Detailed Steps to Complete the MAcc Program Application

1. Create an application account with the KU Office of Graduate Studies at www.graduate.ku.edu/apply.
   
   NOTE: You will be able to begin the application, save it, and return to complete it at a later time.

2. Answer the questions on pages 1-3.

3. Choose the program “Master of Accounting Full-Time – Lawrence Campus” on page 4. It is in the Business (Masters Program) area.

4. Enter names and email addresses of two recommenders on page 5. Select “Yes” where it asks if you want to waive the right to review the recommendation and then click the link to submit your recommendation requests. The two recommenders listed will receive an email from KU Graduate Studies asking them to complete their recommendation online. They will be asked to answer a few questions about you when they log in to submit their recommendation. They are able to upload a supplemental letter as part of the online process if they wish, but they are not required to write and upload a separate letter.

   If you want to include more than two recommendations, your additional recommenders can email a letter to bschoolmacc@ku.edu. Do not wait to submit your application until after you have been notified that your recommenders have submitted their letters. Submit your application once you have completed all of the requirements that you are responsible for. This allows us to start processing your application sooner. We will notify you if your recommendations have not been received by the time we need them.

5. Page 6 of the online application discusses academic transcripts, your educational institution(s) and the GMAT.

TRANSCRIPTS

The transcript information contained in the online system is generic for all KU graduate programs. Please do not follow those instructions. Instead, submit an official transcript from the institution granting your undergraduate degree and an official transcript from any institution where you have completed graduate work as follows:

KU Students

- Order an official electronic transcript at http://registrar.ku.edu/transcripts and have it sent to bschoolmacc@ku.edu. Please put Rachel Green’s name in the area where it asks for a name. If your KU transcript includes transfer credits from other universities, we do not need a separate transcript from those universities.

- You do not need to upload any transcripts (official or unofficial) to the online system.
Non-KU Students

- If your undergraduate university offers official electronic transcripts, please order one and have it sent to bschoolmacc@ku.edu.
- If your undergraduate university does not offer official electronic transcripts, please have an official sealed transcript sent to us at the following address: KU School of Business, Attn: Rachel Green, 1300 Sunnyside Ave., Lawrence, KS 66045. **NOTE: DO NOT open your official transcript. It is not considered “official” if it has been opened.**
- Regardless of whether you submit an official electronic transcript or an official sealed transcript, please upload an unofficial transcript or advising report to the online application system so that we can start reviewing your academic record.

GMAT

KU Undergraduate Accounting Students

- The GMAT exam is no longer required for KU accounting undergraduate students. For students in our own undergraduate accounting program, other criteria such as GPA, including accounting GPA, along with internships/work experience, leadership, activities and letters of recommendation provide the best evidence of success in the MAcc program.
- You may elect to take the GMAT exam if you believe it will improve your chances for admission. If you choose to take the GMAT exam, a poor score will also be considered in your admission decision.

Non-KU Undergraduate Accounting Students

- If your undergraduate degree is from a non-US institution, you are required to take the GMAT. Enter your scores on page 6 of the online application.
- All other non-KU accounting undergraduate students will be evaluated on a case-by-case basis. Please email bschoolmacc@ku.edu to see if you are required to take the GMAT.

**NOTE: Any student who takes the GMAT needs to make sure they have authorized the University of Kansas to see their official scores.**

6. Answer the questions on page 7.

7. Answer the essays and pledge your support to the Honor System of the School of Business on page 8.

8. Upload your resume and answer the remaining questions on page 9. If you have an upcoming internship, please make sure you have included that information on your resume. Submit your application.

9. Enter payment information for the application fee. **NOTE: If you pay with an “echeck,” the submission of your application will be delayed by 6 working days.**