

TRADITIONAL MPA ADMISSIONS PACKET

APPLICATION DEADLINES

U.S. – Early*: **DECEMBER 1**
International**: **JANUARY 5**
U.S. – Final: **MARCH 31**

*U.S. applicants with strong credentials are encouraged to submit their applications by the early deadline if they wish to receive an earlier decision notification and to increase their chances for departmental scholarships. Please note that the admissions committee may decide to admit, deny or place an applicant on a waitlist, depending on the strength of the entire application and applicant pool.

**An international applicant is defined as a person who is not a citizen or permanent resident of the United States of America.

U.S. applications are reviewed on a rolling basis in the order of completion, beginning with those completed by the early deadline and ending with those completed by the final deadline. International applications are reviewed after the application deadline rather than on a rolling basis.

All application materials, including official test scores, must be received by the final deadline. Applications that are completed after the deadline are considered on a space-available basis only.

ADMISSIONS PROCESS

STEP 1

Complete the [MPA pre-enrollment requirements](#) prior to applying.

STEP 2

Submit a completed [online \(ApplyTexas\) application](#) and pay the application fee. Applications are accepted for the fall semester only. The online application opens by the last week of August each year.

STEP 3

Receive an email confirmation from UT's Graduate and International Admissions Center (GIAC) approximately 24-48 hours after submitting your online application. The email will contain instructions for checking the status of your application materials.

STEP 4

Upload your supplemental application materials (see [Application Checklist](#) below).

STEP 5

Have your official test scores sent directly to The University of Texas at Austin.

STEP 6

Wait for the admissions decision. Your completed application will be sent to the MPA Program Office for review, and the admissions committee's decision will be posted on the [status check site](#).

STEP 7

Commit to the MPA Program! If you are admitted, the MPA Program will send you details on the next steps, including how to formally accept your offer of admission and pay your enrollment deposit.

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The University of Texas at Austin
Texas McCombs MPA
McCombs School of Business

APPLICATION CHECKLIST

The Texas MPA application consists of several components. Please review the following checklist carefully before proceeding with the online application. Additionally, the [Graduate and International Admissions Center website](#) includes detailed instructions for both U.S. applicants and international applicants regarding the application fee, transcripts, and test scores.

Below is a list of the complete application package items for admission to both The University of Texas at Austin and the MPA Program. To ensure prompt and accurate processing of your application, check for each item to be sure it has been received by the application deadline. Incomplete applications cannot be evaluated and may encounter processing delays that could affect the admissions decision. Please do not include your social security number on any correspondence; the EID issued by The University of Texas at Austin after you submit your application will serve as your identification number.

□ ONLINE APPLICATION (APPLYTEXAS)

The [online \(ApplyTexas\) application](#) includes information required by The University of Texas at Austin, as well as specific information required for MPA applicants. All applicants will complete a fall application, even if they will be required to start in the summer. Select "Professional Accounting MPA" as the major rather than "Accounting-Professional Program, (PPA) Fifth Year."

The Graduate and International Admissions Center (GIAC) will send you an assigned UT EID approximately 24-48 hours after you submit your application. You will use your EID to [log into the application status check](#) to upload the required supplemental materials and view the official admissions decision once it has been made. Please note that the MPA admissions committee will not review an application until all application materials have been received. It is the applicant's responsibility to monitor the progress of his/her application and notify GIAC of any errors or delays in processing.

□ APPLICATION FEE

The application fee is \$125. 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.

□ STATEMENT OF PURPOSE ESSAY

Upload a .pdf of your essay through the [application status check website](#). You will have access to the application status check approximately 24-48 hours after submitting your online application. Your essay should address the following:

"Explain how obtaining a Master in Professional Accounting degree at the McCombs School of Business will assist you in further defining your primary personal and/or professional life goals. Why is now the best time for you to pursue this degree?"

Your explanation should include, but not limited to, a description of both your intermediate and long-term career goals, as well as a current vision of your desired employment upon graduation.

□ TWO LETTERS OF RECOMMENDATION

You will be asked to provide the names and email addresses of your references in the "Employment, References, and Honors" section of the application. Texas MPA accepts recommendation letters from academic and/or professional references. The application provides space for up to three references, but you can opt to leave one blank. In addition, you will be asked to decide whether or not you waive the right to view your letters after they are submitted. Please note that your references will be informed of your decision. 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 a Request for Reference email message to your references. The message will contain a link to a website where your references will be asked to complete an online questionnaire and upload a recommendation letter. After you have submitted your online application for admission, you can [log into the application status check](#) to monitor the status of your pending recommendation requests, resend the Request for Reference email, or add a new reference.

