

**Instructions for Applying to  
The Master of Science Program in Justice Policy**

Thank you for your interest in the Master of Science in Justice Policy Program. Your application materials should include all of the documents listed below. UTSA accepts graduate applications year-round, and in accordance with the deadlines noted in the Graduate Catalog. The Justice Policy Admissions Committee and UTSA Administration will attempt to review these applications in a timely manner. *Early applications are encouraged.*

**1. The University of Texas at San Antonio Graduate School Application for Admission Form.**

All Applications must be submitted online and submitted directly to the Graduate School at:

<http://www.utsa.edu/graduate /Admission.index.html>

**The Deadlines for Applications:**

Semester for Admission	Application Deadline
Fall	July 1 <sup>st</sup>
Spring	November 1 <sup>st</sup>
Summer	May 1st

**For application status, transcript status, and online technical questions please contact:**

- **Jill Swayze- (210) 458-4822, [jill.swayze@utsa.edu](mailto:jill.swayze@utsa.edu)**  
The University of Texas at San Antonio – Graduate School  
Multidisciplinary Building – MS Building – Room 4.01.50  
One UTSA Circle, San Antonio, TX 78249-1644

**For graduate student advising, please email:**

- [msjpy@utsa.edu](mailto:msjpy@utsa.edu) to schedule an appointment with the Graduate Advisor of Record.

**2. Official transcripts from all colleges and universities you have previously attended**

- You should contact all colleges and universities you have previously attended and arrange to have them send an official transcript to:
  - UTSA- Graduate School  
Attention: College of Public Policy Admissions  
One UTSA Circle  
San Antonio, TX 78249

**3. Departmental requirements for the Master of Science in Justice Policy Program.**

- Compose a statement of purpose telling us about your intentions for entering UTSA’s M.S. in Justice Policy Program. Your Statement should be approximately 500-750 words in length (approximately two to three double-spaced pages).
- Include a description of your personal and career goals and indicate how you think the M.S. in Justice Policy will help you to achieve these goals. Your completed statement of purpose and your current résumé should be attached to your online application.

**4. Two letters of recommendation**

- As part of your application, please register online two recommenders with their email addresses who agree to provide recommendations on your behalf. Two letters of recommendations composed by the persons who recommend you and two recommendations forms completed by each recommender are required. You should request recommendations from individuals who have knowledge of your professional and academic abilities. It is strongly suggested that at least one of the recommendations come from an academic reference.

*It is the applicant’s responsibility to ensure that your applications, official transcripts, personal statement, résumé and recommendation letters/forms are timely submitted for receipt by the UTSA application deadline.*