

MASTER OF PUBLIC POLICY APPLICATION GUIDELINES

Application Form

Complete and return the application with other required supporting materials. Please remember to sign and date the application. The application deadline for Fall term is May 1. Applications received after that date will be reviewed on a space-available basis.

Essays (2)

Please type your answers to the two essay questions (personal statement and moral/ethical dilemma) contained in the following pages. Two typed pages, double-spaced, is sufficient for each question.

Recommendations (2)

Please provide two recommendations using either the forms provided or in a letter format. Recommendations should be requested from people with whom you have been closely associated and who are in a position to comment on your academic ability. It is preferred that one recommendation be provided by someone who can reflect on your academic achievements. The other recommendation should be provided by someone who can comment on your professional career (an immediate supervisor, former employer, etc.). Relatives should not be asked to submit recommendations.

GRE (Graduate Record Examination)

Request official copies of your GRE to be sent to Pepperdine University. The University's institution code is 4630. You may contact the Educational Testing Service (ETS) at (609) 771-7670 or visit www.gre.org to schedule a test date or to obtain additional information regarding the GRE. GMAT or LSAT scores are acceptable under certain circumstances. Inquire with the Office of Admission.

Transcripts

We require one copy of the official, confidential transcript from each institution (undergraduate or graduate) which you have attended. Essential to the review of your application will be transcripts from any institution where you earned (or will earn) a degree, studied for one year or more, or took classes that related to your current application for graduate study (for example, prerequisite courses).

Transcripts should be in confidential, signed-across-the-seal envelopes provided to you by the registrar at each institution. It is critical that transcripts be in confidential envelopes. Personal copies of your records, or copies which have passed through your hands are not confidential and are, therefore, not acceptable. If your school will not provide you directly with a confidential copy of your transcript, then it will be necessary to have them send an official copy to us directly. However, you may still send us an unofficial copy for temporary use only.

We must also receive certification of degrees received, including the date the degree was awarded. This information may be included on the final transcript or the diploma.

NOTE TO FOREIGN APPLICANTS: The academic records which we refer to as transcripts should provide a listing, year by year, of all courses taken and the grade or marks received for each one. It is helpful to have the grading scale of the institution and the student's rank in class included when such information is available. Do not submit secondary school records. Transcripts must bear an official signature in ink of the appropriate official of your institution(s), such as the registrar or recorder of records, and must bear the institutional seal. If your college or university will not provide original official academic documents, exact copies that have been verified as "Certified True Copies" by the appropriate institutional official of each institution attended should be sent. Uncertified photocopies are not acceptable. To be considered, all documents not in English must be accompanied by official English translations. These translations must bear an original ink signature and seal. Translations alone will not be accepted.

Resume

Please submit a current resume including record of employment, scholastic honors, extracurricular activities, and community involvement.

Application Fee

Please submit a personal check or money order made payable to Pepperdine University, or a VISA/Mastercard payment, for the nonrefundable fee of \$50.

Scholarship Consideration

The School of Public Policy's Academic Scholarship Program rewards the academic and/or professional achievements of a select group of entering students. No minimum grade point average, standardized test score, or professional experience minimums are required. However, applicants are reviewed relative to others being considered for an award.

Award amounts vary with each student. If a student applies and qualifies for federal financial assistance, the academic scholarship will become part of the financial assistance package.

International Student Guidelines

If the transcripts or marksheets are from a university outside of the United States, they are to be signed by the registrar, controller of examinations, or president of the university issuing the document. Official records are to be in the language of instruction, accompanied by official translations in English, if necessary. Translations sent directly from the institution attended or from a recognized translator are considered official.

TOEFL (Test of English as a Foreign Language) or IELTS (International English Testing System)

International students whose first language is not English and who are not graduates of a college or university in the United States are required to submit scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Please use the Pepperdine University institution code 4630 and have your TOEFL score sent directly to the School of Public Policy. A TOEFL score of at least 600 on the paper and pencil test, 250 on the computer-based test, or 90 on the internet-based test is the minimum required. Applications are not considered complete without the test scores. An IELTS band score of 7.0 or better on the International English Language Testing System will be accepted. For more information visit the web site at <http://ielts.org>.

