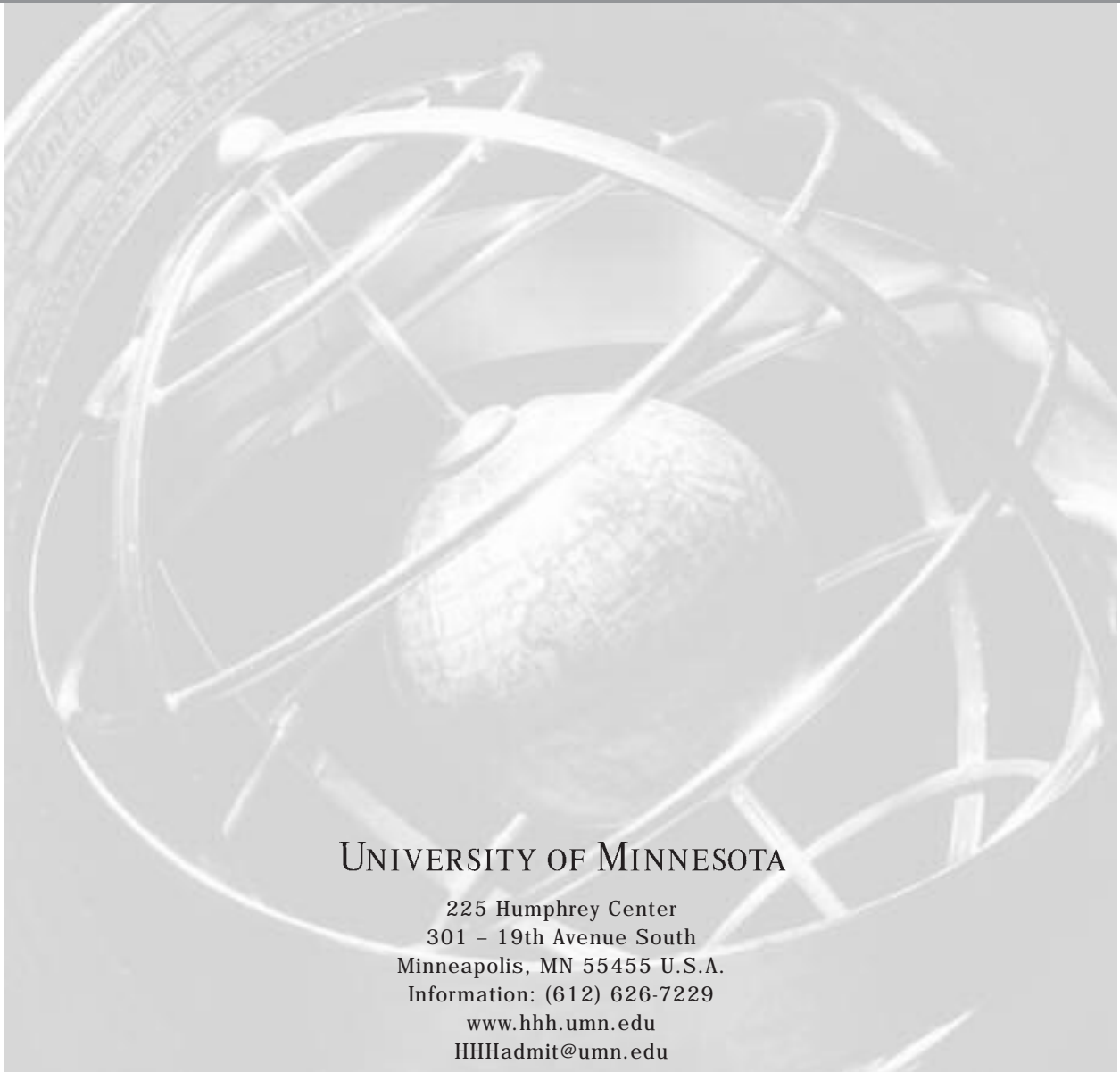


HUBERT H. HUMPHREY

INSTITUTE OF PUBLIC AFFAIRS

Application Procedures and Forms



UNIVERSITY OF MINNESOTA

225 Humphrey Center
301 - 19th Avenue South
Minneapolis, MN 55455 U.S.A.
Information: (612) 626-7229
www.hhh.umn.edu
HHHadmit@umn.edu

Admission requirements

All admitted students must have earned a U.S. bachelor's degree or a comparable foreign degree from a recognized college or university. Students with majors in any academic discipline are encouraged to apply to the MPP, MURP, and MPA degree programs. MS students are expected to have completed an undergraduate degree program with a major in one of the natural or engineering sciences or to have taken courses beyond the introductory level in at least one natural or engineering science.

