



Department of Economics
MS in Economics Application Checklist
Fall Admission Deadline: June 15

Step 1- Admission to the University through the Toulouse Graduate School

___ **Complete the Graduate School Application Form** (online at www.applytexas.org)

___ **Pay application fee** (non-refundable - \$75)

___ **Submit all transcripts to:**

University of North Texas

Toulouse Graduate School

1155 Union Circle #305459 (USPS)

1147 Union Circle, ESSC Room 354 (UPS/FedEx)

Denton, TX 76203

E-mail: GradAdmission@unt.edu

Toll Free: 1.888.868.4723

Phone: 940.565.2383

Fax: 940.565.2141

___ **GPA** of 2.8 overall or 3.0 in last 60 hours (lower may be considered during individual review)

Step 2- Admission to the Department of Economics

Please submit the following information to the Department of Economics. Please include your name and student ID number on all pages of documentation.

___ **Official GRE scores.** GRE scores not more than five (5) years old are required for admission. It is recommended to take the test at least 30 days prior to the deadline. The GRE score is a significant component of the admission decision.

___ **Personal statement** of goals in joining the program, and qualifications that you feel distinguish your candidacy and will add to the value of the class. (No more than 1,000 words.)

___ **Resume** of work and academic experience.

___ **Two (2) letters of recommendation:** Recommendations must be signed and dated on letterhead and can be in any format the writer prefers (the application form online, or a letter). All recommendations should be professional or academic in nature. They must be written by college professors and / or supervisors and managers only.

Mail the above information to:

Department of Economics

Graduate Admissions

1155 Union Circle #311457, Denton TX 76203 (USPS)

254 Hickory Hall, 1417 West Hickory Street, Denton, Texas 76201(UPS/FedEx)

Email: Econ-GradAdvisors@unt.edu

Fax: 940.565.4426

Step 3 - Check the Status of your Application

The Department of Economics Admission Committee reviews your application. You will be sent a letter via regular mail notifying you of your acceptance or denial. You also may look online for a quicker notification or to check the status of your application process.

1. **To check if your transcripts and GRE scores have been received:** The Toulouse Graduate School (TGS) will send you an e-mail and PIN to check your application portfolio online at: www.my.unt.edu. You will need to activate your EUID with the PIN and click on Admissions Status.
2. **To check if your supporting documents (personal statement, resume, recommendations) have been received:** e-mail your full name and student ID to Econ-GradAdvisors@unt.edu.