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: Nicole Setter, 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 three required essays. You may paste the text from a word processing program.
  - How do you anticipate that earning a Master of Accounting (MAcc) degree from The University of Kansas will assist you in achieving your career objectives?
  - Describe a personal characteristic or something in your background that helps define who you are.
  - What are three of your most significant accomplishments and why do you view them as such?
- 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?
Rachel Green, MAcc Full-Time Advisor  kumacc@ku.edu
Kelvie Crabb, MAcc Working Professional Advisor  kumaccwp@ku.edu