International Student Data Form

International students are required to return this form with the Application for Admission.

APPLICATION CHECKLIST

All students:

- Application form
- \$50 application fee
- Essays (2)
- Recommendations (2)
- Official transcripts
- GRE (Graduate Record Examination)
- Resume

International students add:

- TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System Cambridge Exam)
- International Student Data form

**MASTER OF PUBLIC POLICY
APPLICATION FOR ADMISSION**

Application term: _____

Applicant Information

Please type or print in ink.

Full name: _____
Last name First name Middle name

Social Security no: _____ Date of birth: _____ Male Female

Mailing address (until May 31): _____

City/State/Zip or Postal code: _____

Country: _____ Phone no. () _____ Cell phone: () _____

Permanent address (after May 31): _____

City/State/Zip or Postal code: _____

Country: _____ Phone no. () _____ Cell phone: () _____

E-mail address: _____ FAX no. () _____ Work phone no. () _____

Present employer: _____ Occupation: _____

Former name(s) under which records may be filed (if applicable): _____ Birthplace: _____

Country of citizenship: _____ State of residence (U.S. only): _____

Prospective/current visa type: B-2 F-1 Other (specify): _____ U.S. Admission no. _____
(Printed on Form I-94)

Military status: Presently in Armed Services Veteran - Type of discharge: _____

Ethnicity (Optional): African-American Asian-American Native-American Non-U.S. resident/Foreign student
 Anglo-American Latino/Hispanic-American Pacific Islander Other

Religious affiliation (Optional):

- Assembly of God Church of Christ Evangelical Free Methodist Roman Catholic Undeclared
- Baptist Church of God Hindu Mennonite Seventh-Day Adventist None
- Buddhist Congregational Islamic Orthodox Unitarian Universalist Other
- Christian Church Disciples of Christ Jewish Presbyterian United Church of Christ
- Christian Science Episcopal Latter Day Saint Protestant United Methodist
- Lutheran

Education History

| List all colleges attended <i>(Use additional sheet if necessary.)</i> | Location (City, State) | Dates attended | | Major | Degree received | | Number of units |
|---|---------------------------|----------------|----|-------|-----------------|-------|-----------------|
| | | From | To | | Type | When? | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Have you previously applied for admission to any school within Pepperdine University?..... Yes No If yes, when? _____

Have you previously enrolled at any school within Pepperdine University? Yes No If yes, when? _____

Have you ever been dismissed from or disciplined by any college, professional school or organization, or any employment for adverse conduct? Yes No

Have you ever been found guilty in a criminal case or liable in a civil lawsuit other than minor traffic infractions or small claims civil matters?..... Yes No

How will college expenses be paid? Personal resources Employer reimbursement Financial aid (Student loans/scholarship)

I certify that to the best of my knowledge the information in this application is true and complete. I agree that if such information or any other information upon which admission is based is not true or complete, the University may rescind my degree. I further agree that if admitted, I will abide by the rules and regulations of the University, including but not limited to, those rules contained in the current University catalog. I acknowledge that all official transcripts I forward to the University become the property of the University and will not be forwarded to another institution nor returned to me.

Applicant's signature: **X** _____ Date: _____

Applicant's name: _____

Education History *(continued)*

Are you a: McNair Scholar PPIA Fellow Muskie Fellow

College/University awarding baccalaureate degree: _____

Major field of study: _____ Minor field of study: _____ Estimated Cumulative Grade Point Average (GPA): _____

Have you taken the GRE? Yes No Date you took or plan to take the test: _____

GRE scores: Verbal: _____ Quantitative: _____ Analytical: _____

Have you taken the LSAT? Yes No Date you took or plan to take the test: _____ LSAT score: _____

Have you taken the GMAT? Yes No Date you took or plan to take the test: _____ GMAT score: _____

INTERNATIONAL STUDENTS ONLY: Secondary School: _____ TOEFL score: _____

Type of degree: _____ Years attended: _____ Year awarded: _____

Work History

Number of months of full-time work experience (Not including summer work or internships): _____ Number of months of part-time work experience: _____

