Master of Science (MS)
Public Leadership

Priority Dates: Fall – July 15 (August 15th deadline); Spring – November 15 (January 6th deadline)
Applications accepted on a rolling admission basis

Program Coordinator: Janiece Upshaw PhD.  Janiece.Upshaw@untdallas.edu  972-338-1538

*Applicants seeking admission to the MS in Public Leadership will need to meet the UNT Dallas minimum admissions requirements before being considered for admission to the program. Applicants must be fully admitted prior to orientation and be able to attend orientation. Applications received on or after the date of orientation may be required to defer their applications to a subsequent semester.

(Please use this checklist as a guide to assist you in completing the three-step application process.)

Step 1 Admission to UNT Dallas through the Office of Graduate Admissions
   ___ Complete the graduate admission application (online at www.applytexas.org)
   ___ Pay Application Fee (non-refundable) - $50 for U.S. citizens and permanent residents
   ___ Submit official transcripts from all schools attended
      *GPA of 2.80 overall or 3.00 in last 60 hours (lower may be considered during individual review)

Step 2 Admission to the School of Liberal Arts & Sciences
Please submit the following information to the School of Liberal Arts & Sciences. Include your name and student ID on all pages of documentation.

   ___ Essay: The MS in Public Leadership is a professional degree aimed at preparing public servants and other community-minded individuals to lead their organizations in solving 21st century governance issues. Given your academic and professional experience, what leadership and management skills are you looking to enhance over the course of your time in the program, and how will these help you in fulfilling your desire to serve your community better? (Minimum of 500 words)

   ___ Letters of Reference – 2 letters of reference are required (former professor(s) and/or current employer)

Unconditional Admission: minimum of 3.000 on last 60 hours of coursework leading to bachelor’s degree
Conditional Admission: applicants not meeting the requirements for unconditional admission will be considered for conditional admission on the basis of the strength of all of the listed admission factors. Under this admission status, special course requirements and/or other conditions such as GPA requirements may be imposed.

Step 3 – Check the Status of your application
The Departmental Admissions Committee reviews your application. You will be sent a letter via postal mail notifying you of your admission decision. You may also check online for a quicker notification.
1. To check if your transcripts have been submitted, you will receive an email that includes your login credentials and a temporary PIN number to check online. You will need to activate your EUID with the PIN number and click on Admissions Status.

2. To check if your supporting documents (essay, letters of reference) have been submitted, email your full name and student ID number to GradSchool@untdallas.edu.

Mail all application documents to:  
University of North Texas at Dallas  
Office of Graduate Admissions  
7300 University Hills Blvd.  
Dallas, TX 75241-4600

Email: GradSchool@untdallas.edu  
Phone: 972.780-3642  
Fax: 972.780.3636