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□ PROFESSIONAL RESUME

Upload a .pdf of your resume through the application status check website. You will have access to the application status check approximately 24- 48 hours after applying online.

Please follow the MPA Application Resume Guidelines (found in this packet) and use the [MPA Application Resume Template](#) for formatting and constructing your resume. Due to substantial MPA applicant volume, the MPA Admissions and Career Services staff are unable to advise individual prospective students regarding resume content or format. However, we have provided detailed guidelines, a list of action words for resume writing, and a [Word template](#) to assist you. If admitted, you will use this format again during the MPA recruiting process and receive individualized attention from our MPA Career Consultants. They will work with you to fine-tune your resume and maximize its effectiveness.

□ COPY OF OFFICIAL TRANSCRIPT(S)

Submit a copy of an official transcript for each college or university attended. Failure to list all colleges on the application and provide those transcripts will be considered an intentional omission and may lead to the cancelation of your application for admission or withdrawal of your offer of admission. Transcripts from junior or community colleges should be submitted if you completed our pre-enrollment requirements or any accounting courses at these institutions.

After you pay your application fee, you will be able to [log in to the documents upload page](#) to upload a .pdf copy of your official transcript(s). If the registrar does not supply official transcripts in the form of a .pdf document, obtain a hard copy and scan it to a .pdf document. A junior or community college transcript can be uploaded as a "miscellaneous admissions document" if the college does not appear in the list of documents to upload. UT's website provides [information on submitting transcripts](#) and [instructions for uploading transcripts](#). 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 \$20 transcript fee.

□ SUPPLEMENTAL MATERIALS

You can upload any [supplemental documentation](#) in the form of a .pdf file. Examples of supplemental documentation include: 1) a full list of honors and awards or current and future coursework, if the entire list does not fit in the online application, or 2) a written explanation to the MPA Admissions Committee if you feel that your grade point average or test scores are not valid indicators of your ability.

□ TEST SCORES

In addition to submitting the items listed above, you must have your official test scores sent directly from the testing agency to The University of Texas at Austin. Applications are not considered complete (and will not be evaluated) until UT-Austin receives the official score report. If you retake a test, the Admissions Committee will consider only the score report with the highest total score.

All applicants must submit official GMAT or GRE scores. Scores are valid for five years from the test date. The MPA Program does not require a minimum score, but GMAT or GRE scores are an important component of each application. You are encouraged to take the GMAT or GRE no later than mid-fall.

English skills are essential for academic and professional success in the MPA Program. All international applicants, except those from [English-only speaking countries](#), must submit official TOEFL (Internet-based) or IELTS scores. The MPA Program prefers a minimum score of 105 overall and a minimum score of 24 for each individual section (reading, listening, speaking, writing) or minimum IELTS band scores of 7.5 (overall and individual sections). Scores are valid for two years from the test date.

The MPA Program will not allow you to waive the TOEFL or IELTS if you have earned an undergraduate or graduate degree in an English-only speaking country. However, you may request that a copy of your expired Internet-based TOEFL or IELTS score report be used for your MPA application if the scores meet our minimum requirement. Please email the following information to [Keri Ledezma](#): a copy of your TOEFL or IELTS score report, the university where you studied your degree, the degree earned and major, your

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graduation date, and the total length of time spent in the English-only speaking country.

MAILED ITEMS

Please avoid mailing in documentation as hard copies will significantly delay the processing of your application.

QUESTIONS?

Contact [Keri Ledezma](#).

RESUME GUIDELINES

Please ensure your resume follows these guidelines before submitting your MPA Admission Application.

Format your document according to the [MPA Application Resume Template](#). Since the template is provided in Word format, you can customize it.

Your resume should be only one page in length. This means you should include only the activities and experiences most relevant to the career you plan to pursue. If you would like to document additional experiences, you may attach additional information pages as noted on the template (e.g., a future position you have already secured).

Ensure margins are ½ to ¾ inch on all sides.

Use Calibri font. Contact information and the resume body should be in 10-12 point font. Your name at the top should be larger than the rest of the text and formatted in bold and SMALL CAPS.

Include a full space between sections.

Use tab stops rather than the space bar to align dates with the right margin. Represent dates as follows:

- List the month and year of graduation for degrees obtained or in progress.
- List experiences in reverse chronological order by end date.
- For experiences that occurred only during part of one year (e.g., internships), include the semester and year.
- For experiences you are currently doing, include the starting year and the word "Present" (e.g., 2016 - Present).

