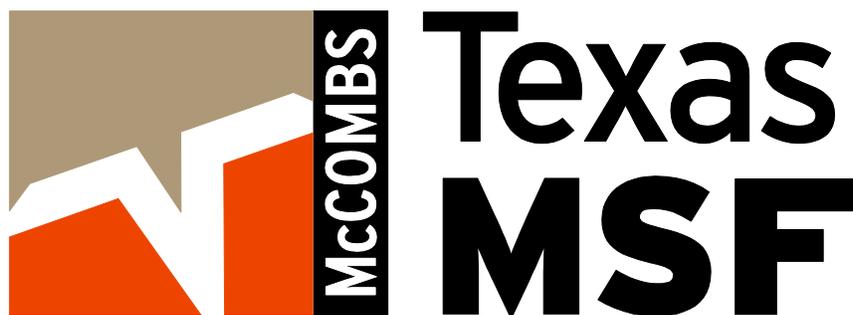


THE UNIVERSITY OF TEXAS AT AUSTIN



Congratulations on your decision to apply to the Master of Science in Finance program in the McCombs School of Business at The University of Texas at Austin.

The Texas MSF employs a rolling admissions process. Completed applications are reviewed in chronological order. Applicants can expect decisions approximately 6 weeks after the submittal of a **complete** application file.

Below are the key steps for completing your application to the MSF program. A detailed description of each step follows.

**First Step: The online application.**

1. Complete the [online application](#). The application includes information required by the University of Texas as well as specific information required for MSF applicants. When your application is complete, you will be given the option to submit your application and essay either together or separately.
2. Pay your application fee. The application fee is \$65 for U.S. citizens/permanent residents and \$90 for international applicants. Payment of the application processing fee may be submitted electronically via MasterCard or Visa if submitted on the ApplyTexas site. If you do not pay your application fee on the ApplyTexas site, you will receive an email message after submitting your online application which will include instructions for making payment to The University of Texas at Austin directly. Payment options will include Discover, MasterCard, electronic check, or electronic funds transfer. Please note that The University of Texas at Austin does not accept Visa. **If you wish to pay by Visa, you should pay your application fee on the ApplyTexas site.** We highly encourage you to pay your application fee online. If you choose to pay your application fee by money order (in U.S. dollars), please mail your money order to the [Graduate and International Admissions Center](#). Please note that applicants who have previously attended The University of Texas at Austin will also be assessed a \$10 transcript fee through [What I Owe](#).

3. Submit your Statement of Purpose Essay and Optional Essays. We suggest you write and edit your essay responses in a plain text editor such as Microsoft Wordpad, and then copy and paste the text into the essay text box. Your statement of purpose essay must be no longer than 120 eighty-character lines of text (including spaces and blank lines). The optional essays should be limited to 200 words.

If you opt to submit your application and essay separately, you will need to log back into your ApplyTexas account and select the "My Essays" tab to submit your essay. You may view the Statement of Purpose essay, as well as the two optional essays, [here](#).

4. Provide **three** letters of recommendation. When you complete the "Employment, References, and Honors" page of the online application for admission, you will be asked to provide the names and email addresses of your recommenders. Be sure that their email addresses are current and accurate. In addition, on the "Custom University & Major Specific Questions" page, you will be asked to decide whether or not you will waive the right to view your letters after they are submitted. **After your application for admission is submitted and received at The University of Texas at Austin**, the Graduate and International Admissions Center (GIAC) will send email messages to your recommenders and ask them to visit a website where they can complete an online questionnaire and upload the recommendation letter. Please note that your recommender will be informed whether or not you have waived your right to view his/her letter of recommendation. After you have submitted your online application for admission, you can log into the [application status check](#) to monitor the status of your pending requests for references, resend the Request for Reference e-mail to your recommenders, or add a new recommender.

If you are unable to provide an email address for a recommender, you may have the recommender return the [recommendation form](#) and attached letter to you in sealed envelopes with their signatures across the seal, and you can include the letters in a mailed packet to [GIAC](#). Please note that submitting a hard copy instead of an online recommendation can significantly delay the processing of your application, so **it is highly recommended that your recommenders submit an online recommendation**.

