



Requirements for Admission to MSU – IIT School of Graduate Studies

Master in Public Administration Program

Based on the minimum requirements in the School of Graduate Studies in MSU-IIT, the following are to be satisfied for admission to the Master in Public Administration program:

1. For evidence of suitable background or its equivalent in the degree sought, applicants are required to submit the following:
 - a. Application for Admission* – 3 copies
 - b. 2x2 picture – 3pcs
 - c. Original and Photocopy of TOR
 - d. Original and photocopy of honorable dismissal for non MSU-IIT students or transfer of credential
 - e. Concept paper*
 - f. Personal statement*
 - g. Photocopy of NSO certified birth certificate
 - h. Photocopy of marriage contract for married women
 - i. Two recommendation letters former professors and/or distinguished authorities in the field/discipline sought *
 - j. personal interview, and
 - k. an admission test or any appropriate means.
2. Applicant must submit a Concept paper which is a summary of the research plan which the student intends to embark. For detailed instructions and access to the required *College of Arts and Social Sciences Graduate Forms*, the student may refer to this link:
<https://www.msuiit.edu.ph/offices/ogs/resources/index.php>
3. Applicant must submit all required credentials to the Department Program Coordinator/Adviser at least two weeks before enrolment. Credentials are evaluated by the Department Program Coordinator/Adviser and are endorsed to the College Graduate Coordinator and Dean of the College (in this case, Dean of CASS). Admission is contingent upon acceptance Office of the Dean of CASS.

What about the fees and payments?

Admission Fee of P100.00 and the enrolment assessment fee can be paid either over-the-counter at the Cashier's Office or through bank deposits or fund transfers to MSU-IIT LBP account (0322-1088-77). Deposit slips must be kept as proof of payment.

Upon receipt of your documents, your program coordinator will automatically enrol you to the program. The program coordinator will email to you your Certificate of Registration (COR).

To Whom and When to send the hard copies of the documents?

Please place all documents (including photocopies of receipts) inside a long size folder, enclosed in a long size brown envelope, and send through courier service to your designated Program Coordinators.

For inquiries, you may contact cass.polsci@g.msuiit.edu.ph.

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Department Graduate Program Coordinator

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