GUIDELINES FOR APPLYING TO THE
MASTER OF APPLIED GEOGRAPHY PROGRAM
AT NEW MEXICO STATE UNIVERSITY
(Revised 9 August 2011)

All students seeking admission to the Master of Applied Geography (MAG) degree program
have to apply to both the NMSU Graduate School (http://gradschool.nmsu.edu/) and the
Department of Geography. This document deals with the application to the Department of
Geography, which requires applicants to a) submit a letter of application, b) submit a resume,
and c) ask three referees to submit letters of reference to:

Dr. Daniel Dugas
Graduate Advisor, Master of Applied Geography Program
Department of Geography, New Mexico State University
P.O. Box 30001, MSC MAP
Las Cruces, NM 88003-8003

A letter of reference form with instructions for the recommendation is included at the end of
this document.

The letter of application should include:
1. the general topic in which you are interested for graduate study;
2. your previous education in geography and other areas that are relevant to your interest area;
3. previous employment relevant to your desire to obtain an advanced degree in geography;
4. your goals for the period immediately following your proposed graduate work at New
   Mexico State University;
5. what factor(s) attracted you to the Master of Applied Geography; and
6. the names, titles, and address of three individuals whom you have asked to write letters of
   reference.

The resume might include:
1. your name, current address, and a telephone number;
2. your permanent address;
3. your social security number;
4. your date and place of birth;
5. your citizenship;
6. a listing of all post high school educational institutions that you have attended, including
dates, degree sought (awarded), and your GPA;
7. a listing of academic honors or awards;
8. an indication of your experience with various computer hardware and software packages; and
9. an itemization of your employment history.
NAME OF THE APPLICANT

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

To the Applicant: Please fill in your name above and submit this form to a professor, instructor, work supervisor, or other individual who is acquainted with your education and academic abilities.

To the Evaluator: The information given in this recommendation will be confidential and will be used in the initial admission process only. The information will not become part of the student’s academic record. We are particularly interested in the ability of the applicant to pursue graduate study, perform research, serve as a teaching assistant, and serve in a professional capacity in the chosen field. We are also interested in the character of the applicant. An additional personal letter from the referee is also welcome. It would be helpful if you could cite special indications bearing upon the applicant’s qualifications. Please mail this form (and optional letter) to the following address.

Dr. Daniel Dugas  
Graduate Advisor, Master of Applied Geography Program  
Department of Geography, New Mexico State University  
P.O. Box 30001, MSC MAP  
Las Cruces, NM 88003-8003

**********************************************************************************************************************************************************************************************************

In comparison with other graduate students that you have known, please rate the items below thoroughly by assigning a numeric score from 1 to 5 using the scale below:  

1 = Truly outstanding; 2 = Superior; 3 = Above Average; 4 = Average; 5 = Below Average; X = Inadequate knowledge to rate

( ) Intellectual ability  ( ) Ability in oral expression
( ) Mastery of fundamental knowledge in his/her general field  ( ) Adequacy of ability for research
( ) Motivation and drive  ( ) Self-reliance and independence
( ) Scholarship  ( ) Emotional maturity and stability
( ) Ability in written communication

For non-U.S. citizens: Please indicate degree of English proficiency for teaching duties on the back of this form.

How far do you think this applicant will progress? Check one.  
( ) Will probably complete the doctoral degree.  
( ) Will probably complete the master’s degree.  
( ) Is not likely to complete any graduate degree.  
( ) Is not likely to complete a graduate degree without excessive help.

I have been acquainted with this applicant during the period of: ______________________ to ______________________ as ______________________ (teacher, advisor, supervisor, other).

Name: ____________________________________________
Position: __________________________________________
Institution: __________________________________________
Signature: __________________________________________
Date: ______________________