Average hours per week you were employed during school: _____

Title of your current position of employment: _____

Name of company/organization: _____ Type of organization or industry: _____

Dates of employment: From: _____ To: _____ Current salary: \$ _____

Scholarship consideration

Would you like to be considered for a scholarship? Yes No

List other schools for which you have applied

Essays

1. Please include a brief personal statement indicating fully your interest in studying public policy, why you chose to apply to Pepperdine University, and any further information which you feel should be considered by the admission committee. If you desire, please describe any applicable factors (i.e., extracurricular activities, work experience, geographical origin, socio-economic background, or racial or ethnic origin) and how they might contribute to your own learning experience and to the learning experiences of your classmates.
2. Please write about an ethical or moral dilemma you have faced in recent years. Describe your reaction and how you resolved the situation.

FOR OFFICE USE ONLY:

MASTER OF PUBLIC POLICY

PROSPECTIVE STUDENT RECOMMENDATION

Please type or print in ink.

Full name: _____
Last name First name Middle name

Name of individual making the recommendation: _____

To the applicant: Under the provisions of the Family Educational Rights and Privacy Act of 1974, you are guaranteed the right of access to your file upon matriculation as a student. Accordingly, you are requested to indicate below, prior to delivering this form to the person who will complete it, whether or not you wish to waive your right of access to this evaluation form when completed.

- I waive my right of access to this evaluation report I do not waive my right of access to this evaluation report

Signature of Applicant: X Date: _____

To the evaluator: When considering applicants to Pepperdine University's School of Public Policy, the admission committee places particular emphasis on the recommendation. A recommendation that presents a balanced view of an applicant's abilities is most helpful to the committee and to the applicant. Significant comments regarding important attributes, both positive and negative, are more useful than general statements. Feel free to supplement this form with additional information that you think is important.

Please note that if the applicant has signed the above waiver, the recommendation is confidential; otherwise, the applicant may have access to it once enrolled at Pepperdine University.

Please return the completed form to: Pepperdine University, School of Public Policy, 24255 Pacific Coast Highway, Malibu, California 90263-7493.

Evaluator name: Dr. Mr. Ms. _____

Position/Title: _____

Company/Organization: _____

Street address: _____ Daytime phone no. () _____

City/State/Zip code: _____ Country: _____

1. How long have you known the applicant? _____

2. Under what circumstances have you known the applicant? _____

3. In your opinion, is the public policy program appropriate at this time in the applicant's career? Explain.

4. What is the applicant's leadership potential?

Applicant's Name: _____

5. What is your perception of the applicant's initiative and motivation to achieve goals?

6. What are the candidate's major liabilities or weaknesses? _____

7. How do you rate the applicant's oral communication skills? _____

8. How do you rate the applicant's written communication skills? _____

9. How do you rate the applicant's ability in comparison with others whom you have known at comparable stages of their careers?

| Intellectual Ability and Achievement | No Basis for Judgment | Below Average | Average | Above Average | Excellent | Truly Exceptional |
|--------------------------------------|-----------------------|---------------|---------|---------------|-----------|-------------------|
| Intellectual capacity | | | | | | |
| Motivation | | | | | | |
| Maturity | | | | | | |
| Leadership ability | | | | | | |
| Creativity | | | | | | |
| Self-discipline | | | | | | |
| Written expression | | | | | | |
| Oral expression | | | | | | |

| Character and Personality | No Basis for Judgment | Below Average | Average | Above Average | Excellent | Truly Exceptional |
|---------------------------|-----------------------|---------------|---------|---------------|-----------|-------------------|
| Leadership | | | | | | |
| Self-confidence | | | | | | |
| Concern for others | | | | | | |
| Emotional maturity | | | | | | |
| Personal initiative | | | | | | |
| Working with others | | | | | | |
| Sense of humor | | | | | | |

Do you recommend that the applicant be admitted to Pepperdine University's Master of Public Policy Program?

- Strongly recommend Recommend with some reservations
 Recommend Do not recommend

Signature: X _____ Date: _____