

Detailed Instructions for UO Master of Accounting Applicants

Please read the following instructions carefully before completing the application.

Program Length: Nine (9) Months

Program Academic Prerequisites

DEGREE REQUIREMENTS

Four-year bachelor's degree in Accounting (or its equivalent) from an accredited college or university*.

***Applicants WITH Business Degrees Other than Accounting**

In addition to the general requirements for enrollment in the MAcc program, students with a **business degree other than in accounting** must complete the following classes, maintaining a 3.0 GPA, before starting the program:

| | |
|----------|-------------------------------|
| ACTG 350 | Financial Accounting Theory 1 |
| ACTG 351 | Financial Accounting Theory 2 |
| ACTG 352 | Financial Accounting Theory 3 |
| ACTG 360 | Cost Accounting |

***Applicants with Degrees OTHER THAN Accounting or Business**

Applicants who hold a bachelor's degree other than in business or accounting may contact Robin Clement, the director of the MAcc program at rclement@uoregon.edu to discuss your entry into the program.

MATHMATICS REQUIREMENTS

Demonstrated proficiency in mathematics at least through the level of college algebra. Our mathematics prerequisite may be met in two ways: 1) by scoring above the sixtieth (60) percentile on the quantitative section of the GMAT or 2) by earning a B grade or better in a college level course in advanced algebra or calculus.

If you have not yet met this prerequisite, your admission to our program may be conditional upon enrolling in the necessary courses at a nearby college or through a reputable distance learning program and arranging for an official transcript indicating satisfactory completion of this coursework before starting our program.

Although Advanced Algebra or Calculus is the only mandatory admissions requirement, we recommend a Macroeconomics course and coursework in statistics and accounting. We also look for evidence in your application that you have a working proficiency in word-processing and spreadsheets.

Application Deadlines

| START TERM | ROUND 1 Early Decision | ROUND 2 | ROUND 3 | ROUND 4 Late Round |
|------------|---------------------------|--------------|----------|-----------------------|
| FALL | NOVEMBER 15 | FEBRUARY 15* | APRIL 15 | JUNE 1 |
| WINTER | OCTOBER 15 | - | - | - |
| SPRING | JANUARY 15 | - | - | - |
| SUMMER | MARCH 15 | - | - | - |

*International students are encouraged to apply by this deadline for fall.

Application Summary

Detailed Application Instructions can be found on [page 3](#) of this document.

APPLICATION CHECKLIST

- Master of Accounting (MAcc) [Program Application](#)
- [UO Graduate Admission Application](#) and \$70 (*U.S. applicants*) or \$90 (*International applicants*)
- Current Resume** - upload to the MAcc Program Application
- Statement of Purpose** - upload to the MAcc Program Application
- One (1) Recommendation** - register via the MAcc Program Application
- Transcript(s)*** - upload to the MAcc Program Application a copy of unofficial transcripts from each college or university you have attended
- GMAT or GRE Score Report**** - upload score report to MAcc Program Application

ADDITIONAL CHECKLIST FOR INTERNATIONAL APPLICANTS

- Official Language Proficiency Exam** (TOEFL or IELTS) – upload score report to MAcc Program Application
- One (1) Official Degree Certificate** (if degree information and conferred date are not noted on transcript)

PLEASE NOTE:

***Transcripts:** you will be required to submit official transcripts from all colleges or universities where you received a bachelor's degree or higher. Please follow official transcript requirements as detailed by the [UO Graduate School website](#).

****GMAT/GRE score report:** Only University of Oregon students who are planning to complete their bachelor's degree in accounting are exempt from this requirement.

To check on the status of 'official' transcripts/degree certificates received: please call the University of Oregon Office of the Registrar at (541) 346-2935.

Degree in Progress: if you submitted a transcript while courses are in progress towards a degree and you are admitted to the program, you will need to submit a new and official transcript AFTER your degree is awarded and posted on your transcript.

