

Master of Professional Accountancy - MPAcc Required Documentation for All Degree Seeking Applicants

Start a Graduate (Master's Level) application via the application portal: <https://connect.msudenver.edu/apply/>

- Submit and complete your online MPAcc application.** Complete your application by the following deadlines:
Summer 2021: Domestic applications due **April 19, 2021** | International due **February 1, 2021**
Fall 2021: Domestic applications due **July 19, 2021** | International due **May 1, 2021**
Spring 2022: Domestic applications due **November 15, 2021** | International due **September 1, 2021**

- Submit Official Transcripts from all previous colleges or universities attended.**
- Send to gradtranscripts@msudenver.edu. Scanned copies, PDFs or photos sent by the applicant or any third party are not accepted.
 - Your transcripts **MUST** show when your degree was awarded or conferred.
 - MSU Denver official transcripts do not need to be requested.
 - International applicants: All foreign transcripts must have an official English translation done by a certified translator and a professional course-by-course evaluation showing equivalency to a U.S. bachelor's degree. Applicants can view a full list of acceptable evaluation provider at www.NACES.org. The evaluation company should send the official evaluation to gradtranscripts@msudenver.edu at the applicant's request.

- Submit Proof of Completion of one of the following items:**
- **Index Score = (UGPA x 200) + GMAT score:** Admissions under this method is based on your GMAT score and undergraduate GPA.
 - Official GMAT score report should be sent directly from GMAC. Applicants can register for the GMAT at www.mba.com.
 - Admissions is based on the following index scores:
 - 1200 or above = automatically admitted to the program.
 - 1199 – 1000 = application will be reviewed by the MPAcc Committee.
 - **Licensure:** Official proof of licensure or examination sent directly from the issuing institution, organization, etc.
 - **Accepted licensures:** CPA, CMA, CIA, CFP, CFA, CISA, CGMA, and EEA
 - **Graduate Degree:** Apply with a previous master's degree or doctorate.
 - **Accounting Coursework Assessment:** We offer GMAT waivers for students that show success in undergraduate accounting courses. For details, please email MPAcc@msudenver.edu.

- Submit Required Supplemental Documents:**
- **Your detailed resume**
 - **List of three (3) references:** Only provide names and contact information of individuals who can offer evidence of your abilities to complete graduate-level coursework. Do **not** send letters of recommendation.
 - **Personal Statement / Essay:** Submit a well-developed essay. The length of the essay should be 2 - 5 pages, 12-point font, double spaced, title page does not count towards page limit. Your essay should address:
 - the significant factors influencing your decision to pursue an MPAcc degree,
 - your personal philosophy, values, and professional experiences,
 - your career plans and focus in the field of accounting,
 - your strengths, unique characteristics, and leadership experiences that are relevant to the accounting profession,
 - why you believe the MSU Denver MPAcc program is best suited for your educational and professional goals, and
 - how will you manage the rigorous demands of graduate education.

Updating Your Application after Submitting Materials: Applicants to the MPAcc Program can add or update application materials including the resume, personal essay, and/or reference list any time prior to the application deadline.

The Review Process: Applicants to the MPAcc Program undergo a holistic review that evaluates work experience, previous academic performance, writing, organization and communication skills, and a variety of additional factors showcased by the application materials.

Timeline for Admission Decisions: The MPAcc Committee intends to provide admission decisions to applicants 2-3 weeks after the deadline. Each applicant should receive an email to the address provided in their application.

Document Submission Details

- All items must be submitted by the end of day (e.g. 11:59 pm) on the application priority deadline.
- Applications will not be reviewed until **all** required materials have been submitted.
- Email is the preferred method of delivery for transcripts and GMAT scores.

Item	Method of Delivery
Graduate Admissions application	https://connect.msudenver.edu/apply/
Official transcripts and/or evaluations of all universities or colleges attended. If you previously submitted transcripts, we do not need them again.	<p>Email to: gradtranscripts@msudenver.edu OR Servicers can send hard copies to the following address: Metropolitan State University of Denver Academic Affairs/Office of Graduate Studies 1201 5th Street, Campus Box 48 Denver, CO 80217 OR Fax: 720-778-5845</p>
If applying using Official GMAT score report	<p>Enter MSU Denver's school code of S51-6H-08 when taking the exam and we'll receive scores automatically; OR Mailed from GMAC to the following address: Metropolitan State University of Denver College of Business Graduate Programs Campus Box 13A, PO Box 173362 Denver, CO 80217</p>
If applying using proof of licensure, submit copy of license or certificate	Please contact MPAcc@msudenver.edu for details.
If applying using earned graduate degree, submit official transcripts	See above for details on submitting official transcripts.
Resume, List of References, and Personal Statement / Essay	Attach to your application online.