Prerequisites

MPP and MS applicants are required to have completed an introductory course in Microeconomics.

MPP, MS, and MURP applicants must have a basic level of competence in college-level Algebra.

MS applicants must have completed an introductory Calculus course.

MPP, MURP, and MS applications will be reviewed according to the following criteria:

- Prior academic achievement (3.0 undergraduate GPA preferred by the University of Minnesota Graduate School; Average GPA for incoming Humphrey students is 3.5);
- Graduate Record Exam (GRE) general test scores;
- Work, volunteer, or leadership experience;
- Commitment to a public affairs or planning career;
- TOEFL results, if required (250 minimum, CBT; 600 minimum, PBT; 100 minimum, IBT);
- Potential contribution to the diversity of views and experiences represented at the Humphrey Institute.

MPA applicants will be reviewed according to the following criteria:

- Professional experience (minimum 10 years)*
- Prior academic achievement
- Evidence of conceptual and analytic thinking
- Leadership talent
- Demonstrated ability to work effectively in teams
- Engagement in public affairs
- TOEFL results, if required (250 minimum, CBT; 600 minimum, PBT; 100 minimum, IBT)
- Potential contribution to the diversity of views and experiences represented at the Humphrey Institute.

* Work experience should be post-baccalaureate, full-time equivalent. For questions or exceptions to this requirement (e.g., 15-20 years of work experience prior to completion of bachelor's degree, or 10 years full-time equivalent community service or volunteer experience, etc.), please consult the admissions office at: HHHAdmit@umn.edu.

Application deadlines

OCTOBER 15

- Postmark deadline for spring admission for MPA program only.

JANUARY 5

- Postmark deadline for fall admission and scholarships/fellowships consideration for MPP, MURP, and MS degrees.
- All materials posted by January 5 must be received no later than January 10.
- Hand-delivered materials must be delivered before 4:30 p.m. on January 5.

APRIL 1

- Postmark deadline for fall admission to MPP, MURP, and MS programs.
- Postmark deadline for fall admission and financial aid for MPA program.

Applying online

Prospective students are encouraged to apply for admission to the Humphrey Institute using the online application, located at www.hhh.umn.edu. Click on "Admissions & Financial Aid" for further details.

This application is current as of July, 2007.

Please consult our website to see if there is a more recent application form available before applying.

Application package

Applicants must submit materials to both the Humphrey Institute and the University of Minnesota Graduate School. The Graduate School and the Humphrey Institute will notify you independently when materials have been received. Please ensure that your application materials address all of the prerequisites and admissions criteria for the program to which you are applying.

HUMPHREY INSTITUTE: SEND THESE MATERIALS

- Humphrey Institute applicant data form (online at: www.hhh.umn.edu/admissions/application.html)
- Copies of all academic transcripts (official, unofficial, or photocopies acceptable)
- Statement of purpose
- At least three letters of recommendation
- GRE official score report sent to us from ETS. Required for MPP, MURP, and MS applicants.
- Professional résumé or curriculum vitae.
- PPIA Fellows must submit evaluations from the PPIA Summer Institute.
- Photocopy of Test of English as a Foreign Language (TOEFL) score report, if required.

TO THIS OFFICE

Humphrey Institute Admissions Office
225 Humphrey Center
301 – 19th Avenue South
Minneapolis, MN 55455
E-mail: HHHAdmit@umn.edu
Phone: 612-626-7229; Fax: 612-626-0002

GRADUATE SCHOOL: SEND THESE MATERIALS

- University of Minnesota Graduate School application for admission (online at www.grad.umn.edu/application.html) includes personal statement and diversity statement
- Official copies of all academic transcripts must be sent directly from your previous academic institutions to the University of Minnesota Graduate School. Transcripts forwarded by the applicant will not be accepted.
- Application fee (\$55 for U.S. applicants; \$75 for international applicants)
- Test of English as a Foreign Language (TOEFL) official score report, if required