Application Procedure & What to Expect

- Completed applications are reviewed on a rolling admissions process. An application is not considered complete until all of the admission materials have been received.
- Application files will not be forwarded for review until complete. Files that are incomplete at the deadline will be reviewed only after all materials have arrived. An application file completed late will very likely be at a disadvantage relative to files submitted by the deadline.
- Applications completed after April 15th—including receipt of all supplemental materials—will be reviewed on a space-available basis and must be completed by June 1st.
- Once the missing items have been submitted and your application file has been processed, you will receive an email notifying you that your application file with the UO Master of Accounting program is complete and has been forwarded for review. The review committee will decide who is selected for an interview. We will contact you via email to arrange an in-person or phone interview if applicable.
- Applicants will most likely receive an admission **decision approximately 5-6 weeks** from the date the 'application complete' email notification is sent. When decisions are made, the offer letters will be sent via the application email and/or regular USPS mail to the contact address listed on the application.

Detailed Application Instructions

We recommended that applicants begin the MAcc Program Application *prior* to submitting the UO Graduate Admissions application.

MACC PROGRAM APPLICATION

This [application](#) provides additional information that is needed to complete your application for the Lundquist College of Business Master of Accounting program, including the ability to upload specific documents.

UO GRADUATE ADMISSION APPLICATION

This application requires a separate login and password and is available at: gradweb.uoregon.edu/online_app/application/guidelines1.asp

Applicants must pay the **non-refundable application fee** at the time the UO Graduate Admission Application is submitted. You will select the following major: **Accounting**.

STATEMENT OF PURPOSE

Please take great care in crafting your statement of purpose and do not have others write them for you. The statement of purpose is your best opportunity to provide the admissions staff with real insight into your personality, values, as well as breadth and depth of education and experiences. There are no right or wrong answers, but there are good and bad statements. We read them carefully for originality and logic of thought, creativity of expression, and correctness of syntax and spelling. The statement of purpose criteria can be found on the MAcc Program application.

ONLINE RECOMMENDATION

One (1) online recommendation is required for admission. We prefer that the recommendation is from an accounting professor who has taught the applicant in a major class preferably a junior or senior level accounting class and not an introductory accounting class. The recommendation should address the applicant's intellectual capacity, motivation, work ethic and maturity. The recommendation should be from a person who has worked closely with you and is able to comment on your abilities, accomplishments and potential, but should **not** come from a family member, spiritual advisor, personal physician or close friend.

RESUME

Your resume must be current and show company name, job title, job description and duties, dates of employment, beginning and ending salary for all positions held. Please also

include the following: honors and awards received, extracurricular, professional and community activities, leisure time activities, and language and computer proficiency.

GMAT OR GRE TEST

All applicants are required to take either the GMAT (Graduate Management Admissions Test) or GRE (Graduate Record Examination), with the exception of current University of Oregon students pursuing a bachelor's degree in accounting. Test results must be less than five (5) years old. In the case of multiple test scores, we consider the highest overall score.

If you submit unofficial scores and you are admitted to the program, you will need to submit official scores to the UO as soon as possible.

- **Official GMAT** score reports - use University of Oregon school code **KSQ-5N-35**
- **Official GRE** score reports - use University of Oregon code **4846** and Department Code **4001**

COLLEGE AND UNIVERSITY TRANSCRIPTS

Applicants should list all educational institutions they have attended since graduating from high school, regardless of the period of attendance, whether or not the work was completed, and whether or not the work was related to their proposed field of study.

For application review purposes, you can upload unofficial copies of your transcripts. You will also be required to submit 'official' transcripts from each college or university from which you obtained a Bachelor's degree or higher to the UO Office of Admissions. Submission of 'official' transcripts should follow the guidance of the [UO Graduate School](#) → Prospective Students → How to Apply.* Exception: you are not required to submit 'official' transcripts if you received (or will receive) a degree from the University of Oregon.

Official transcripts should be sent to:

Office of Admissions
1217 University of Oregon
Eugene, OR 97403-1217

All official transcripts must bear the original signature of the registrar and the seal of the issuing institution. Transcripts must specify the degree conferred. **DO NOT OPEN OR BREAK THE REGISTRAR'S SEAL.** All records submitted become the property of the University of Oregon, whether admission is offered or not.

Additional Requirements for INTERNATIONAL applicants only

INTERNATIONAL TRANSCRIPTS

To be admitted to the UO Graduate School for the purpose of seeking an advanced degree, you must have an accredited degree equivalent to a U.S. four-year bachelor's degree. Additionally, the credentials must be received from an institution recognized by the country's educational body that oversees institutional approval, such as the Ministry of Education.

