

Checklist for Internal Joint JD/MPA & JD/MAIR Applicants

Syracuse University first year (1L) College of Law students wishing to apply to the Maxwell School's Master of Public Administration or M.A. in International Relations programs must follow the below steps in order to be considered for conditional admission.

The Maxwell School Department of Public Administration and Internal Affairs may only grant JD students conditional admission to joint Law Master's programs. Final admissions decisions related to joint degree admissions are issued by the Syracuse University College of Law after all 1L grades have been received and recorded by the COL Registrar's Office.

Once admitted to the program officially, students may be eligible for limited Maxwell merit-based aid awards offered irregularly and as funds are available.

- 1. **Do not apply online using the standard SU graduate application.**

Complete the [Joint Degree Application for Conditional Graduate Admission \(Internal\) form](#).¹

- 2. **An additional letter of recommendation from a faculty member at the College of Law.** The letter should be from a faculty member that the JD applicant has taken a course with or worked closely with during their 1L year.

Letters should be sent directly to the department by the faculty member using their Syracuse university issued email address to paia@syr.edu.

- 3. **An unofficial transcript, showing fall term grades from first semester at SUCOL.**

Upon official admission (which will come from the College of Law), all admitted joint degree students MUST provide official transcripts from all prior undergraduate and graduate study to the PAIA Department.

- 4. **A copy of SU College of Law application materials including:**
 - All undergraduate transcripts
 - LSAT Scores
 - Personal statement
- The College of Law Registrar's Office will provide Maxwell with electronic copies of these materials. Students will be notified via email once these materials have been sent.

¹ http://law.syr.edu/uploads/docs/academics/Joint_Degree_Application_for_Graduate_Admission.pdf

- 5. A completed [Joint Degree Application for Conditional Graduate Admission \(Internal\) form](#) signed by the SUCOL.

All materials must be delivered DIRECTLY to the PAIA Department - email account at paia@syr.edu - no later than February 1 (College of Law Registrar's Office will provide all materials and application form electronically via email). Incomplete applications will NOT be reviewed.

There is no application fee required for internal applications.

If you are granted conditional admission, you will be notified by Maxwell via your Syracuse University issued email address.

What is Maxwell Seeking in Joint Degree Applicants?

Maxwell is seeking highly motivated and academically capable students into our master's programs that aim to work in public service. They want to make their communities, geographics, societies, etc. better than they found them. They are committed to evidenced based and logical decision and policy making.

The strongest candidates often exhibit the following characteristics:

- They have strong undergraduate academic records.
 - The average cumulative undergraduate GPA for students admitted to Maxwell is 3.5.
 - Please note, there are GPA restrictions and related policy at the College of Law. Please consult directly with SUCOL.
- They have strong writing skills as evidenced by undergraduate coursework, publications, work experience, personal statement and other application materials.
- If applying to the Master of Public Administration (MPA) program, they often have a substantive quantitative background. They have taken courses such as but not limited to²: economics, statistics, pre-calculus or a math sequence up to the 202 level.
 - If interested students applying to the MPA program do not have a quantitative background demonstrated on their undergraduate transcript, we strongly recommend the GRE³ to demonstrate quantitative skills.
- For students applying to the International Relations program, it is recommended that students have up to the 202 level of a foreign language. Although, students may be admitted without foreign language. Students have the opportunity to meet the foreign language requirement by taking additional coursework.

² Maxwell is not seeking students have taken all of the courses listed. These courses noted are to provide an example of the type of courses that show quantitative proficiency.

³ GRE minimum scores for admission: Verbal 158, Quantitative 156, Analytical Writing 4.5

- For international students, Maxwell requires English language proficiency. Students may demonstrate proficiency in their application in the following ways:

English Language Exams⁴	Education and/or Background
TOEFL = 100	Completing a 4-year undergraduate degree in the US or where the mode of instruction was English
IELTS = 7.0	Country of origin's first language is English
DUOLINGO= 120	Bi-lingual

⁴ English language proficiency scores as presented are minimums for admission. Most students admitted exceed these minimum standards of proficiency.