

# Application Instructions

## For Applicants New to TCU



### Master of Accounting (MAc): Application for Admission

**Thank you for your interest in the Master of Accounting Program at Texas Christian University!** This program is designed to prepare you for a successful career in accounting or financial management. Our Master of Accounting (MAc) degree emphasizes both academic preparation and professional development through coursework, experiential learning and a variety of enrichment opportunities. The curriculum provides the coursework necessary to be eligible to sit for the Certified Public Accountant (CPA) exam in the state of Texas. Our program provides you the opportunity to specialize in areas of expertise, including:

- Taxation,
- Audit and Assurance, and
- Financial Reporting and Valuation.

Admissions decisions are made on a competitive basis based on the information submitted in the application process.

### Application Deadlines: Fall Semester Admission

Decision Round	Application Deadline, including supporting documents, GMAT, and TOEFL	Decision communicated by	Enrollment deposit due
For early decision and Graduate Assistance priority	December 20	January 30	February 15
General admission and Graduate Assistance priority	February 15	March 15	April 15
Extended admission (Applications received between February 16 <sup>th</sup> and June 30 <sup>th</sup> are considered on a space-available basis.)	June 30	July 15	July 30

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### Application Requirements:

The Application Committee will review your application when all materials are received.

1. **Basic Online Application Form.** Online application is available at the TCU PPA Admissions webpage.
2. **Application Packet.** Electronically submit with Online Application Form (above). Application packet should include cover letter, resume, and personal statement (see detailed information below).
3. **Two Reference Reports.** Please provide recommendations by two individuals able to evaluate your potential for academic success in a graduate program and a career in accounting or financial management. Reference report forms should be downloaded from the TCU PPA admissions website and provided to individuals providing recommendation. Completed forms should be returned directly to the Neeley School of Business, Department of Accounting.
4. **Graduate Management Admissions Test (GMAT) scores.** Applicants with scores above 550 are given priority consideration. If multiple GMAT scores are submitted, only the highest is considered.
5. **Official Transcript** from all colleges and universities attended other than TCU. For admission consideration, you must have a minimum cumulative GPA of 3.0, and a minimum GPA of 3.0 in all upper-level accounting courses.
6. **TOEFL Score:** Official report from the Educational Testing Service is required of international applicants.
7. **Personal Interview.** (Optional, send request for appointment to PPAccounting@tcu.edu)

### Application Packet: Cover Letter, Resume and Personal Statement

Applicants must submit electronically a single package to the Professional Program in Accounting (via online application form portal or directly to PPAccounting@tcu.edu) that includes a cover letter, your resume and your personal statement. The documents should be incorporated into a single electronic file (\*.doc or \*.pdf) in the following order:

Cover Letter  
Resume  
Personal Statement

Your cover letter should not exceed one page and should be written in the form expected of any business transmittal. Generally, this would include a brief statement regarding the purpose and content of the packet, a brief discussion of your qualifications and goals, and should address why you want to pursue a graduate education at TCU. If necessary, you may provide an expanded discussion in your personal statement.

Your personal statement should detail your personal characteristics that will lead to both personal success in the program and also contribute to the professional environment within the program. Your personal statement should not exceed two pages, with one-inch margins and double-spaced text. The following statement must be included at the bottom of your personal statement:

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*With submission of this application packet, I certify that all information included is true and accurate. I further certify that all elements of the personal statement represent my own work without any editing or assistance from another individual or resource.*

The personal statement could describe one or more of the following, as appropriate:

- Significant life experience and/or challenges overcome
- Prior work experience
- Ethnicity/cultural heritage
- Unique background or special talents
- Community service
- Goals and achievements
- Leadership experiences

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TCU is committed to providing a positive learning and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits discrimination and harassment on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, and any other basis protected by law. Inquiries about TCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU's equal opportunity or affirmative action programs should be directed to:

Dr. Darron Turner  
Associate Vice Chancellor, Student Affairs  
TCU Box 297090  
Jarvis Hall 228  
Fort Worth, TX 76129  
817-257-5557  
d.turner@tcu.edu.