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
   1155 Union Circle #305459 (USPS)
   1147 Union Circle, ESSC Room 354 (UPS/FedEx)
   Denton, TX 76203
   E-mail: 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 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
   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. 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.