

# Lyndon B. Johnson School of Public Affairs

## The University of Texas at Austin

### Application Materials Checklist for Dual Masters Programs

#### Documents submitted to: UT Graduate and International Admissions Center (GIAC)

GIAC URL: <http://www.utexas.edu/prospective/graduate.shtml>

for contact information, and check status link

- Texas Common Application** is found online at:  
[https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)
- Do not apply to each program separately**; use the dual code found on the application scrolling window for major selection.
- Application processing fee**: \$50.00; \$75.00 international
- Official transcripts** from all educational institutions listed on the application.
- Official GRE** score report from the Education Testing Service (UT code is 6882).
- Official TOEFL** score report (if applicable).

#### Documents submitted to: LBJ School of Public Affairs

Check the other department for their list of requirements. We do not share documents so prepare to provide the information (including letters of reference twice).

Preference: All documents may be submitted to LBJ e-mail address as attachments. If necessary, documents can be sent as hard copy.

- Professional resume**
- Letters of Recommendation** (3): sent to LBJ as e-mail attachment (or mailed as hard-copy) direct from recommenders.
- If waiving **access rights**, waiver for recommendation letters*: one e-mail to LBJ coordinator stating that you are waiving your access rights and listing recommenders.
- Essay** (maximum length of 4 pages, double-spaced)
- Unofficial copies of **transcripts** from **every undergraduate and/or graduate level** school attended.
- A copy of **GRE and TOEFL** scores

*Admissions Coordinator:* lbj admit@uts.cc.utexas.edu

*Physical Address:* LBJ School Of Public Affairs,  
University of Texas at Austin  
2315 Red River, Austin, TX 78712-1536

*By US Mail:* LBJ School of Public Affairs,  
University of Texas At Austin,  
P.O. Box Y,  
Austin, TX 78713-8925,

**LBJ School Admission Records (512) 232-4013**