

## APPLICANT CHECK-LIST

- Apply to UT Tyler Graduate School at [uttyler.edu/graduate](http://uttyler.edu/graduate), click on the orange “Apply Now” button.

- Submit all official sealed transcripts to the Office of Graduate Admissions,

Email to: [ogs@uttyler.edu](mailto:ogs@uttyler.edu) or mail to: The Office of Graduate Admissions,  
The University of Texas at Tyler,  
3900 University BLVD,  
Tyler, Texas 75799

- Submit EHCA *Applicant Information Sheet* to [ehca@uttyler.edu](mailto:ehca@uttyler.edu)

- Submit Resume to [ehca@uttyler.edu](mailto:ehca@uttyler.edu) or mail to EHCA-MPA Program

- Submit 300 Word Essay to [ehca@uttyler.edu](mailto:ehca@uttyler.edu) or mail to EHCA-MPA Program

Topics may include: Your career objectives and how the EHCA-MPA Program will aid in reaching them, A description of how your career has progressed to this point; and your personal view of the current status of our health care system. The essay should be in a business letter format.

- Submit 3 Letters of Recommendation to [ehca@uttyler.edu](mailto:ehca@uttyler.edu) or EHCA-MPA Program

One letter preferably from a supervisor and from people who are qualified to assess the applicant’s academic potential. Letters may be submitted via email as a scanned PDF. Please ensure all letters include an original signature and appear on official letterhead.

- Interview

Following the evaluation of all application criteria, qualified students will be contacted regarding personal interviews. The interviews will be scheduled with the applicant and the EHCA Director.

Executive Health Care Administration MPA Program  
3900 University Blvd, Tyler, Texas 75799  
[uttyler.edu/ehca/](http://uttyler.edu/ehca/) 903-566-7193