

# Lyndon B. Johnson School of Public Affairs

The University of Texas at Austin

Application Materials Checklist for the LBJ School Masters Programs for Rangel Participants

## 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)
- Application processing fee:** As a Rangel participant, your fee is waived. Submit the application indicating that you will pay by check. ApplyTX will send the application on to UT. Send an e-mail to admissions coordinator with your UT EID (received from UT 3 business days after submission of application) so we can waive the fee.
- 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

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 direct from recommenders.
- Access waiver if waiving rights:** an e-mail to coordinator stating that you are waiving your access rights and listing recommenders.
- Essay** (maximum length of 4 pages, double-spaced)
- A copy of **undergraduate transcripts** from **every undergraduate** 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**