



UNIVERSITY *of* ST. THOMAS

Opus College of Business





UNIVERSITY of ST. THOMAS

MINNESOTA

Opus College of Business M.S. Degree in Accountancy

Application for Admission

M.S. Degree in Accountancy Admissions
SCH 400, 1000 LaSalle Avenue
Minneapolis, MN 55403

Phone: (651) 962-4110 or (800) 328-6819, Ext. 2-4110

E-mail: msacct@stthomas.edu Web: www.stthomas.edu/cob/graduate/msaccountancy

General Information

M.S. Degree in Accountancy classes start in July every year. There are no mid-year admissions.

To maximize your chances of admission and of receiving a scholarship, you should apply early. Please see our Web site for admission deadlines. An undergraduate degree with a major in accounting or its equivalent is required of every applicant.

Application Requirements

Application materials and all supporting documents become the confidential property of the M.S. Degree in Accountancy Office and cannot be returned to the applicant.

The following are the admissions requirements for the M.S. Degree in Accountancy program:

- Application form
- Application fee (\$30 nonrefundable for U.S. degrees. \$90 nonrefundable for non-U.S. degrees.)
- Résumé
- Two letters of recommendation
- Personal Statement
- Graduate Management Admission Test (GMAT)
- All transcripts
- TOEFL score (international applicants)

Interviews

A personal interview is part of the admissions process. Interviews are available by invitation only. The Admissions Committee will contact you via email or phone to schedule an interview.

Please refer to our Web site for additional information on the admissions process.

The University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities.

Personal Information

Please print or type

Application for July 20_____

Social Security number: _____ Date of birth ____/____/____

Ms. Mr. Name: _____
Last First Middle

Please indicate any other names that may appear on your academic, employment or other records:

Last First Middle

Present address:

Permanent address:

Street Apt.

Street Apt.

City State ZIP

City State ZIP

(____) _____ (____) _____
Phone Alternate

(____) _____ (____) _____
Phone Alternate

I will be at this address until: ____/____/____

E-mail address: _____

Are you a U.S. citizen? Yes No Country of birth: _____ Country of citizenship: _____

<p>Optional: What is your ethnic background?</p> <p><input type="checkbox"/> American Indian or Alaskan Native (tribal enrollment # _____)</p> <p><input type="checkbox"/> African American <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> Caucasian</p> <p><input type="checkbox"/> Other: _____</p> <p>Optional: What is your religious preference (if any)? _____</p>

Have any members of your family ever attended the University of St. Thomas? Yes No

If yes, when? _____

Name of family member: _____ Relationship to you: _____

Undergraduate college Graduate: _____
School or Program

Test Registration

Have you taken the GMAT? Yes No Test date(s): _____

GMAT score(s) _____

Education

Please list all colleges, universities, graduate schools and professional schools attended, giving your most recent education first:

<i>Institution</i>	<i>Dates of Attendance</i>	<i>GPA</i>	<i>Major</i>	<i>Degree</i>	<i>Year Awarded</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List significant honors, awards, extracurricular activities and volunteer service:

Personal Statement

(Please use separate sheets)

The Office of Admissions requires submission of a personal statement of no more than 750 words to assist the Admissions Committee in evaluating your application. Your personal statement should discuss your goals and the values or attributes that motivate these goals. It also should discuss aspects you believe will help you achieve your goals and why you believe that you will be a successful student in this program. If you wish, you may call attention to economic, social or other hardships that you have overcome. You also may include any other information that will assist the Admissions Committee in assessing your record, including an explanation of why reported grades and test scores may not accurately reflect your ability to succeed in this program.

Letters of Recommendation

The M.S. Degree in Accountancy program requires two letters of recommendation from part-time or full-time employers or professors. Please include a self-addressed, stamped envelope with the form in this booklet for the person who writes the recommendation letter. The letters should be returned to you, in their sealed envelopes, for submission with the other application materials.

Certification

I certify that the information contained in this application, including all attachments and supporting credentials, is complete and correct. I understand that misrepresentation of application information is sufficient grounds for denial of admission or for canceling admission or registration. I also understand that all materials received by the University of St. Thomas M.S. Degree in Accountancy program, in connection with this application, are not returnable and that the application fee is not refundable.

Signature

Date

Letter of Recommendation

To the Applicant

Complete the first section of this form, give the form and a self-addressed, stamped envelope to each person who will serve as a recommender. Your recommenders should return the form and letter to you in a signed and sealed envelope. Please enclose the signed envelopes with your application materials.

Name: _____
Last *First* *Middle*

Address: _____
Street *City* *State* *ZIP*

To the Recommender

Thank you for agreeing to write a letter of recommendation on behalf of this candidate, who is applying for admission to the M.S. Degree in Accountancy program at the University of St. Thomas. Return this form and your letter, placed in a sealed and signed envelope, to the applicant.

Please address the following topics in your letter of recommendation:

1. What are the applicant's principal strengths and how does the applicant compare with other individuals at similar levels?
2. What are the areas in which the applicant can most improve?
3. Please comment on the applicant's professional skills: analytical ability, problem solving ability, organizational skills, creativity, etc.
4. Please describe the applicant's leadership skills.
5. Please describe the applicant's interpersonal skills and indicate the level of effectiveness in the following areas: working with team members, working with supervisors.
6. Please provide any information that you feel is relevant to this process (e.g., personal integrity, level of maturity, outstanding accomplishments in the workplace, etc.)

Transcripts

To the Applicant

Enter your name and the requested information in the spaces below. Photocopy this form for use by additional schools.

Name: _____
Last *First* *Middle*

College or university from which you are requesting a transcript: _____

Year(s) of attendance at above named school: _____

Social Security number: _____

To the Registrar or Appropriate Official

The above-named individual is applying for admission to the University of St. Thomas M.S. Degree in Accountancy program. Please enclose an official transcript from your institution in a sealed envelope. Your signature is requested on the line on the envelope's flap in such a manner as to cover the seal. The sealed and signed envelope is to be returned to the applicant. Thank you.



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