Please provide the full name of all institutions attended and the titles of all diplomas and degrees earned. Official transcripts with certified English translations of all college or university work are required. Official records are defined as original documents from the institution bearing the actual **(not photocopied)** signature of the Registrar and the seal of the institution. Records issued only once by the institution should be photocopied and certified as official copies either by school officials or legal authorities, such as embassies, consulates, or notaries public. Do not send the original of an academic record that cannot be replaced; obtain a properly certified copy instead.

Official degree certificates with certified English translations are also required if the degree and conferral date do not appear on the transcripts.

These official transcripts should be sent to:

Office of Admissions
 1217 University of Oregon
 Eugene, OR 97403-1217
 USA

If academic records and diplomas are not issued in English by the institution, both the official records in their original language and an authorized English translation must be sent. All translations should be complete and literal renditions of the original records. Institutions using the Pass/No Pass grading system should provide a written course evaluation for each class.

Please refer to [here](#) for degree transcript requirements from non-English speaking countries. If you have questions regarding the acceptability of your degree, please feel free to contact the Graduate Programs Office for clarification.

DEGREE CERTIFICATE

If transcripts or mark sheets do not indicate the degree and conferral date, applicants must also submit an official **degree certificate** with certified English translation. Both versions must be marked by a stamp in a different colored ink or raised seal by the university.

LANGUAGE PROFICIENCY EXAM (TOEFL OR IELTS)

A satisfactory command of the English language is required for admission. Applicants whose native language is not English must show proof of language proficiency. The TOEFL (Test of English as a Foreign Language) and IELTS (International English Language Testing System) scores are only valid for two (2) years.

In order to be eligible for UO Lundquist College of Business admission, applicants must have a minimum score of **96 on the TOEFL internet-based test** (with a minimum speaking score of 24) or a minimum score of **7.5 on the IELTS** exam.

Applicants who submit transcripts proving that they have received a bachelor's degree or higher from an accredited U.S. institution or from Australia, Canada (excluding Quebec), Ireland, New Zealand, or the United Kingdom are *exempt* from the language proficiency requirement.

SUBMITTING OFFICIAL LANGUAGE SCORES:

TOEFL: You can add the University of Oregon at the time of your exam or online via your [ETS](#) account. Select 4846 University of Oregon, then Graduate Schools of Management.

IELTS: You can add the University of Oregon to at the time of the exam or later by contacting the test center where you took the test.

FINANCIAL VERIFICATION

If you are an **international student AND receive an offer of admission**, you will work with an International Evaluator from the Office of Admissions regarding the financial verification process.

UO Office of Admissions will contact admitted students directly to confirm financial eligibility. You will be able to

submit financial verification documents via email to uoglobal@uoregon.edu. Once financial eligibility has been completed, admitted students will begin the I-20 Certificate of Eligibility process needed for the U.S. Visa.

You can review more visa information at this site:
https://iss.uoregon.edu/f-1_visa

Scholarships & Financial Aid

In order to qualify for financial aid through the UO Office of Financial Aid, all U.S. citizens and resident aliens must first file the online FAFSA application at fafsa.ed.gov. After your master's program application has been submitted and processed, you will receive your personal financial aid statement from:

Office of Financial Aid
 1278 University of Oregon
 260 Oregon Hall
 Eugene, OR 97403-1278
 1-800-760-6953
<http://financialaid.uoregon.edu/>

YOU MAY FIND ADDITIONAL FUNDING INFORMATION:

UO Accounting Scholarships:
<https://business.uoregon.edu/ug/apply/accountingscholarships>

Graduate employment:
<http://gradschool.uoregon.edu/funding-awards>

Scholarship search engine, both domestic and international:
<http://finaid.org/>

Financial aid information for international students:
<http://international.uoregon.edu/>

Waiting List

Since it is always difficult to predict exactly how many admitted students will actually choose to attend our masters programs, we may place a small group of applicants on a waiting list for admission. Once notified, applicants in this group may choose to wait for a final admissions decision at a later date, or they may elect to be removed from the waiting list and no longer have their application considered for the current year. **Waiting list decisions may be made as late as July 31.**