TO THIS OFFICE

University of Minnesota Graduate School
Office of Admissions
101 Pleasant Street S.E.
309 Johnston Hall
Minneapolis, MN 55455-042

E-mail: gsquest@umn.edu
Phone: 612-625-3014; Fax: 612-625-6002

GRADUATE SCHOOL APPLICATION

Instructions regarding the Graduate School application, transcripts, and application fee can be found at: www.grad.umn.edu/admissions/. NOTE: Your degree desired, proposed major, and major plan code are as follows:

DEGREE DESIRED	PROPOSED MAJOR	MAJOR PLAN CODE
MPP	Public Policy	177838208
MURP	Urban and Regional Planning	192538408
MS	Science, Technology, and Environmental Policy	186731508
MPA	Public Affairs	081838308

Additional information

STATEMENT OF PURPOSE

Please include with your application a statement of purpose approximately 500 words or less, discussing your educational and professional experiences and goals. Relate these goals to your personal history and to the Humphrey Institute's programs. We recommend that you write your Humphrey statement first and paste that statement into the University of Minnesota Graduate School application. You do not need to write separate statements for each application.

LETTERS OF RECOMMENDATION

All applicants are required to submit at least three letters of recommendation. For MPP, MURP, and MS applicants, it is strongly recommended that at least one letter be from an academic reference. Letters should be accompanied by the letter of recommendation form (found in this packet and on our website), and they should be sealed and signed across the back by the recommender. Letters may also be submitted online via the Graduate School application. If an undergraduate placement office is sending letters of recommendation, they may be mailed directly to the Humphrey Institute. Please note that the University of Minnesota Graduate School application does not require letters of recommendation.

GRADUATE RECORD EXAM (GRE)

All applicants to the MPP, MURP, and MS degree programs must have an official GRE score report submitted to our office. No subject test is required. MPA applicants are not required to submit GRE results (unless their undergraduate institutions did not provide letter grades). GRE test scores more than five years old are not accepted. Other tests (LSAT, GMAT, etc.) may not be substituted for the GRE.

You should plan to take the GRE two to four weeks prior to the application deadline so that the Institute receives your scores by the application deadline. If you take the computer-

based test, you will be able to provide us with two out of three scores immediately after taking the test, and official score reports should be mailed out 10 to 15 days after testing.

To send GRE score reports to the Humphrey Institute, use the following codes:

School: 6874 (University of Minnesota)

Department: (use one of the following)

2204 - Public Affairs (MPA)

4402 - Urban and Regional Planning (MURP)

1903 - Public Policy Studies (MPP and MS)

If you already have taken or registered for the test, and indicated a department or school code other than one of those listed above, you will need to ask ETS to send us an official report.

It is a good idea for all applicants to also submit a photocopy of their personal score report directly to the Humphrey Institute. Your application can then be reviewed for admission and financial aid contingent upon receipt of the official score report. For GRE registration materials and information, contact the Educational Testing Service at:

GRE/ETS

P.O. Box 6000

Princeton, NJ 08541-6000 U.S.A.

E-mail: gre-info@ets.org

Phone: 1-866-473-4373

TTY teletypewriter number: 609-771-7714

Website: www.gre.org

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

The TOEFL is required for non-native English speakers. Scores must be less than two years old. The University of Minnesota's TOEFL Institution Code is 6874. TOEFL information is available at U.S. embassies and consulates, information agency offices, and educational foundations, or by contacting:

TOEFL/TSE Services

P.O. Box 6151

Princeton, NJ 08541 U.S.A.

E-mail: toefl@ets.org

Phone: 609-771-7100

TTY teletypewriter number: 609-771-7714

Fax: 1-610-290-8972

Website: www.ets.org/toefl/

FINANCIAL AID

If you wish to apply for Humphrey Institute financial aid, please indicate on the application the awards for which you are eligible and wish to be considered. Financial aid awarded by the Humphrey Institute is merit-based. Aid to students applying for the MPP, MURP, and MS degree programs requires full-time enrollment. In addition, some students secure research or teaching assistant-positions for 10 to 20 hours a week, which pay a salary and provide partial tuition and health benefits.

