



# Truman State University

## School of Business



### Accountancy Graduate Program Application Process

1. To apply for admission to the Master of Accountancy program, please submit the following items to the Accounting Program Coordinator, School of Business, Violette Hall 2400, Truman State University, 100 East Normal, Kirksville, Missouri 63501.
  - Completed Admissions Packet. The completed admissions packet includes:
    - Completed Truman State University Graduate Studies application (available online)
    - Completed Accountancy Graduate Program Application for Admission
    - Graduate Teaching/ Research Assistantship Application (if applying)
    - Three letters of recommendation (see instructions for Request for Recommendation to the Master of Accountancy Program)
    - Official transcripts from all undergraduate and graduate institutions attended. To be an official transcript it must be signed by the registrar and stamped with the seal of the college or university. Please be sure to have all transcripts sent to the School of Business. *Truman Bachelor's degree recipients do not need to request a transcript from Truman or any universities transferring credit to Truman.*
    - Official GMAT Scores (see #2 below)
2. To consider a candidate for admission into the master's program in accounting he or she must supply a GMAT score that is not more than three years old. Our school's GMAT report code is 8XR-Q0-52.
  - You can register for the GMAT by visiting [www.mba.com](http://www.mba.com).
  - ***To have your scores reported to Truman, you must indicate Truman as a score recipient when you take the exam. It will take 2-3 weeks for your scores to arrive, so please schedule your exam date well before any published deadlines.***
  - For the admission decision, the Graduate Accounting Admissions Committee will count the highest GMAT score achieved by the candidate.

### 3. Admission Application Deadlines:

- Summer/Fall Admission                      February 15<sup>th</sup>
- Spring Admission                                October 15<sup>th</sup>



The Admissions Committee gives preference to candidates whose application is received *by* the published deadline. Candidates who meet our admission criteria, but who submit their application materials after the published deadline *may* be considered for admission if the Master of Accountancy program is below capacity.

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4. Graduate Teaching/Research Assistantship Application Deadline: February 15<sup>th</sup>
  - The February 15<sup>th</sup> deadline applies for all graduate assistantships that the School of Business will award for the following academic year. Students entering the graduate program in the spring semester of the following year and who plan to apply for a graduate assistantship also must submit their application by the February 15<sup>th</sup> deadline.
5. International students should visit the web page of the International Student Affairs Office ([iso.truman.edu/](http://iso.truman.edu/)) for additional documentation. You may also contact them directly at [intladmit@truman.edu](mailto:intladmit@truman.edu) if you need assistance.
6. The Graduate Accounting Admissions Committee will evaluate the completed files of every applicant. After the Committee's evaluation, the Dean of Graduate Studies at Truman State University then formally notify each applicant of the Committee's admission decision.

Accounting Program Coordinator  
School of Business  
Violette Hall 2400  
Truman State University  
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