

# Graduate Application Checklist

## Step 1- Admission to the University through the Toulouse Graduate School

**TGS Deadlines: Fall-June 15; Spring-October 15; Summer-April 15**

\_\_\_ **Complete the Graduate School Application (online at [www.applytexas.org](http://www.applytexas.org))**

\_\_\_ **Pay Application Fee of \$75**

\_\_\_ **Submit official transcripts from all schools attending to:**

University of North Texas

Toulouse Graduate School

1155 Union Circle #305459 (USPS)

1147 Union Circle, ESSC Room 354 (UPS/FedEx)

Denton, TX 76203

E-mail: [GradAdmission@unt.edu](mailto:GradAdmission@unt.edu)

Toll Free: 1.888.868.4723

Phone: 940.565.2383

Fax: 940.565.2141

## Step 2- Admission to the College of Business

**CoB Graduate Programs Office Deadlines: Fall- July 15; Spring- November 15; Summer- April 15**

Please submit the following information to the College of Business. Please include your name and student ID on all pages of documentation.

\_\_\_ **Submit GMAT scores.** GMAT scores not more than five (5) years old are required for admission purposes. Our admitted students' average GMAT scores vary by semester from about 520 to 550. Call 1-800-717-GMAT or go online at [www.mba.com](http://www.mba.com) to register and find a location nearest you. It is recommended to take the test at least 30 days prior to the deadline. The GMAT score is a major component of the admission decision. Our code is 6DP8M55.

\_\_\_ **Essay** of unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add to the value of the class. (No more than 600 – 700 words.)

\_\_\_ **Resume** of work and academic experience.

\_\_\_ **Two (2) recommendations.** Recommendations must be signed and dated on letterhead. Alternatively, recommendation forms may be downloaded from UNT's web site or picked up in BLB 201. All recommendations should be professional or academic in nature. They must be written by college professors and / or supervisors and managers, only. Recommendations are not acceptable from family, friends, clergy, high school teachers / administrators, subordinates, co-workers, etc.

\_\_\_ **Mail the above information to:**

College of Business

Graduate Programs Office

1155 Union Circle #311160 (USPS)

1307 West Highland Street (UPS/FedEx)

Denton, Texas 76201

Email: [mbaCob@unt.edu](mailto:mbaCob@unt.edu)

Phone: 940.369.8977

Fax: 940.369.8978

## Step 3 - Check the Status of your application

The Master's Admission Committee reviews your application. You will be sent a letter via regular mail notifying you of your acceptance or denial. You may also check online for a quicker notification.

1. **To check if your transcripts and GMAT scores have been submitted:** The Toulouse Graduate School will send you an email and pin number to check online at: [www.my.unt.edu](http://www.my.unt.edu). You will need to activate your EUID with the pin number and click on Admissions Status.
2. **To check if your supporting documents have been submitted** (essay, resume, recommendations): Email your full name and student ID to [mbaCoB@unt.edu](mailto:mbaCoB@unt.edu).

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[www.cob.unt.edu/programs/masters](http://www.cob.unt.edu/programs/masters)