GMAT WEBSITE – [click here](#)

MPA Program Code: 396-44-94

GRE WEBSITE – [click here](#)

UT-Austin Code: 6882 (Dept. code not necessary)

TOEFL WEBSITE – [click here](#)

UT-Austin Code: 6882 (Dept. code not necessary)

IELTS WEBSITE – [click here](#)

[UT-Austin Mailing Address](#)

- For experiences you started in one year and ended in another, indicate the year to year range (e.g., 2016 - 2017).

Include GPAs for degrees obtained prior to the MPA.

Describe achievements in terms of specific actions and measurable results, quantifying when possible.

Avoid using periods at the end of each bulleted phrase, as they are not in complete sentences.

Spell out numbers one through nine and use numerals for 10 and greater.

Include work eligibility in bold as the final bullet point. Please use the wording option below that describes your work eligibility:

- Work Eligibility: Eligible to work in the U.S. with no restrictions
- Work Eligibility: Eligible to work in the U.S.; will require visa sponsorship for full-time employment

If neither of the above options applies, or if you have questions about your work eligibility, please use the option below:

- Work Eligibility: Unknown

You may include information regarding citizenship and/or work authorization in other countries in addition to the above work eligibility verbiage, but it is not required.

Check facts, spelling, grammar, punctuation and capitalization. Consider asking a friend, family member, or trusted mentor to review your resume before submitting it.

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ACTION WORDS FOR RESUME WRITING

ANALYTICAL

Adjusted	Compared	Distributed	Increased	Purchased	Sold
Administered	Computed	Doubled	Invested	Quadrupled	Solicited
Allocated	Conciliated	Downsized	Isolated	Qualified	Sorted
Analyzed	Conserved	Economized	Maintained	Reasoned	Sourced
Appraised	Corrected	Eliminated	Managed	Reconciled	Specified
Assessed	Cut	Estimated	Marketed	Reduced	Supplemented
Audited	Decreased	Exceeded	Measured	Reported	Systematized
Balanced	Detailed	Factored	Netted	Researched	Tabulated
Billed	Determined	Financed	Observed	Reshaped	Tested
Bought	Developed	Forecasted	Planned	Retailed	Tripled
Budgeted	Disbursed	Funded	Prepared	Retrieved	Underwrote
Calculated	Dispensed	Gained	Programmed	Saved	Upgraded
Checked	Distinguished	Generated	Projected	Secured	Upsized

COMMUNICATION

Abstracted	Contacted	Expressed	Involved	Persuaded	Resolved
Acted	Conveyed	Facilitated	Joined	Planned	Responded
Addressed	Convinced	Familiarized	Judged	Presented	Revitalized
Advertised	Corresponded	Fashioned	Launched	Produced	Scheduled
Arbitrated	Created	Formulated	Lectured	Projected	Screened
Arranged	Critiqued	Furnished	Led	Promoted	Shaped
Articulated	Debated	Generated	Listened	Proofread	Sold
Assessed	Defined	Helped	Marketed	Proposed	Solicited
Authored	Demonstrated	Imagined	Mediated	Publicized	Specified
Briefed	Designed	Incorporated	Memorized	Published	Spoke
Built	Developed	Influenced	Merged	Read	Stimulated
Clarified	Directed	Informed	Moderated	Realized	Suggested
Collaborated	Discriminated	Initiated	Modernized	Reasoned	Summarized
Communicated	Discussed	Innovated	Motivated	Reconciled	Synthesized
Composed	Dissuaded	Integrated	Negotiated	Recruited	Taught
Conceptualized	Drafted	Interacted	Observed	Rectified	Trained
Condensed	Edited	Interpreted	Obtained	Referred	Transcribed
Conducted	Elicited	Interviewed	Outlined	Reinforced	Translated
Conferred	Enabled	Introduced	Participated	Remodeled	Visualized
Constructed	Enlisted	Invented	Perceived	Reported	Wrote
Consulted	Explained	Invited	Performed	Represented	

ORGANIZATIONAL

Approved	Compiled	Inspected	Prepared	Reviewed	Updated
Arranged	Corrected	Logged	Processed	Routed	Validated
Catalogued	Corresponded	Maintained	Provided	Scheduled	Verified
Categorized	Distributed	Monitored	Purchased	Screened	
Charted	Executed	Obtained	Recorded	Standardized	
Classified	Filed	Operated	Registered	Submitted	
Coded	Generated	Ordered	Reserved	Supplied	
Collected	Incorporated	Organized	Responded	Systematized	

