

PUBA Admissions Requirements

A. Admission Requirements

Admission to both the MPA and Certificate Programs takes place only once a year in the Fall. Each admission cycle deliberately seeks to create a cohort group in which the members benefit from a diversity of backgrounds, professional experience, social and political perspectives and career goals.

All applicants need to meet the PUBA as well as Graduate Division admissions standard and documentation requirements to be considered for admission.

- To be eligible to apply, an applicant needs to possess a bachelor's degree from a regionally accredited U.S. college or university, or an equivalent degree from a recognized non-U.S. institution of higher education. Previous major field of study is not a consideration. At minimum, the applicant needs to demonstrate above average academic performance (B average, 3.0 GPA or its equivalent) for undergraduate course work and for any post-baccalaureate or graduate course work.
- TOEFL or ISTEEL scores are required for international students coming from countries where English is not the first language. For more info: <http://manoa.hawaii.edu/graduate/content/english-proficiency>
- PUBA does NOT require the GRE test scores to be considered for admission.
- For more information on University admission requirements and policies, please visit the UHM Graduate Division websites:
- <http://manoa.hawaii.edu/graduate/content/prospective-students>
- <http://manoa.hawaii.edu/graduate/content/public-administration>

B. Application Procedures:

The Graduate Division admission application is required for both the Master's and Certificate Program. It can be obtained online at the UHM Graduate Division website: <http://manoa.hawaii.edu/graduate/content/how-apply>

1. To be sent to the Graduate Education Office:

1. Completed UHM Graduate School application form found at link above
2. Pay application fee;

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3. Official transcript of all post-secondary work directly from each institution attended. Faxed, hand delivered or student copy transcripts will not be accepted. Transcripts within the UH system do not need to be requested.
4. TOEFL or IELTS score, for international students only.

Graduate Education Admissions Office

University of Hawai'i at Manoa

2540 Maile Way, Spalding Hall 354

Honolulu, Hawai'i 96822

Telephone: (808) 956-8544

Fax: (808) 956-4261

E-mail: Graduate.education@hawaii.edu

2. To be sent to the Public Administration Program Office:

Two letters of reference, we want one reference letter to be from someone who knows your academic abilities and can assess your potential for masters level work. All letters of reference need to be submitted with the Public Administration letter of reference form available online at: <http://www.puba.hawaii.edu/mpa-degree.html>

1. Resume
2. Personal statement indicating why you want to participate in the Public Administration Program, and what you expect to gain from such participation. Summarize what you see as your professional future at this time. Also, describe any community service work that you have done on a voluntary basis.
3. Writing sample describing a public problem that concerns you. Speculate briefly on its causes and summarize what you think would be an optimum way of dealing with it. (Please limit this to two, typed, double-spaced pages)

Preferred: (all documents in one email in .pdf format) to :

pubadmin@hawaii.edu references may also email their recommendation with signed reference cover sheet.

For Mail:

Public Administration Program

2424 Maile Way, Saunders Hall 631

Honolulu, Hawai'i 96822

Telephone: (808) 956-8260

Fax: (808) 956-9571

<http://www.puba.hawaii.edu>

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Certificate participants wishing to enter the MPA Program must complete the Certificate before applying.

C. Application Deadline

We will begin reviewing applications on **MARCH 1**. Applications received after that date will be considered on a space-available basis. Eligible applicants may be interviewed by a member of the Program's Admissions Board. Admissions decisions will be made after the submission deadline.

D. Program Fees

Application fee to the University is \$100. Tuition charges and Program fees do not cover the cost of books and materials or on-campus evening parking, neither of which is substantial.

Tuition and Fees: http://manoa.hawaii.edu/records/tuition_fees/tuition.html

Please note that all tuition and fee charges at University of Hawai'i campuses are subject to change in accordance with requirements of state law and/or action by the Board of Regents or University administration.