

Master of Accountancy (MAcc)
Master of Arts in Economics (MAEcon)
Master of Business Administration
full and part-time – **(MBA & MMBA)**
Master of Information Systems
full and part-time – **(MIS & Professional MIS)**



GRADUATE SCHOOL OF BUSINESS APPLICATION

Thank you for your interest in a master's degree program at the University of Arkansas. All of the material you will need to apply to a master's degree program in the Sam M. Walton College of Business is contained in this packet.

The appropriate Admissions Committee will review and evaluate your application once all supporting documents and the application fee have been received. The official GMAT, TOEFL, and GRE scores will be sent directly from the test administrator. Applications will not be considered until the packet is complete.

Use your application materials to distinguish yourself from your peers. Our goal is to find a group of individuals that, taken together, will excel in our programs and contribute to each other's educational experience. Your goal is to provide information that will distinguish yourself from among the many outstanding candidates who apply to the Sam M. Walton College of Business.

If you have any questions about our programs or the application process, please feel free to call (479) 575-2851, e-mail gsb@walton.uark.edu, or visit our website at <http://gsb.uark.edu>. We look forward to receiving your application materials.

Admission Criteria

Successful applicants to the Walton College master's degree programs must be academically strong and demonstrate high leadership potential. In addition, we seek to ensure diversity in the educational, experiential, and cultural backgrounds of the members of each master's program class. Each applicant's potential is evaluated on the following dimensions:

- Academic record, including areas of strength and trends in academic performance. The GPA of the last 60 hours is the focus. Applicants must hold at least a bachelor's degree from an accredited college or university.
- Aptitude for graduate work in business, as measured by the Graduate Management Admission Test (GMAT). The Graduate Record Examination (GRE) is used to make admissions decisions for MAEcon students. Either GMAT or GRE will be accepted for MIS.
- Background, growth potential, maturity, motivation, and leadership, as indicated by employment history, other activities, and personal essays.
- Significant, full-time work experience. Two years of significant, full-time work experience is strongly preferred for admission to both MBA programs.

Application Instructions

All necessary application materials should be typed or printed in black ink and be complete in content. All application materials **MUST** be submitted before an admissions decision will be made. To verify receipt of application materials, email **gsb@walton.uark.edu**.

□ ***Application form.*** Complete the application form for the **Graduate School of Business**. The online form is available at gsb.uark.edu.

□ ***Application fee.*** A \$40.00 fee for domestic applicants and \$50.00 fee for international applicants must accompany application materials or be paid online during the application process. The fee must be made payable to the University of Arkansas in U.S. dollars, drawn on a U.S. bank. The application fee is non-refundable and no application will be processed without the fee. To pay by credit card, call 479-575-2851.

□ ***Résumé.*** A copy of a current résumé is required.

□ ***Recommendations.*** Three (3) letters of recommendation are required in support of your application. It is preferred that one letter of recommendation comes from an individual who is familiar with your academic record. For MBA applicants, at least one letter of recommendation from an individual who is familiar with your work record is requested. Forms have been included in this packet for the convenience of your recommenders. A letter on letterhead will also be accepted. The document should be enclosed in a sealed envelope with the recommender's signature across the seal. Letters may be sent with the other application materials or directly to the Graduate School of Business.

□ ***Transcripts.*** One official transcript from each college or university you attended, undergraduate and graduate, is required. *Course work completed at one institution and posted on the transcript of a second institution is not acceptable. A transcript from the original institution is required (this includes summer course work, exchange programs, etc.).* Contact the institution to determine their procedure for requesting transcripts. **Unopened transcripts** (with the University's stamp across the seal) can be sent with the other materials or directly from the institution. Graduates from the University of Arkansas, Fayetteville **DO NOT** need to send **ANY** transcripts as long as no coursework was completed at another institution after graduation.

□ ***Essay questions.*** Provide thoughtful responses to the following essay questions. Limit your responses to one to two pages each, double-spaced. Start each question on a separate page and put your name on each page.

1. ***What are your short-term and long-term career goals? How will the master's degree program you wish to complete help you achieve your goals?***
2. ***Please share with the admissions committee any unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add value to the class.***

□ ***Graduate Management Admission Test (GMAT).*** The GMAT is required of all applicants to the MBA and MAcc programs. The **Graduate Record Examination (GRE)**, rather than the GMAT, is required of applicants to the MAEcon program. MIS will accept either GMAT or GRE. We require that the test administrator submit your score directly to the University of Arkansas. The appropriate test must be taken within five years of the semester in which you wish to enroll. Your application will not be processed until we have received your official GMAT or GRE score.

