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 (lower may be considered during individual review)
   **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-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 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 Email: mbaCob@unt.edu
   1155 Union Circle #311160 (USPS) Phone: 940.369.8977
   1307 West Highland Street (UPS/FedEx) Fax: 940.369.8978
   Denton, Texas 76201

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. 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-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 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 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.

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