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)
___ Pay Application Fee of $75
___ Submit official transcripts from all schools attending to:
   University of North Texas
   Toulouse Graduate School E-mail: GradAdmission@unt.edu
   1155 Union Circle #305459 (USPS) Toll Free: 1.888.868.4723
   1147 Union Circle, ESSC Room 354 (UPS/FedEx) Phone: 940.565.2383
   Denton, TX 76203 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/ GRE scores. Scores may not be more than five (5) years old. Our average GMAT scores vary by semester from 520-540. We recommend 153 Verbal/154 Quantitative score for the GRE. Visit www.mba.com or www.gre.org to register and find a location nearest you. Our GMAT code is 6DP8M55, and 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 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/GRE 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.