Applicants also may wish to apply for need-based financial aid through the University of Minnesota Office of Scholarships and Financial Aid. For information, contact:

Office of Scholarships and Financial Aid

University of Minnesota

210 Fraser Hall, 106 Pleasant Street S.E.

Minneapolis, MN 55455

E-mail: helpingu@umn.edu

Phone: 612-624-1111

Website: www.onestop.umn.edu/onestop/financialaid.html

RESIDENCY AND RECIPROCITY

Because the University of Minnesota is a state institution, Minnesota residents pay lower tuition than non-residents. Humphrey Institute tuition rates for non-residents are about twice those of residents. To qualify for resident status, you must have lived in Minnesota for at least one calendar year before the first day of class attendance. During that one-year waiting period, your primary reason for living in Minnesota must be something other than school attendance. The few exceptions to this rule generally apply only to veterans, migrant workers, certain federal employees, refugees, and faculty at Minnesota colleges. Students holding temporary international visas—for example, F-1, J-1, or H-1—do not qualify for resident tuition unless they are graduate assistants with appointments of at least 25 percent time.

The University has reciprocity agreements with North and South Dakota, Wisconsin, and Manitoba. If you are a resident of these states or this province, you may qualify for resident tuition rates. Reciprocity application forms are available from your home state's reciprocity program office. Manitoba residents should contact the University's residency office. For more information, contact:

Residency and Reciprocity Office

University of Minnesota

240 Williamson Hall, 231 Pillsbury Drive S.E.

Minneapolis, MN 55455

Phone: 612-625-6330

Recommendation form

Hubert H. Humphrey Institute of Public Affairs
University of Minnesota

Please notify your recommender of the option to submit their letter online via the Graduate School application.

APPLICANT

Please print or type your name and address in the space provided below. Forward one form, along with a self-addressed envelope, to your recommender. The recommender should seal the envelope and sign it across the back. They may either give the letter to you to provide to us, or mail it directly to our office.

NAME

CURRENT ADDRESS

PHONE

Humphrey Institute degree for which you are applying

Circle one:

MPP

MURP

MS

MPA

Waiver statement: Family Education Rights and Privacy Act of 1974 (Buckley Amendment). Under the provisions of the Act, you have the right, after you are enrolled in an academic program, to review your educational records.

The Act further provides that you may waive your right to see recommendations for admission. Please indicate whether or not you wish to waive this right and sign your name.

I waive do not waive

any right to access that I may have to this recommendation form.

SIGNATURE

RECOMMENDER:

Your recommendation will be an important factor in the admission decision for this individual. We appreciate the time and attention you give to this important aspect of this individual's application for admission. Please comment on:

- the applicant's ability to pursue an advanced degree,
- his or her experience in or potential for public service and leadership,
- his or her motivation and purpose, and
- strengths and weaknesses that might affect the applicant's performance as a graduate student.

This recommendation should be written on letterhead, attached to this form, and mailed to our office or given to the applicant to be submitted along with the rest of the application materials. Please seal the envelope and sign it across the back. Please keep in mind that the deadline for priority consideration for the MPP, MURP, and MS applications is January 5. The priority deadline for the MPA application is April 1. The applicant's file cannot be reviewed until your recommendation has been received.

YOUR NAME

TITLE

ORGANIZATION AND ADDRESS

RECOMMENDER'S EMAIL ADDRESS

CAPACITY IN WHICH YOU KNOW APPLICANT

SIGNATURE

DATE

PLEASE WRITE YOUR EVALUATION OF THE CANDIDATE ON LETTERHEAD AND ATTACH IT TO THIS FORM.

Applicant data form

*Hubert H. Humphrey Institute of Public Affairs
University of Minnesota*

This form also is available online at:
www.hhh.umn.edu/admissions/application.html

Please type or print. Please circle: MR. or MS.

