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Alumni at Work Request more information MSIM Application Materials Programs MSIM Admissions Application Materials The following applies to applicants to the MSIM program's residential modes . Applicants to the online modes should apply through our MSIM online portal . MSIM Application for Graduate Study The application for Autumn 2025 will open on Sept. 1, 2024. Visit the Application for Graduate Study and create a log-in ID and password. Retain your log-in ID and password, as you will need them to: Save a partially completed application Pay the application fee (\$90 payable by debit or credit card) Monitor the submission of recommendations and test scores (if applicable) Check the status of your application Once you have paid the fee, you will be unable to make further changes to your application with the exception of letters of recommendation, contact information and transcript updates. Application Materials Statement of Purpose (Personal Statement) Recommendations Resume or Curriculum Vitae Employment History Form (Mid-Career only) Extenuating Circumstances (optional) Specialization Selection Transcripts GRE/GMAT Scores (see exemptions) English Language Proficiency for Non-Native English Speakers Post-Application Questions Review and/or consideration of incomplete applications or late materials is at the discretion of the MSIM admissions committee. If application materials are missing due to circumstances beyond the applicant's control, the committee will take that into consideration and make its judgment based on the information available. Statement of Purpose Beginning Winter 2025, the following application essay prompts apply. Tell us about your interest in the MSIM program. Your responses to each of the three prompts should be crafted carefully and well-written. You will be asked to submit these separately in the application system. Each response should be 250-300 words in length . Graphics can be included but are not required. Before writing, we recommend that you review the School Mission & Vision, IDEAS statement and the MSIM program websites. Your professional goals . Information Management is a broad, interdisciplinary area of study and professional practice. Tell us about your interest in Information Management. What are your professional goals? What knowledge, skills, or expertise do you plan to develop in the MSIM program? Tell us how you are prepared to meet these goals and why they are important to you. Leadership. Leadership is a central focus in the MSIM program. Tell us about your managerial and

leadership experiences. What managerial and leadership skills would you like to develop in the MSIM program? Considering your career goals, tell us why these skills are important to you.

Inclusion, Diversity, Equity, Access, and Sovereignty . The iSchool makes a commitment to IDEAS in all that we do. Tell us about your experiences with one or more of these values? How would you contribute to advancing these values in the MSIM program and beyond?

Recommendations (2 Required) Enter the names and contact information for two references. These individuals will be sent an email prompt with instructions for submitting their recommendation online. Request recommendations from two people who know you well and who are able to comment on your academic competence, ability to engage in graduate study, potential for future success in the information management profession, or who can comment on your employment experience. Unless academic- or work-related, do not submit recommendations from family members, clergy, or friends.

Résumé or Curriculum Vitae Upload a PDF of your résumé or curriculum vitae. There is no preferred formatting or specific requirements that need to be met. However, your submission should include the following information, as applicable: Academic history (including institution, degree, dates of attendance) Professional experience (including employer, position title, and dates of employment)

Mid-Career MSIM applicants must demonstrate at least five years of full-time, professional work experience in technology, information, or management positions. Applicants to the Full-Time program are not required to have work experience. Involvement with volunteer, community, and/or diversity-related activities including the organization, position title, and dates of service Honors, awards, publications, and presentations

Research experience

Employment History Form (Mid-Career Students only) Applicants are asked to share with us up to the last 5-years of work history. This greatly helps us explain the experiences of our MSIM applicants and students.

Extenuating Circumstances (optional) If there are extenuating circumstances, not addressed in other sections of your application, related to your academic transcript, resume, test scores or other facets of your application that you would like the admissions committee to consider, please describe them. Please limit your response to 250 words.

