MAcc & MSTax Application Guide and Checklist
Gonzaga University Graduate School of Business

When to Apply > You can apply for Fall, Spring, Summer I or Summer II Semester
• Students may be admitted to the program prior to the start of any semester.
• Students cannot start the MAcc or MSTax programs until they reach senior status.

Applications must be completed and submitted by the following dates:
• Fall—August 15th    •    Spring—December 15th    •    Summer I—April 30th    •    Summer II—June 15th

Application > Complete online
• Go to www.gonzaga.edu/MAcc or www.gonzaga.edu/MSTax, and then click “Apply Now!”
• Applicants must submit a $50 (non-refundable) application fee. The fee will be waived for GU undergraduates, alumni, & employees.

Short Essay Questions
• What matters most to you and why?
• What are your short-term and long-term career objectives?
• Why Gonzaga?

Confidential Recommendations > Two online recommendations required
• Online recommendations are to come from professors, supervisors, managers, etc. Character references (i.e. recommendations from family members, friends of family, neighbors, etc.) are not accepted. Applicants to the MAcc or MSTax programs are strongly encouraged to submit at least one recommendation from an accounting professor.
• You will need the names and contact information of your recommenders to submit with your online application.

Professional Resume > Update your resume
• Your resume should accurately reflect your career and volunteer experience.
• Your resume must be submitted electronically with your online application.

Transcripts > Request and submit transcripts
• Please submit one copy of your official transcripts from each college and university attended, to the mailing address below.
• On your application, please list all colleges attended, even if you took only one course.
• If you are a GU undergraduate or alumnus, you do not need to request your transcripts.
• Transcripts available via eScript-Safe or Clearing House must be sent to chatman@gonzaga.edu.

GMAT > The GMAT exam is required for admission
• 1-800-GMATNOW or www.mba.com for information and registration.
• On the day of the test, request that your scores be sent to the Gonzaga MAcc: (BMM3182) or Gonzaga MSTax: (BMM3104)
• It is recommended that you schedule the exam at least one month in advance to allow for registration and exam prep.
• The GMAT may be waived for certain Gonzaga undergraduate accounting majors. Please contact Dr. Gary Weber for information.

Application Questions? Contact Stacey Chatman at:
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