



APPLICATION CHECKLIST

MASTER OF ACCOUNTING (MAcc)

We've created this checklist to help guide you through the application process. Still have questions? Please feel free to reach out to 713-348-4269 or ricemacc@rice.edu.

□ PREREQUISITE ACCOUNTING COURSE

- The Rice MAcc welcomes students from all undergraduate majors. Before applying to the MAcc program, you must have completed the direct equivalent of Rice's introductory financial accounting undergraduate course, [BUSI 305: Financial Accounting](#) (Introduction to Financial Accounting).
- Students should email the syllabus of their prospective equivalent of BUSI 305 to ricemacc@rice.edu for evaluation of direct equivalency to BUSI 305 prior to submitting their application.
- You can also [book time](#) with us to discuss the prerequisite requirements for the MAcc.



In addition to BUSI 305, there are two other accounting prerequisite courses: BUSI 405: Issues in Financial Reporting I (Intermediate Financial Accounting I) and BUSI 440: Auditing. You must have completed both before enrolling in the Rice MAcc. See our [website](#) for details.

□ RESUME

- One-page resume in PDF format that highlights your academic, extracurricular and professional achievements.



Use a standard resume format, and be sure to check for typos.

□ EDUCATION HISTORY

- Transcripts from all colleges or universities where you received a degree.



You can submit unofficial copies for your MAcc application. We will need official transcripts, sent directly to us by your institution, once you have been accepted. We require third-party transcript evaluation service for transcripts from non-U.S. degrees.

□ TEST SCORES

- The Rice MAcc program does not require applicants to provide a standardized test score as part of their application. However, you are welcome to provide a GMAT or GRE test score if you believe it will help demonstrate your aptitude to the Rice MAcc Admissions Committee.
- International applicants who did not earn a bachelor's degree from an English-speaking institution are required to submit an English proficiency exam (IELTS, TOEFL, or Duolingo).



Submitting a strong GMAT or GRE test score can increase the chances of an applicant being awarded a merit-based scholarship.

If you are providing an English proficiency exam, you can submit unofficial score reports for your MAcc application. We will need official scores, sent directly to us, once you have been accepted.

□ REQUIRED ESSAYS

- All applicants submit a Statement of Purpose essay.
- Optional: Scholarship Essay.



Be sure to observe the word limit. Give yourself time to review and edit your writing.

□ PROFESSIONAL REFERENCES

- Select two people who, based on their relationship with you, can attest to your potential to succeed in an intensive graduate accounting program and in a subsequent professional business career.



Use your best judgment in selecting references. Personal friends, relatives or family acquaintances are not appropriate people to serve as a reference.

□ ADDITIONAL INFORMATION SECTION

- If you have any additional information for the Admissions Committee or if you wish to clarify any aspect of your application (including breaks in employment, your choice of professional references, your past academic performance, etc.), you may submit additional details in this question.



If there is any question you believe the Admissions Committee will have after reviewing your application materials, proactively address it here.

□ BIOGRAPHICAL INFORMATION

- The online application requires you to input:
 - Personal Data (name, contact information, address, etc.)
 - Employment History, if applicable (list employers, titles, salary, etc.)
 - Education History (list undergraduate and any graduate degrees)
 - Awards and Extracurricular Activities