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 questions on pages 1-3.

3. Choose the program “Business/Master of Accounting” on page 4.

4. Enter names and email addresses of two recommenders on page 5. Those two recommenders will receive an email from KU Graduate Studies asking them to complete their recommendation online. They are able to upload a supplemental letter as part of the online process if they wish. If you want to include more than two, your additional recommenders can email a letter to bschoolmacc@ku.edu.

5. Enter appropriate information, including your GMAT score.

6. Order an official transcript to be sent to KU (mailing address for a paper transcript and email address for an “e-transcript” are listed within the application). KU students can order a transcript at www.registrar.ku.edu/transcripts.

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


9. Submit your application.

10. Enter payment information for the $65 application fee.
Application-Related Frequently Asked Questions

1. **How do I submit my application materials?**
   All applications must be submitted online. Please see the detailed steps above.

2. **Can I submit my transcript(s) through the mail instead of electronically?**
   Yes. The mailing address for submitting a paper transcript is listed on the application.

3. **Should I include future internships on my resume?**
   Yes.

4. **Can you better explain what is required for the application essays?**
   You are required to answer 3 essays as part of your application process. You may type your responses in Microsoft Word and cut and paste the text into the online application. The three essays are as follows:
   
   a. Describe someone you admire and explain why you admire this person. How have you incorporated what you have learned from this individual in your life?

   b. Describe a difficult decision that you have faced. How did you resolve the internal conflicts and the situation? What did you learn from this?

   c. How do you anticipate that earning a graduate degree in business will assist you in achieving your career objectives?