

# MASTER OF ACCOUNTING



WEBER STATE UNIVERSITY

APPLICATION INSTRUCTIONS

JOHN B. GODDARD  
SCHOOL OF  
BUSINESS & ECONOMICS



## APPLICATION MATERIALS

1. The application form should be word processed, typed, or clearly printed.
2. Please keep a copy of your completed application for your records.

## APPLICATION

Each MAcc application should be accompanied by a \$30 (U.S.) application fee. Personal checks are the preferred form of payment, although money orders are also accepted.

Checks should be made payable to **Weber State University**. Please make sure your name is clearly written on the check or money order. Your application will not be reviewed without payment.

Application to the MAcc program and application to Weber State University are separate processes. If you are an *international* applicant, you must submit all application materials to both the MAcc program and to Weber State University at least 60 days prior to your proposed date of entry to the program in order to allow for

international admission requirements. If you are a *U.S. citizen* or a permanent resident, you should wait until you are accepted into the program before applying for admission to the university. Once accepted into the MAcc program, you can then apply for admission to Weber State University. For further information, please contact: Weber State University, Admissions Office, 1137 University Circle, Ogden, UT 84408-1137, (801) 626-6743, e-mail: [admissions@weber.edu](mailto:admissions@weber.edu), click on [weber.edu/admissions](http://weber.edu/admissions).

## APPLICATION SUBMISSION

You are responsible for submitting a complete application in a timely manner online, by mail to the MAcc program office, or in person to the MAcc program office at Weber State University.

### Application deadlines:

Fall Semester: Aug. 1<sup>st</sup>

Spring Semester: Dec. 1<sup>st</sup>

Summer Semester: April 1<sup>st</sup>

Please contact the MAcc department secretary at 801-626-6072 if you have any questions concerning the application process.

## NOTIFICATION OF ADMISSIONS DECISION

The MAcc Admissions Committee reviews each application in depth. Decisions are made only after thoughtful weighing of all the evidence provided by each candidate and with careful consideration given to the overall balance of participants sought for the MAcc program. You will be notified in a timely fashion after the MAcc Admissions Committee has made its decision.

## TRANSCRIPTS

Submit your official transcripts of academic records from all previous colleges or universities you have attended with your application. You may request that official transcripts be sent directly to the MAcc program office or to yourself. You may then forward official transcripts with the application, but transcripts must be sent UNOPENED in their original, sealed envelopes.

## GMAT

You must submit scores from the Graduate Management Admission Test (GMAT). Information about testing locations and scheduling can be found at [mba.com](http://mba.com).

Applications will not be considered complete without GMAT scores. If you have not received an official score report by the time you submit your application, you should report the preliminary total, quantitative, and verbal scores from the computerized test. If you hold a graduate degree from a regionally accredited institution, you are exempt from the GMAT requirement.

To obtain information and an application for the test, please go to [www.mba.com](http://www.mba.com).

## INTERNATIONAL APPLICANTS

If you are an international applicant, you will need to complete additional paperwork in order to comply with university and U.S. Immigration regulations. If you have questions about the Weber State University admissions process for international applicants, please contact [admissions@weber.edu](mailto:admissions@weber.edu) or the international application coordinator at (801) 626-6005.

To be admitted, you will need to meet all academic requirements stated above and demonstrate proficiency in English. If your native language is not English, you will be required to submit a score from the Test of English as a Foreign Language (TOEFL), which is not more than two years old and which is 550 (213 computer-based) or higher. If you have received a degree from a college or university where English is the language of instruction, you are exempt from this requirement.

You must have taken the TOEFL and reported at least your unofficial scores prior to submitting your application. Official score reports should be sent from E.T.S. to Weber State University. WSU's institutional code is 4941; the department code is 02.

To obtain information about the test, please contact Education Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151  
Telephone: (609) 771-7100 or visit their Web site at [www.toefl.org](http://www.toefl.org)

## LETTERS OF RECOMMENDATION

Please submit two letters of recommendation. At least one letter should be from someone who has known you in an academic context, ideally a current or former instructor. Recommendation forms are included with this application.

Recommenders should:

- enclose the letter of recommendation in a sealed envelope with your name on it
- sign across the envelope seal
- send the letter of recommendation directly to the MAcc program office or give the letter to you to forward to the MAcc program office.

If the recommender returns the sealed recommendation envelope to you, DO NOT OPEN the envelope. Return the sealed envelopes with your application. Sealed recommendation envelopes are a required part of your application.

## RESUME

Please enclose a current resume with the application form.

## OPTIONAL

You are invited to submit a cover letter with your application. This might be especially helpful if you have gaps in your work history, poor academic performance or other extenuating circumstances or concerns.

## MAILING INSTRUCTIONS

Use a large envelope to mail your application. Please do not insert application materials into a binder or notebook of any kind. Print your name and return address on the upper left-hand corner of the envelope.

### Mail to:

MAcc Program Office  
3803 University Circle  
Ogden, UT 84408