

# Degree Seeking Application Instructions

The following information applies to all Masters programs at the University of Kansas School of Business. Admission to these programs is competitive and based upon the information supplied by the applicant including prior academic experience, admission test scores, post-undergraduate work experience, recommendations provided by employers or instructors and space available in the desired program. Please read the following instructions carefully before completing the application forms.

This instruction sheet provides an overview of the application criteria, requirements and processes. It is the responsibility of the candidate to read and understand this document and to comply with the requirements and deadlines for admission. Please read the following instructions carefully before beginning the application process.

## **Important Information for Degree Seeking Applicants:**

School of Business Masters Level classes taken under non-degree status are not eligible to be transferred into any University of Kansas School of Business graduate level program.

Applicants seeking joint degrees should refer to application instructions for both the MBA and other degree under consideration.

Most MAcc & MSB-FIN applicants wish to take classes at the Lawrence Campus. Applicants wishing to take classes at the Overland Park/Edwards Campus should contact Administrative Director of Masters programs at [bschoolgrad@ku.edu](mailto:bschoolgrad@ku.edu) to determine class availability prior to submitting an application. Lawrence based MBA program and joint MBA degrees only allow entrance in the fall semester.

**Semester of Entrance:** The semester of entrance may vary according to the specific program and/or option. Any extensions or alterations of application deadlines will be published on the School of Business website at <http://www.business.ku.edu/> on the "How to Apply" page. Candidates seeking admission after the published deadlines are encouraged to contact the Administrative Director of Masters programs at [bschoolgrad@ku.edu](mailto:bschoolgrad@ku.edu) to determine if space is available.

Application periods are typically September 1 - June 1 for the fall semester and January 1 - November 1 for the spring semester. Admission decision letters are typically mailed 4 to 6 weeks after the final piece of the application has been received.

The Evening-Professional MBA program, MAcc and MSB-FIN programs allow entrance in the fall and spring semesters.

**How to Apply:** Application materials for degree seeking candidates should include:

A completed Graduate School application form (either online or paper)

Three essays (the questions are in the online application)

One sealed, official transcripts from each college or university attended

Two completed recommendation forms from faculty members and/or employers

Resume

A signed KU Academic Code of Honor form

Official GMAT (Graduate Management Admission Test) scores

Official TOEFL (Test of English as a Foreign Language) scores, if applicable

A non-refundable application processing fee of US \$60 for online applications (preferred), or \$65 for paper applications, payable to the University of Kansas

All materials must be completed and received by the University of Kansas School of Business Masters Programs before an applicant can be considered for admission. Applicants are urged to retain copies of admissions materials for their own records.

All application materials become the property of the University of Kansas School of Business Masters Programs and cannot be returned or transferred.

The University of Kansas School of Business Masters Programs is not responsible for materials damaged, delayed or lost via mail or other carrier. It is the applicant's responsibility to ensure that the application and supplemental materials arrive in a timely manner. Applicants are also strongly encouraged to confirm receipt of all mailed materials by e-mailing [bschoolgrad@ku.edu](mailto:bschoolgrad@ku.edu).

**Application Fee:** An application fee of \$60 per online application and \$65 per paper application is required from all applicants. If a check or money order is used to remit funds, the check should be made out to "The University of Kansas". Applicants outside the United States must remit the fee either by a check drawn on a U.S. bank or by international money order. If someone else writes a check for you, please include your name on the check. The application fee is neither waived nor refunded.

**Application for Admission to the Graduate School:** Applicants should complete the appropriate domestic or international application form based upon citizenship status. The application questions should be answered carefully and completely. Submission of an incorrect application type will delay review of that application. For those seeking admission into an MBA program, they must indicate either the Full-Time or Evening-Professional MBA program. Failure to specify the MBA program may result in a delay in processing the application. Paper applications and all supporting materials should be mailed to the following address:

The University of Kansas  
School of Business Masters Programs  
Attn: Admissions  
206 Summerfield Hall  
1300 Sunnyside Avenue  
Lawrence, KS 66045-7585

**Official College and University Transcripts:** One (1) official copy of a transcript indicating all courses completed, dates, grades, and credits or time dedicated to each is required for all college work completed or attempted. Transcripts are required for all: high school classes taken for college credit, undergraduate coursework and graduate coursework. Upon the registrar furnishing the official transcript, the registrar should seal it in the institution's envelope, sign his/her name on the line across the envelope seal, and return it to you. You will then submit it to the School of Business Masters Programs, unopened, along with other application materials. If you have attended more than one college or university, you are required to submit an official transcripts from each institution regardless of how many credit hours completed (this includes college coursework completed during high school). All transcripts must be submitted unopened to be considered official.