PERSONAL DATA

NAME

CURRENT ADDRESS

CURRENT ADDRESS GOOD THROUGH

ALTERNATE ADDRESS

E-MAIL ADDRESS

DAY PHONE

EVENING PHONE

COUNTRY OF CITIZENSHIP

STATE OF LEGAL RESIDENCE (U.S. CITIZENS)

DATE OF BIRTH

OPTIONAL: U.S. citizens and permanent residents please check the appropriate box:

- African American American Indian or Alaskan Native Asian American or Pacific Islander Chicano
 Other Hispanic White, Non-Hispanic Other

DEGREE SOUGHT:

- Master of Public Policy (MPP)
 Master of Urban and Regional Planning (MURP)
 Master of Science in Science, Technology, and Environmental Policy (MS)
 Mid-career Master of Public Affairs (MPA)

ENROLLMENT:

- Full-time (three or more courses per semester)
 Part-time (one to two courses per semester)

TERM:

- Fall 2008
 Spring 2008 (MPA only)

PROPOSED AREA OF CONCENTRATION OR SPECIALIZATION

IF YOU PLAN TO PURSUE A DUAL DEGREE, INDICATE THE OTHER PROGRAM TO WHICH YOU HAVE APPLIED (OR IN WHICH YOU ARE ENROLLED)

EDUCATION

Colleges and graduate schools	Location	Degree granted and date	Major	Cum. GPA*	Major GPA	Jr./Sr. Yr. GPA

*Describe grading system if other than A=4.0, B=3.0, etc.

TEST RESULTS (IF REQUIRED)

Graduate Record Exam (GRE)	Date taken	SCORES	V	%	Q	%	A	%
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Test of English as a Foreign Language (TOEFL)	Date taken	Composite score
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WORK EXPERIENCE

Employer	Position/Title	Dates employed

Are you applying for academic merit-based financial aid? Yes No. To apply for financial aid, please see reverse side of this form.

Financial aid

All financial aid awards except the Thomas H. Swain Scholarship and DARTS fellowship for MPA students are for MPP/MURP/MS students and require full-time enrollment. Please check below the specific awards for which you wish to be considered. Except where a separate statement is indicated, you should address your qualifications for these awards in your statement of purpose. Deadlines for merit-based financial aid are January 5 for MPP/MURP/MS applicants and April 1 for MPA applicants. Not all awards are available every year.

Robert and Paula Barrie Fellowship in International Trade and Public Policy: For students who intend to study issues of international trade, international development, and public policy.

John E. Brandl Public Leadership Fellowship: For students who intend to pursue a career in public service, either in government or the nonprofit sector. Preference will be given to applicants with an active interest in electoral politics.

Community Development Fellowship: In partnership with the U.S. Department of Housing and Urban Development, this scholarship offers financial aid and professional development opportunities for economically disadvantaged and underrepresented students interested in the fields of housing and community development.

Dick Graham/DARTS Fellowship for Studies in Nonprofit Leadership: For mid-career Master of Public Affairs (MPA) students at the Hubert H. Humphrey Institute of Public Affairs who have demonstrated a commitment to community-based nonprofit leadership and exemplary leadership potential. Priority consideration will be given to talented students who articulate a vision for widening the circle of community and leading effective community change at a grass-roots level.

Diversity of Views and Experiences (DOVE) Fellowships: These extremely competitive University-wide fellowships are awarded by the Graduate School to assist graduate programs to recruit academically excellent students with diverse ethnic, racial, economic and educational backgrounds and experiences who have been traditionally underrepresented in graduate programs. The Institute nominates its top four applicants (who must be U.S. citizens or permanent residents). To be considered, applicants must submit a brief statement on how her or his background, experiences and achievements will contribute to the university's goal of promoting excellence through diversity.

Foreign Language and Area Studies Fellowship (FLAS): FLAS Fellowships are intended for new and returning graduate students to study a less commonly taught foreign language during the academic year and/or for intensive lan-

guage courses in the summer. Applicants must be U.S. citizens, nationals, or permanent residents. The Institute can nominate up to three candidates.

Bert and Susan Hill Gross Fellowship: For students who have a demonstrated interest in nonprofits, philanthropy and the public sector. This award will be given to a student with exemplary leadership potential.

Gerald W. Heaney Fellowship or Scholarship: Applicants must be from Duluth or Northeastern Minnesota.

Hubert H. Humphrey Fellowships and Scholarships: Merit-based awards vary in amount, structure and length.

Humphrey Institute Graduate Assistantships: Quarter-time service (10 hours per week) is required. Some awards also include tuition.