International Student Applicants must also submit the following items:

☐ ***Summary of Educational Experience form.*** The Graduate School of Business requires a chronological record of your school attendance listing the types of schools attended, the certificates earned, the examinations passed, and your graduation. The form is included in this packet.

☐ ***Supplemental and Financial Information form.*** A form I-20 or DS-2019 cannot be issued until you have been admitted to the Graduate School of Business and you have completed this form. For your convenience, the form has been included in this packet.

☐ ***TOEFL.*** The TOEFL is required of all international applicants. We require that the Educational Testing Service (ETS) submit your score directly to the University of Arkansas (code number 6866). You must receive a minimum score of 213 on the computer-based test, 550 on the paper-based test, or 79 on the internet-based test. An IELTS score of 6.5 will also meet this requirement. TOEFL can be waived if a degree has been received from an American Institution.

Application Deadlines

Master's Program	Early Deadline	Deadline	Notification Date	Beginning Term
MAcc	September 15 th	March 1 st	October 15 th April 1 st	Fall
MAEcon		January 15 th	February 15 th	Fall
Managerial MBA (part-time)		April 1 st	May 1 st	Fall
MBA (full-time)	April 1 st	September 15 th	May 1 st October 15 th	Spring
MIS (full-time)		February 1 st	March 1 st	Fall
Professional MIS (part-time)		March 15 th	April 15 th	Fall

All applications received after deadlines will be considered on a space-available basis.

Frequently Asked Questions

What is the required minimum GMAT score?

There is no minimum GMAT score; however, applicants whose scores are 580 or above improve their odds of being admitted to their degree program of choice. Those with GMAT scores under 500 are rarely admitted.

Can I substitute the GRE for the GMAT?

The GMAT is required for the MAcc and MBA. The GRE is required of applicants to the MAEcon program. MIS will accept either GMAT or GRE. **The GRE will be accepted in lieu of the GMAT on a case-by-case basis.**

What is the required minimum GPA?

The minimum GPA is 3.0. The admissions committee considers the GPA for the last 60 hours of the undergraduate degree. Students with a 3.40 or above improve their odds of being admitted to their degree program of choice. Students with a GPA below 3.0 may still be considered for admission with an appropriate GMAT score.

Is work experience required?

Two or more years of relevant professional work experience is preferred, but not required, for the full-time MBA program. For the Managerial MBA program, two years of previous or concurrent work experience is preferred. No work experience is required for the MAcc, MAEcon, or MIS degree programs.

Who should I get to write my letters of recommendation?

Professors and supervisors who know you and know your academic and leadership potential should write your letters of recommendation.

What if my letters of recommendation are submitted after the deadline, will this affect my application?

Yes, only **COMPLETE** applications received by the deadline will be considered on-time and will receive priority.

Can I pay the application fee by credit card?

Yes, call (479) 575-2851.

What happens if I turn in my application past the program deadline?

Applications that arrive after the official deadline will be considered on a space-available only basis.

Do I have to provide a transcript from each school I've attended?

Yes, we require an original transcript in a sealed envelope from each college/university that you have attended. For University of Arkansas, Fayetteville students, we can obtain an unofficial transcript from the Registrar's Office.

Is orientation mandatory? Yes.

Can I take the GMAT after the application deadline?

Yes, you can take the GMAT after the application deadline. However, your application will not be considered complete until we have received your GMAT score. For your application to be considered complete by the deadline, all materials, including GMAT score, must be submitted.

Why does the University collect my social security number?

The social security number (SSN) is used to help ensure appropriate classification of in-state residency for tuition purposes, consistent with federal provisions pertaining to immigrant status, as requested by the Arkansas Department of Higher Education. The SSN is required for administering student financial aid and for reporting to the IRS compensation due to University of Arkansas employment. In addition, the IRS requires the University to provide SSNs along with other student information to verify tax credit eligibility. Furthermore, the SSN may be used to match applicant records (such as grades and test scores) and to help track student and alumni records, although it is not mandated for such purposes. SSNs are maintained confidentially and used only for official business by the University of Arkansas and affiliated entities and contractors, including for debt collection. Admitted students are issued a University identification number, which serves as the student's primary identifier and which is different from the SSN.