

BS/MS Accounting 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)

___ Pay Application Fee of \$75

___ GPA of 3.0 overall

**BS/MS Accounting applications must also have a 3.0 GPA in the 6 upper level accounting courses (ACCT 3110, 3120, 3270, 4100, 4300, and 4400).

Step 2 - Admission to the College of Business

CoB Graduate Programs Deadlines: Fall-June 15; Spring-October 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/GRE scores.** GMAT/GRE scores not more than five (5) years old are required for admission purposes. Our admitted students' average GMAT/GRE scores vary by semester from about 520 to 550. Call 1-800-717-GMAT or go online at www.mba.com to register and find a location nearest you. We recommend 153 Verbal/154 Quantitative scores for the GRE. Our GMAT code is 6DP8M55. Our GRE code is 6481.

___ **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

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/GRE scores have been submitted:** The Graduate School will send you an email and pin number to check online at: 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.

IMAPP

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)**

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

___ **GPA of 3.3 overall**

**IMAPP applicants must also have a 3.0 GPA in the 6 upper level accounting courses (ACCT 3110, 3120, 3270, 4100, 4300, and 4400).

Step 2 - Admission to the College of Business

CoB Graduate Programs Deadlines: Fall-June 15; Spring-October 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/GRE scores.** GMAT/GRE 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 to register and find a location nearest you. We recommend 153 Verbal/154 Quantitative scores for the GRE. Our GMAT code is 6DP8M55. Our GRE code is 6481.

___ **Essay topics are provided in a secure environment.** (No more than 600 – 700 words.), contact Becky Andrews at Becky.Andrews@unt.edu to schedule an appointment.

___ **Resume** of work and academic experience.

___ **Internship for credit (ACCT 5800)** See ACCT Graduate Advisor for approval process and qualifications. Or **Internship Experience Program Requirement**, See ACCT Graduate Advisor for approval process and requirements.

___ **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

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/GRE scores have been submitted:** The Graduate School will send you an email and pin number to check online at: 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.