James E. Jernberg Public Service Fellowship: For MPP students who intend to pursue a career in public service, whether in government (local, state, federal), the volunteer, nonprofit or private sector. Preference will be given to those with some public service experience (including as part of undergraduate experience) and a demonstrated ability to integrate the ethic of service into all aspects of their lives. Please address the following points in your statement of purpose: a) your commitment to volunteerism or public service; b) the qualities you value or admire in public leaders and an assessment of how you wish to exhibit these qualities; and c) your reasons for considering a public career rather than others likely to produce greater financial wealth.

James Lyday Fellowship for Leadership in Public Service: For students who intend to pursue a career in public service and who show promise of a career characterized by the qualities that have distinguished the work of James Lyday: wisdom, analytical rigor, commitment to the public good, persistence, and a penchant for applying ideas from the academy to social policy. Application is particularly encouraged from persons who, in the judgment of teachers and employers, have potential not yet adequately measured by their academic record.

MacArthur Scholars Fellowship: The MacArthur Interdisciplinary Program on Peace and International Cooperation encourages study and research on the issues of peace, social change, security, and international cooperation as they relate to contemporary developing societies. Applicants must have backgrounds and interests relevant to these central issues and must plan on pursuing a course of study in international development. The Institute nominates its top three applicants and people may also apply directly to the MacArthur program. To be considered, applicants must submit a brief statement discussing their qualifications.

Gerald Mullin Distinguished Graduate Fellow: Applicants interested in international peace and the solution to controversies between people.

Public Policy and International Affairs (PIIA) Fellowship Program: This program supports students from groups who are underrepresented in leadership positions in government, nonprofits, international organizations, and other institutional settings. The fellowship program provides student training and financial support for graduate school and facilitates ongoing professional development. Applicants must have already completed a PPIA Summer Institute. Summer Institute evaluations must be submitted to the admissions office. Awards vary in amount and structure.

Joseph Robbie Fellowship/Scholarship in Metropolitan Government and Planning: For Master of Urban and Regional Planning students planning to pursue a career in metropolitan or regional government or planning.

Martin Olav Sabo Fellowship: For students from historically underrepresented applicant populations with demonstrated financial need who have overcome economic or educational disadvantages to achieve success in scholarship and leadership that will increase the diversity of views and experiences represented in the Humphrey Institute student body.

Shorenstein Scholarship: Merit-based award varies in amount, structure and length.

Thomas H. Swain Fellowship in Public Leadership: For students in the Master of Public Affairs program who intend to study civic engagement or public leadership. Priority will be given to Minnesota residents and U.S. citizens who demonstrate evidence or promise of contributing to public leadership in Minnesota. Students must complete their degrees within three years.

Wilder Fellowship: For MPP students interested in applied social and economic research and evaluation. A key component of the fellowship is a research assistantship with Wilder Research, the research arm of the Amherst H. Wilder Foundation.

The University of Minnesota subscribes to the following Council of Graduate Schools resolution: Students who have accepted offers of financial aid shall have complete freedom to withdraw through April 15 by submitting the resignation in writing. After April 15, students are committed to obtaining a written release from the institution that made the original financial aid commitment before they can accept any other offer.

Equal opportunity statement

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Inquiries regarding compliance may be directed to the Director of the office of Equal Opportunity and Affirmative Action. Additionally, this publication/material is available in alternate formats upon request. Please direct all inquiries to:

Office of Equal Opportunity and Affirmative Action
419 Morrill Hall
100 Church Street S.E.
Minneapolis, MN 55455
612-624-9547
eoaa@umn.edu

Commitment to diversity

The Humphrey Institute is enriched by diversity among our faculty members, staff, and student body. The diversity of views and experiences at the Humphrey Institute enhances our students' ability to create change in their communities, nation, and the world. We are committed to providing leadership in research, teaching, and outreach related to diversity and social change; recruiting and retaining diverse students, faculty members, and staff; developing curricula that reflects the multicultural world in which we live; and raising scholarship funds to offer financial support to underrepresented students.

Privacy statement

The University of Minnesota is bound by U.S. and State of Minnesota privacy laws. In compliance with such statutes, the Humphrey Institute will release no information about an application to anyone other than the applicant and the Humphrey Institute admissions committee without written permission from the applicant. Information submitted with applications for admission will be used only for identification or review purposes.

If you want the Humphrey Institute to give information about the status of your application to someone, such as a friend, relative, or organization, please attach a signed statement to your application with the name and contact information of the person or organization with whom you authorize the Humphrey Institute to share information.