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RESEARCH

Accumulated	Clarified	Diagnosed	Forecast	Measured	Reviewed
Acquired	Collected	Discovered	Formulated	Observed	Riveted
Administered	Compared	Documented	Found	Obtained	Screened
Amplified	Compiled	Drafted	Gathered	Organized	Searched
Analyzed	Composed	Edited	Generated	Perceived	Solved
Applied	Concentrated	Evaluated	Identified	Pinpointed	Studied
Articulated	Conducted	Examined	Inspected	Planned	Summarized
Assessed	Constructed	Exhibited	Integrated	Prepared	Surveyed
Audited	Consulted	Experimented	Interpreted	Processed	Synthesized
Augmented	Critiqued	Explored	Interviewed	Proofread	Systematized
Balanced	Decided	Extracted	Invented	Read	Tested
Calculated	Detected	Extrapolated	Investigated	Reported	Verified
Charted	Determined	Focused	Located	Researched	Wrote

PERSUASION

Arbitrated	Identified	Judged	Obtained	Realized	Served
Catalogued	Implemented	Launched	Ordered	Recruited	Set goals
Centralized	Improved	Lectured	Performed	Reduced	Sold
Consulted	Increased	Led	Planned	Reported	Solved
Dissuaded	Influenced	Liaised	Processed	Researched	Stimulated
Documented	Inspired	Maintained	Produced	Resolved	Summarized
Educated	Installed	Marketed	Promoted	Restored	Surveyed
Established	Integrated	Mediated	Proposed	Reviewed	Translated
Expedited	Interpreted	Moderated	Publicized	Routed	
Familiarized	Investigated	Negotiated	Purchased	Saved	

TECHNOLOGICAL

Adapted	Configured	Eliminated	Inspected	Pioneered	Revamped
Analyzed	Conserved	Engineered	Installed	Prepared	Solved
Applied	Constructed	Evaluated	Instituted	Printed	Specialized
Assembled	Converted	Excelled	Integrated	Processed	Standardized
Automated	Coordinated	Evaluated	Interfaced	Produced	Streamlined
Broadened	Created	Excelled	Launched	Programmed	Studied
Built	Debugged	Expanded	Lectured	Published	Supplemented
Calculated	Designed	Expedited	Maintained	Reconstructed	Surveyed
Charted	Detected	Fabricated	Manufactured	Rectified	Systematized
Classified	Determined	Facilitated	Marketed	Reduced	Tested
Coded	Developed	Forecasted	Mastered	Regulated	Trained
Communicated	Devised	Formed	Modified	Remodeled	Upgraded
Compiled	Diagnosed	Fortified	Molded	Repaired	Utilized
Computed	Drafted	Generated	Operated	Replaced	Validated
Conceived	Edited	Improved	Overhauled	Researched	Verified
Conducted	Educated	Increased	Packaged	Restored	

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TRAINING

Acquainted	Certified	Distributed	Guided	Negotiated	Resolved
Adapted	Charted	Educated	Harmonized	Nourished	Responded
Adjusted	Clarified	Effected	Helped	Nurtured	Revolutionized
Adopted	Coached	Empowered	Implemented	Obligated	Served
Advanced	Collaborated	Enabled	Influenced	Originated	Serviced
Advised	Communicated	Enacted	Informed	Persuaded	Set goals
Advocated	Conducted	Encouraged	Initiated	Presented	Settled
Aided	Consulted	Enlarged	Innovated	Prevented	Simplified
Answered	Contributed	Enlightened	Installed	Promoted	Spoke
Apprised	Cooperated	Ensured	Instilled	Provided	Stabilized
Approached	Coordinated	Evaluated	Instituted	Reassured	Stimulated
Arbitrated	Counseled	Expanded	Instructed	Reclaimed	Streamlined
Arranged	Critiqued	Expedited	Insured	Rectified	Summarized
Assessed	Decided	Explained	Integrated	Redeemed	Supplied
Assisted	Delegated	Facilitated	Intervened	Reeducated	Supported
Attended	Delivered	Familiarized	Invented	Referred	Taught
Augmented	Demonstrated	Fomented	Lectured	Reformed	Trained
Backed	Designed	Formulated	Led	Rehabilitated	Translated
Balanced	Developed	Fostered	Liaised	Related	Treated
Boosted	Diagnosed	Furthered	Listened	Rendered	Tutored
Briefed	Directed	Generated	Mentored	Repaired	Unified
Built	Dispensed	Grouped	Motivated	Represented	Valued

