

# G. BRINT RYAN COLLEGE OF BUSINESS

## MBA/MS Application Checklist

### STEP 1 - Apply to UNT through the Toulouse Graduate School

Complete Graduate School Application via [www.applytexas.org](http://www.applytexas.org) (\$75.00 fee)

Submit official undergraduate transcripts\* (all schools attended – via email, USPS, UPS, FedEx):

**Email:** [GradAdmission@unt.edu](mailto:GradAdmission@unt.edu)

**Mail:** University of North Texas Toulouse Graduate School  
1155 Union Circle #305459 (USPS)  
1147 Union Circle, ESSC Room 354 (UPS/FedEx)  
Denton, TX 76203

#### INTERNATIONAL STUDENTS

Demonstrate English Language Proficiency as outlined at [bit.ly/cobenglish](http://bit.ly/cobenglish)

\*Toulouse Graduate School completes a full evaluation of all international credentials. They also accept international credential evaluations from World Education Services (WES). Students with official WES credential evaluations should send them directly to the Toulouse Graduate School and also submit a copy to the G. Brint Ryan College of Business, Graduate Programs Office. Consideration will be given to credential evaluations from other credential evaluation companies by request. Please contact the Graduate Programs Office at [mbacob@unt.edu](mailto:mbacob@unt.edu) for additional information.

### STEP 2 - Admission to the G. Brint Ryan College of Business (submitted to [RCoBMasters@unt.edu](mailto:RCoBMasters@unt.edu))

GMAT/GRE scores if required\*

Essay of events and qualifications that distinguish you as a candidate (600-700 words)

Resume highlighting professional and academic experience

Three (3) letters of recommendation either signed and on letterhead of reviewer or submitted via the recommendation form (downloadable form [bit.ly/cobrecform](http://bit.ly/cobrecform))

Complete interview if required (Only Business Management Cohort)

### STEP 3 - Verification of Documents and Application Status

**Transcripts or GMAT/GRE scores:** Use email and pin number provided via email from Toulouse to check online at [www.my.unt.edu](http://www.my.unt.edu) (you will need to activate your EUID)

**Supporting documents:** Email [RCoBMasters@unt.edu](mailto:RCoBMasters@unt.edu)

\*GMAT and GRE information and waivers: Scores may not be more than (5) years old. Recommended scores: GMAT 520-570 or GRE 153 verbal/154 quant. You must request official scores be sent to the Toulouse Graduate School at UNT. Submit unofficial scores to [mbacob@unt.edu](mailto:mbacob@unt.edu).

List of waivers: [bit.ly/cobwaiver](http://bit.ly/cobwaiver)

Email [mbacob@unt.edu](mailto:mbacob@unt.edu) if you have questions about the GMAT/GRE requirement.

For GMAT information, visit: <https://www.mba.com/>.

For GRE information, visit: <http://www.ets.org>