**Recommendations:** Applicants are required to submit two (2) completed recommendation forms. These should be requested from employers and/or faculty who have worked closely with you and are able to give specific information about your abilities, accomplishments and potential. Please be sure to complete the top section of each form. Send both the form and a self-addressed envelope to each person you have asked to recommend you for admission. He/she should complete the form, seal it in the envelope provided, sign his/her name across the seal, and return it directly to you. These letters should be submitted unopened with your application.

**Academic Code of Honor:** Please read, sign, and submit the KU School of Business Academic Code of Honor form.

**Graduate Management Admission Test (GMAT) Scores.** The GMAT is required of all School of Business Masters Programs applicants. There are no exceptions to this policy. GMAT scores that are more than five years old will not be accepted. Although no absolute minimums are established for GMAT scores, the successful applicant usually scores in the range from 550 to 710, with an average of 610.

**Test of English as a Foreign Language (TOEFL).** The TOEFL is required of applicants whose native language is not English. The TOEFL is a comprehensive test of English language skills. It is used together with the verbal section of the GMAT to determine whether a candidate has sufficient command of the language to actively participate in a graduate program conducted in English. Scores more than two years old will not be accepted. Questions regarding the TOEFL should be referred to the Graduate Application Processing Center (GAPC) at: [gradadmin@ku.edu](mailto:gradadmin@ku.edu).

**Application Decisions.** All applications will be reviewed in a timely manner in the order they were received, once all pieces of an application and supplemental materials have been received. It is the policy to the University of Kansas School of Business Masters Programs to inform candidates of admission committee decisions in writing, mailed to the candidate's address. One should allow 4-8 weeks, from when the final piece of the application is received, to receive a decision from the application committee. Decisions made by the application committee are final.

Submission of an application and supporting materials does not guarantee admission. Applicants seeking admission into a School of Business Masters Program are admitted to the School of Business (and any joint program) in which they are seeking admission and to the Graduate School at The University of Kansas. While only one application is required, and usually sent to the School of Business, a student's application will be reviewed by both the School of Business and the Graduate School. A student must be accepted by both entities in order to begin classes.

Should an applicant decide to convert their application to another business masters program may do so as long as their application has not been reviewed by an admission committee. That change may be made by contacting the School of Business Masters Program at [bschoolgrad@ku.edu](mailto:bschoolgrad@ku.edu). If the application has been moved to an admissions committee or the applicant has received an acceptance letter, the applicant should contact the School of Business Masters Program, at the above e-mail address, to discuss what options may be available. If an application has been denied, the applicant will need to reapply to their new program of choice.

For various reasons, applicants may be placed on a wait list before a final decision regarding their application may be made. At this time, an applicant may choose, but are not required to supplement their application with more recent GMAT or TOEFL scores.

**Incomplete Applications.** Incomplete applications, not limited to incomplete or missing information, expired test scores or an insufficient application fee, will be automatically held for one calendar year.

If an application is completed within that timeframe, it will be submitted to the appropriate admission committee for consideration of the applicant joining the program at the next available semester. It is solely the applicant's responsibility to ensure that all pieces of the application have been received and are complete.

**Deferred Enrollment.** At the applicant's choosing, a letter of admission may be deferred up to one calendar year from the beginning of the original intended semester of entrance. If deferred enrollment is selected, the applicant is responsible for re-establishing contact with the School of Business. Additional details may be provided to the applicant when they select to defer enrollment.

This degree seeking applicant instruction sheet, updated March, 2007, replaces all previous versions and instruction sheets for degree seeking candidates to The University of Kansas School of Business Masters Programs.