

**University of Hawai'i at Mānoa
Shidler College of Business
Graduate Application Checklist Cover Sheet**

Your application packet must include this form and all required information requested on this form to ensure that your application is not delayed due to missing documents.

Name: _____ Semester (Fall/Spring): _____ 20 _____

Email: _____ Date of Birth: _____

Phone: _____ UH ID: _____

Please check the program you are applying to:

This application checklist is to be used for all candidates applying to the following programs. Please refer to the abbreviations below as you complete your application:

- Master of Accounting (MAcc)
- 3/2 Master of Accounting (3/2 MAcc)
- Waseda Master of Accounting (Waseda MAcc)

Application Guidelines

Spring Admissions:

International Applicant Deadline: October 1
General Application Deadline: November 1

Fall Admissions:

International Applicant Deadline: March 1
General Application Deadline: May 1

International applicants are encouraged to apply early to ensure receipt of Visa. Applicants interested in on-campus housing are encouraged to apply early and adhere to student housing services deadlines.

This information is for your reference only and is subject to change without prior notice. Complete applications may be accepted after the official application periods on a space available basis, however applications received after the deadlines are not guaranteed an admission decision prior to the start of classes.

** International applicants are encouraged to apply by the Early Application deadline to ensure receipt of Visa. Applicants interested in on-campus housing

are encouraged to apply by the Early Application deadline and adhere to student housing services deadlines.

This information is for your reference only and is subject to change without prior notice. Complete applications may be accepted after the official application periods on a space available basis, however applications received after the deadlines are not guaranteed an admission decision prior to the start of classes.

A. Submit the following documents to the Shidler College of Business Graduate Admission Office:

- Shidler Graduate Application Form & \$100 (USD) application fee
- Official transcripts from *all* post-secondary institutions attended (UH Manoa transcripts are not required)
- Official TOEFL or IELTS Scores (if required)

- o Test scores cannot be more than two years old
- Residency Form (Hawaii Residents only)
- Confidential Financial Statement Form (International Applicants only)
 - o *Waseda MAcc do not need to complete this form*
- Mail the above information to the Shidler College of Business *Graduate Admissions Office*
 - o Shidler College of Business
 - o Graduate Admissions
 - o 2404 Maile Way, C202
 - o Honolulu, HI 96822

Questions regarding the above information should be directed to the Shidler College of Business *Graduate Admissions Office*:

Email: gbusadm@hawaii.edu

In Person: Shidler College of Business, C202

B. Submit the following documents to the Shidler College of Business Office of Student Academic Services. Be sure to indicate the program you are applying to on all supplemental materials sent to the Shidler College of Business.

- Official standardized test scores
 - o To ensure a timely review of your application, standardized tests must be taken no later than a month prior to the General Application Deadline
 - o MAcc applications require the GMAT
 - o 3/2 Macc and Waseda MAcc applications do not require the GMAT
 - o All scores should not be more than five years old
- Statement of Objectives
 - o Your full name, intended program, and semester of application must be indicated on your Statement of Objectives
 - o Please address the following questions:
 - Why would you like to pursue an Accounting degree at the University of Hawaii?
 - How does it relate to your career objectives?
- Resume and work experience are not required for MAcc, 3/2 MAcc, or Waseda MAcc applicants. You may submit a resume if you feel it will contribute to the overall quality of your application.
- Letters of Recommendation are not required for MAcc, 3/2 MAcc, or Waseda MAcc applicants but also may be included in your application if you so choose.
- Submit the above information to the *Shidler College of Business Office of Student Academic Services*:

University of Hawaii at Manoa
 Shidler College of Business
 Office of Student Academic Services
 Graduate Admissions
 2404 Maile Way, G202
 Honolulu, HI 96822, USA

Questions regarding the above information should be directed to the *Shidler College of Business Office of Student Academic Services*:

Phone: (808) 956-8266

Email: busgrad@hawaii.edu

Online: <http://shidler.hawaii.edu/apply>

In Person: Shidler College of Business, 2404 Maile Way, #G202, University of Hawaii at Manoa