



Application Steps

Are you ready to apply to the MAcc Program?

We are so excited to get to know you! Please review the detailed steps below as you complete the MAcc Program Application. Note that you will be able to begin the application, save it and return to complete it later. You will also be able to check your application online to see if all of your materials have been received. Alternatively, feel free to contact an advisor to check the status of your application.

- ❑ Create an application account with KU Graduate Studies at graduate.ku.edu/ku-graduate-application.
- ❑ Select “Degree Seeking” and provide your personal information on the next three pages.
- ❑ Under **Program Choice**, select either “Master of Accounting Full-Time – Lawrence Campus” or “Master of Accounting Working Professional – Edwards Campus.” Both are located under the heading “Business (Masters Program).” Confirm the selection before moving on to the next page.
- ❑ Enter names and email addresses of **two recommenders** on page 5.
 - Select “Yes” to waive the right to review the recommendation.
 - The two recommenders listed will receive an email from KU Graduate Studies asking them to complete a recommendation online as soon as you submit their contact information.
 - For the Working Professional Program, recommenders should upload a supplemental letter with their online recommendation. This is not required for the Full-Time Program.
 - Submit your application once you have completed all of the requirements that you are responsible for, rather than waiting until you are notified that your recommendations have been submitted.
- ❑ The **transcript** information presented next is generic for all KU graduate programs. Please do not follow those instructions. Instead, submit an official transcript from any institution granting you undergraduate or graduate credit by following the instructions below. You may upload unofficial transcripts to the online system, but we still require official transcripts.
 - **KU Alumni** – Order an official electronic transcript at <http://registrar.ku.edu/transcripts>. When entering the recipient details and selecting a department, select “Not in the List” and enter “MAcc” as the department name. Under Delivery Options, enter kumacc@ku.edu as the recipient email.
 - **Non-KU Alumni** – If your university offers official electronic transcripts, please order one and have it sent to kumacc@ku.edu. If your 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: Haley Carpenter, 1654 Naismith Drive, Lawrence, KS 66045. **NOTE: DO NOT** open your official transcript or it will no longer be considered “official.”
- ❑ The **GMAT** is not required for Working Professional candidates or applicants who earned an undergraduate accounting degree from KU.
- ❑ Complete the three required **essays**. The essays should speak to your commitment and motivation for completing a graduate-level accounting program. You may paste the text from a word processing program.
- ❑ Pledge your support to the **Honor System** of the School of Business.
- ❑ Upload your **resume** and answer the remaining questions.
- ❑ **Submit** your application and enter **payment** information for the \$65 application fee.

Questions?

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