Specialization Selection Applicants are required to indicate their top specialization preferences in ranked order. Early-Career: three specializations Early-Career

Accelerated: two specializations Mid-Career: two specializations Applicants not planning to do a specialization should select "No specialization." Mid-Career applicants should note that not all specializations are offered during the evening or weekend. Transcripts In the Report Prior Schools section of the the Application for Graduate Study, list all schools (colleges, universities and institutions) where you have earned collegiate-level credit. In the Submit Transcripts section of the application, upload a transcript for each school listed. Each transcript should be complete, legible and include the following: name of the institution, name of the student, dates of attendance, courses taken, grades/marks/credits earned and be organized by term (quarters, semesters or trimesters). Please observe the following guidelines: All transcripts should be submitted through the Application for Graduate Study. Please do not mail (or email) transcripts to the iSchool unless specifically directed to do so. The following types of documents can be accepted: Unofficial transcript from the school, often a PDF Official transcript that the applicant scans and uploads into the Application for Graduate Study Information from an online system or dashboard (Applicants are welcome to copy/paste into a Word document. As long as it is complete and legible, we are happy to accept it.) Degree audits cannot be accepted in place of a transcript as they are not a comprehensive summary of the coursework a student has attempted. Applicants should not submit transcripts that they have typed out themselves. Any documentation that is submitted should originate from the degree-granting institution. Foreign transcripts: if not in English, must be accompanied by an English translation . Certificate coursework: You only need to provide a transcript for certificate coursework if you earned academic credit in the process of earning the certificate. If you earned continuing education units (CEUs), a transcript does not need to be submitted. Study abroad (credits earned at a school outside the U.S.): Please refer to instructions for foreign transcripts. Study abroad (credits earned at a school inside the U.S.): Transcripts that fall into this category should be submitted as any other domestic transcripts. Transcripts from a clearinghouse or automated service may not be accessible when submitted through the Application for Graduate Study. As such, it is best to avoid using these services, if possible. In order to submit electronic transcripts, the applicant should have them sent to themselves and then upload them into the Application for Graduate Study. Please note:

The MSIM admissions committee retains the right to require that official transcripts be submitted for review at any time; during the application process or after admissions decisions have been made. Applicants admitted to the program who accept the offer of admission will be required to submit official transcripts from all degree granting institutions to the Graduate School.

GRE/GMAT Scores

Early-Career program options Applicants with an undergraduate degree from outside the U.S. or Canada must submit official GRE or GMAT scores. Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) score reports should be electronically reported to the University of Washington. Educational Testing Service (GRE score reports) - UW report code 4854, no department code Graduate Management Admissions Council (GMAT score reports) - UW report code 459-RN-51 Official test scores will be matched to your application once the application is submitted. Please allow ample time for test scores to be matched to the application before the deadline.

Early-Career Minimum GRE/GMAT scores Scores under the 40th percentile in any of the test sections are not considered competitive. Applicants with scores under the 40th percentile are not given further consideration.

Mid-Career MSIM program option Applicants to the Mid-Career program option are exempt from submitting official GRE or GMAT scores.

English Language Proficiency Requirement for Non-Native English Speakers Proficiency in English is required for graduate study at the University of Washington. Therefore, every applicant whose native language is not English (regardless of citizenship) must demonstrate proficiency with the English language. (See UW Policy 3.2 for Graduate School policies.) Non-native English speakers will indicate how they will fulfill the requirements in the application. The options are:

- Official TOEFL scores ? minimum score of 100 submitted to the UW with ETS code 4854; use department code 99
- Official IELTS scores ? minimum score of 7.0 submitted to the UW with organization code 365
- Official Duolingo scores ? minimum score of 125

Bachelor's, master's or doctoral degree from U.S. or a specific country in Policy 3.2 No additional documentation is required. We will use the transcript submitted with the application to verify that the requirement has been fulfilled.

Medium of Instruction document from an undergraduate institution We will accept a notation directly on the transcript or a separate document issued by the institution.

Post-Application Questions (optional) Once you have

submitted the application, you will be asked to complete some post-application questions. These are optional but do help us understand how you heard of the program and what other programs you are considering. The answers to these questions are not shared with our admissions review committee, and are reviewed after application decisions have been made.

Scholarship Information (optional) All applicants are automatically considered for a limited number of iSchool merit-based scholarships. If there is additional information you would like to provide the committee that you feel is relevant to your being considered for a scholarship, please let us know. (Please limit this response to 500 words.) In the past, we have had specific scholarship money for new students who are employed by the state of Washington, first-generation college students, or students who are active duty military or have veteran status. Please indicate if you fall into one or more of these categories. This information will not be used during the decision-making process. It will only be used for scholarship consideration, after admissions decisions have been made. ****Responding to this question does not guarantee that you will receive a scholarship.****

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