APPLICATION DEADLINES

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

*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.
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.

☐ 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.

☐ 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.

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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 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.

*Exemptions: International applicants who are from a country where English is the only official language are exempt from this requirement. Additionally, applicants are exempt from the requirement if they possess a bachelor’s degree from a U.S. institution or an institution in a country where English is the only official language. The requirement is not waived for applicants who have earned a master's (but not a bachelor's) degree from a similar institution. Applicants who are exempt are welcome to submit TOEFL or IELTS scores to demonstrate their English proficiency.
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 1/2 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 ALL 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).

- 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.

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

The University of Texas at Austin
Texas McCombs MPA
McCombs School of Business
# ACTION WORDS FOR RESUME WRITING

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**TRAINING**

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