5. Submit your resume. After you have submitted your online application **and** paid your application fee, you will be able to log in to the [documents upload page](#) to upload your resume in the form of a .pdf file. Please keep your resume length to a maximum of two pages.
6. Submit your [Applicant Profile](#) using the same process as the resume submittal. A copy of this document is linked to on the Admissions page of our website. A note to those of you using a Mac: you must use Adobe Reader to read and complete the file, or your data may be corrupted when you re-upload it to applytexas.org.

7. Upload your transcripts. Submit a copy of an official transcript for each college or university attended. After you have submitted your online application **and** paid your application fee, you will be able to log in to the [documents upload page](#) to upload a copy of your official transcript(s) in the form of a .pdf file. **TIPS:** Most colleges and universities will not supply an official transcript in a .pdf version. You will need to obtain an official transcript and scan the hard copy into a .pdf document. You will be able to upload only **one** .pdf document **per school**. International transcripts written in a language other than English must be submitted in their original language together with a complete and official English translation. You should redact (mark out) the Social Security Number (SSN) anywhere it appears on your transcript before creating the .pdf and uploading it. The GIAC website provides [additional information about transcripts](#) and [detailed instructions for uploading the .pdf](#) of your transcript(s). Applicants who attended The University of Texas at Austin will not be required to upload a copy of a UT-Austin transcript but rather will be assessed a \$10 transcript fee through [What I Owe](#).
8. If applicable, submit your U.S. Permanent Resident Card. U.S. permanent residents are required to submit a copy of the U.S. permanent resident card. After you have submitted your online application **and** paid your application fee, you will be able to log in to the [documents upload page](#) to upload a copy of your U.S. permanent resident card in the form of a .pdf file.
9. Provide any supplemental documentation. You can [upload](#) any supplemental documentation in the form of a .pdf file. Supplemental documentation might include the [Certification of Financial Responsibility](#) and financial documents (for international applicants) or a full list of honors and awards or current and future coursework, if the entire list didn't fit in the online application.
10. Send official GRE or GMAT scores, as well as TOEFL or IELTS scores if required. The UT Austin code for submission of GRE scores is 6882. The GMAT code is 396-44-45. International applicants must submit official test scores for the Internet-based version of the TOEFL or IELTS unless they are from an [English-only speaking country](#). International applicants who have studied for an undergraduate or a graduate degree in an English-only speaking country **cannot** waive the TOEFL/IELTS score requirement.

### **Second Step: Monitor your application**

To ensure that your application is evaluated as quickly as possible, be sure to monitor the status of uploaded documents, test scores, and letters of recommendation by checking the University of Texas status page [here](#). If any items are outstanding or not received, your application decision will be delayed.

It is the responsibility of the applicant to ensure that all documents and required credentials are accounted for.

**Admissions Interview Policy:** Admissions interviews are offered on an invitation-only basis. This means that the MSF admissions committee will review applications and invite selected candidates to interview. The committee will contact qualified applicants to set up interviews once a completed online application, transcripts, test scores, and resume are received. Please do not contact us to request an interview. If you are granted an interview before submitting your essays and letters of recommendation, you must submit them before a final admissions decision can be made.

**Last Step: After you are admitted**

Accept your offer, and submit your non-refundable \$2000 deposit. Detailed instructions for accepting the offer and paying the deposit will be mailed to you after your admission is granted.

Submit your official transcripts. If you are admitted, these must be received BEFORE you will be allowed to enroll. Official transcripts are those that bear the facsimile signature of the registrar and seal of the issuing institution. Note: You can have your transcript(s) sent electronically. Institutions that are on the Texas Electronic Transcript Network or which use the national ANSI ASC X12 transcript format (SPEEDE) can provide electronic transcripts. GIAC prefers to receive electronic transcripts because they can be processed much faster than paper transcripts. Check with the registrar of your institution to find out if transcripts can be sent via the SPEEDE server. We cannot accept electronic transcripts sent in any other format (pdf), by email, or by links to secure web sites.