CREATIVE

Acted	Customized	Entertained	Instituted	Performed	Revitalized
Adapted	Designed	Established	Integrated	Photographed	Shaped
Combined	Developed	Fashioned	Introduced	Planned	Simplified
Composed	Directed	Formulated	Invented	Proposed	Solved
Conceived	Discovered	Founded	Made	Redesigned	Suggested
Conceptualized	Displayed	Illustrated	Modeled	Remodeled	Transformed
Condensed	Drew	Initiated	Modified	Restructured	
Created	Enhanced	Innovated	Originated	Revised	

DETAIL ORIENTED

Approved	Compared	Facilitated	Operated	Purchased	Systematized
Arranged	Compiled	Implemented	Organized	Recorded	Tabulated
Classified	Dispatched	Inspected	Operated	Responded	Validated
Collated	Enforced	Judged	Organized	Retained	
Collected	Executed	Met deadlines	Processed	Retrieved	

RESULTS ORIENTED

Accomplished	Closed	Demonstrated	Expedited	Produced	Streamlined
Achieved	Collaborated	Discussed	Improved	Recognized as	Strengthened
Acted	Completed	Earned	Increased	Reduced	Transformed
Advanced	Contributed	Eliminated	Met deadlines	Resolved	
Attained	Decreased	Enlarged	Obtained	Restored	
Awarded	Delivered	Expanded	Participated	Solidified	

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LEADERSHIP/MANAGEMENT

Achieved	Converted	Examined	Instructed	Originated	Represented
Administered	Coordinated	Executed	Integrated	Overhauled	Responded
Advised	Counseled	Explained	Inventoried	Oversaw	Restored
Analyzed	Cultivated	Formalized	Judged	Performed	Retrieved
Applied	Decided	Formed	Launched	Pioneered	Reviewed
Appointed	Delegated	Founded	Lectured	Planned	Routed
Approved	Designated	Generated	Led	Prepared	Scheduled
Archived	Determined	Governed	Listened	Presided	Screened
Arranged	Developed	Guided	Lobbied	Prioritized	Secured
Assigned	Diagnosed	Handled	Logged	Processed	Selected
Attained	Directed	Hired	Maintained	Produced	Served as
Authorized	Disproved	Hosted	Managed	Promoted	Served on
Catalogued	Disseminated	Implemented	Mentored	Provided	Solved
Chaired	Documented	Improved	Merged	Purchased	Spearheaded
Classified	Eliminated	Incorporated	Moderated	Recommended	Specified
Collated	Emphasized	Increased	Monitored	Recorded	Sponsored
Collected	Encouraged	Influenced	Motivated	Recruited	Streamlined
Compiled	Enforced	Initiated	Navigated	Redirected	Strengthened
Conducted	Enhanced	Inspected	Negotiated	Reevaluated	Supervised
Considered	Enlisted	Inspired	Operated	Referred	Taught
Consolidated	Ensured	Installed	Orchestrated	Regulated	Terminated
Contracted	Established	Instigated	Ordered	Reorganized	Trained
Controlled	Evaluated	Instituted	Organized	Replaced	Validate

CLIENT AND/OR CUSTOMER SERVICES

Acquainted	Consulted	Expanded	Oriented	Refashioned	Revised
Adapted	Converted	Familiarized	Owned	Regained	Reworked
Adjusted	Corrected	Fixed	Personalized	Rehearsed	Salvaged
Advanced	Customized	Improved	Prepared	Repaired	Settled
Altered	Designed	Individualized	Recouped	Restored	Shaped
Amended	Equipped	Modified	Recovered	Retrieved	Tailored

TEAM WORK

Adopted	Backed	Counseled	Espoused	Reinforced	Upheld
Advised	Bolstered	Coordinated	Guided	Served	Validated
Advocated	Boosted	Defended	Maintained	Sponsored	Volunteered
Aided	Championed	Delivered	Motivated	Supported	
Assisted	Comforted	Eased	Participated	Sustained	
Attended to	Coached	Encouraged	Partnered	Teamed	

MANAGEABILITY

Admired	Comprehended	Evaluated	Inspected	Pursued	Shadowed
Analyzed	Considered	Examined	Measured	Regarded	Studied
Appraised	Determined	Followed	Obeyed	Respected	Surveyed
Assessed	Ensued	Gaged	Observed	Reviewed	Tested
Benchmarked	Esteemed	Graphed	Outlined	Scanned	Tracked
Charted	Estimated	Grasped	Plotted	Scrutinized	Valued

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