affairs?
A Master's in Public Affairs is an interdisciplinary degree designed to provide graduates with the skills necessary for leadership roles in the public sector. Our courses are taught by a diverse faculty with valuable field experience and various academic backgrounds. The program focuses on problem-solving, effective management and teamwork skills along with strong communication skills, which produce more desirable candidates in the constantly evolving job market. A completed Master's Degree in our program will improve the individual's potential for promotion and ability to seek employment in management and administrative positions within most government, public and nonprofit agencies. An MPA will also open many doors for those wishing to expand their career options.

What can you do with the Graduate Certificate?
The Graduate Certificate refers to an introductory five course curriculum that enables the graduate student to further evaluate their interest in moving forward to pursue the full MPA Program. All of the courses taken for this Certificate will apply toward the MPA if the student decides to advance. The Graduate Certificate is also a fantastic opportunity for professionals currently employed in the field to build upon their practical experience with graduate-level management and policy education. For mid-career individuals, the Graduate Certificate option may help prepare the individual for career advancement or movement into a different sector.

Who is the program accredited by?
Network of Schools of Public Policy, Affairs and Administration (NASPAA)

Does the program meet the needs of part-time students?
Yes. Unlike some other graduate degree programs, we allow for flexibility in class selection. We do not require a minimum course load.

Do I need a certain under graduate degree to apply for a MPA?
No. We are an interdisciplinary program, and therefore we welcome all majors to apply.

When can I apply for the program?
Applications should be submitted by July 1 in order to start the fall semester. Students submitting applications after that date are at risk of having their admission postponed until the following year. Early applications are encouraged.

What do my undergraduate GPA and GRE score need to be?
Students applying for admission to the certificate program or to the MPA degree program must have either an undergraduate cumulative GPA of at least 3.0 on a 4.0 scale on an official undergraduate university transcript OR a GRE score of at least 280.

When can I begin taking courses?
All students will begin in the fall semester once accepted.

What time are the classes offered?
Because a Master's degree is an advanced degree program, the School of Public and Environmental Affairs recognizes that most of its graduate students require course times that complement their busy personal and work schedules. Due to the enrollment of a majority of the students who maintain full-time jobs and family lives, all of our courses are offered after 5:00 p.m. Monday through Thursday.

Do I need to maintain a certain GPA in graduate school?
Yes, all students are required to maintain a minimum GPA of 3.0 during their graduate career. Students are evaluated at the end of each semester. In order to receive credit, a student must earn a grade of C and/or higher. If a student earns any grade below a C, the student must retake the course.

Revised 9/2013 ds
GRADUATE APPLICATION DEADLINES!!!!!

IF YOU ARE INTERESTED IN APPLYING FOR THE MPA PROGRAM TO START FALL 2013, YOU ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. HOWEVER, ALL OF THE REQUIRED MATERIALS MUST BE SUBMITTED TO SPEA BY CLOSE OF BUSINESS AUGUST 1, 2014*

IF YOU ARE INTERESTED IN APPLYING FOR ANY OF THE SPEA GRADUATE CERTIFICATE PROGRAMS, ALL OF THE REQUIRED MATERIALS MUST BE SUBMITTED TO SPEA BY CLOSE OF BUSINESS ON THE FOLLOWING SCHEDULE BASED ON THE SEMESTER YOU WOULD LIKE TO START THE PROGRAM

SPRING 2014 NOVEMBER 1, 2013
SUMMER 2014 APRIL 15, 2014
FALL 2014 AUGUST 1, 2014

*Applications for the MPA program will only be accepted for Fall 2014. No MPA applications will be reviewed for Summer 2014 admission or Spring 2015 admission consideration.