APPLICATION PROCEDURES and Checklist:
Master of Urban Studies

APPLICATION DEADLINES

Students are admitted to the Master of Urban Studies program once a year starting in the Fall term. The deadline for admission is January 15.

We strongly recommend that international students complete their applications by December 1.

APPLICATION PROCEDURES: TWO SEPARATE APPLICATION PROCESSES

To expedite the graduate admission process, Portland State University requires two separate applications— one through the PSU Admissions Office and the other through the Toulan School of Urban Studies and Planning. The PSU application can be completed online as detailed below. TSUSP is currently working on switching our admissions processes over to College Net. In the meantime, you must mail your application materials to our department. Please plan for all materials to arrive by January 15. Late submissions will not be accepted.

PROCESS #1: PSU ADMISSIONS

The PSU Admissions process can be completed either by sending an application by mail or by applying online at http://www.pdx.edu/admissions/. The PSU Admission graduate application requires:

- The “Application for Graduate Admission” (http://pdx.edu/ogs/forms), or online. Please note that the MUS application deadline is sooner than the general PSU Admissions deadline. Please send PSU Admission applications by the MUS application deadline of January 15.

- The $50.00 non-refundable application fee (do not send cash). The fee is good for one year. Fee can be paid by credit card if you are applying online.

- One official transcript, in a sealed envelope, from all post-secondary institutions attended. All transcripts include: coursework taken at PSU, community colleges, study abroad experiences, etc (any institution where you received college credit). Even if only one course was taken at an institution, an official transcript must be submitted. To be admitted to PSU you must have a 3.0 GPA in all undergraduate coursework or a 3.0 in all graduate work (with a minimum of twelve graded hours) and a bachelor’s degree from an accredited institution.

- For international students whose native language is not English, a TOEFL score of 550 or better, taken within the past two years.

PROCESS #2: THE SCHOOL OF URBAN STUDIES AND PLANNING APPLICATION

Applications should be sent as a single packet to the Toulan School of Urban Studies and Planning:

Packets via USPS:
Nohad A. Toulan School of Urban Studies and Planning
Attn: Bryony Mangan
Portland State University
P.O. Box 751–USP
Portland, OR 97207–0751

Packets via UPS or FedEx:
College of Urban and Public Affairs
Nohad A. Toulan School of Urban Studies and Planning
Attn: Bryony Mangan
506 SW Mill Street, Suite 350
Portland, OR 97201

(Over)
The Urban Studies & Planning application requires:

- The Application for Admission: Master of Urban Studies.

- One copy of your transcript from all post-secondary institutions attended. All transcripts include: coursework taken at PSU, community colleges, study abroad experiences, etc (any institution where you received college credit). Even if only one course was taken at an institution, a transcript must be submitted. To be admitted to PSU you must have a 3.0 GPA in all undergraduate coursework or a 3.0 in all graduate work (with a minimum of twelve graded hours) and a bachelor’s degree from an accredited institution.

Applications missing transcripts will not be reviewed. Late submission of transcripts may cause your file not to be reviewed.

- A statement of purpose, submitted as part of your application. This is an important part of the evaluation process and should include a detailed discussion of the following:
  - What is your basis of interest in graduate work in urban and regional planning, including career objectives?
  - Discuss the special interest and field of specialization to be emphasized during your studies.
  - Speak to your academic, professional or other background and experience that is relevant to the program.

- A resume listing work and educational background.

- Three letters of recommendation from individuals familiar with your academic or professional background. It is recommended that the individuals chosen have supervised you in some capacity. Each letter should come sealed with your application packet.

- For international students whose native language is not English, official TOEFL scores of 550 or better, taken within the past two years. Scores can be entered on the application. You should also request that your official scores be sent to PSU.

- GRE scores. Please note that you should make arrangements to take the GRE well in advance of the application deadline. Scores, taken no more than five years ago, should be entered on the application and you should request that your official scores be sent to PSU.

FUNDING SOURCES

In addition to Federal Financial Aid (http://www.fafsa.ed.gov/), applicants should explore funding options through the following Portland State University resources:

- University and College scholarships* (http://www.pdx.edu/cupa/scholarships-and-fellowships)
  *Deadline for graduate scholarship applications is February 1

- Funding through the Office of Graduate Studies (http://www.pdx.edu/ogs/funding) including the WICHE program offering in-state tuition to residents of Western states (AK, AZ, CA, CO, CNMI, HI, ID, MT, NV, NM, ND, SD, UT, WA, WY).

- The TSUSP Financial Aid page (http://www.pdx.edu/usp/financial-resources)

ADMISSION PROCEDURES

If you have admission questions, please contact Bryony Mangan via e-mail at bmangan@pdx.edu or (503) 725-4068.