



Jackson School of International Studies

Graduate Application Guidelines—*Autumn 2011*

The information below has been prepared to help you complete your file and to enable us to provide a full review of your application.

Deadline

US citizens and US permanent residents: December 30, 2010

International applicants: December 1, 2010

Graduate application checklist—online application

- ☐ Submit On-Line Application to the Graduate School
- ☐ Request Official Test Score Reports:
GRE or GMAT (see instructions); TOEFL
(Also Self-report in Graduate School Application)
- ☐ Designate Providers of Recommendations
- ☐ Complete Jackson School Supplemental Application
- ☐ Submit Unofficial Transcripts
- ☐ Submit Statement of Purpose
- ☐ Submit Writing Sample
- ☐ International Students: send original transcripts

OPTIONAL components of your application:

- ☐ Submit Personal History Statement
- ☐ Submit Resume or Curriculum Vitae

Instructions for Application to a Jackson School Graduate Program

In these guidelines you will find two terms that are used repeatedly. *Non-Concurrent applicants* are those who are applying only to Jackson School (JSIS) programs. *Concurrent applicants* are those who are also applying to a professional school.

Applicants must meet the basic admission requirements of the University of Washington Graduate School and the Jackson School program to which they are applying. While this principle applies most obviously to academic eligibility, it extends to procedural matters as well: applicants must give close attention to all filing instructions and meet all deadlines.

I. Jackson School Timeline

For Autumn Quarter 2011 admission, the application deadline is December 30, 2010 for US citizens or US Permanent Residents. For international applicants, the application deadline is December 1, 2010. All complete applications which are submitted by the applicable due date will be reviewed. These deadlines take precedence over any general deadlines set by the Graduate School.

II. Test Scores: GRE, GMAT, and LSAT

A. JSIS applicants must submit official scores from the Graduate Record Examination (GRE) General Test. **Exception:** Those applying *concurrently* to the MBA may substitute the GMAT scores in some cases. Those applying *concurrently* to the JD program may substitute the LSAT scores in some cases. See Section III B. (2) for a summary of JSIS programs that allow GMAT or LSAT substitution for concurrent applicants. The University of Washington Institution Code for the GRE is **4854**. No department code is needed.

If you have not taken the GRE, you should take the exam no later than December 10, 2010 for US Citizens and Permanent Residents, or by November 10 for international applicants. The electronic report provided by the Educational Testing Service must reach the University of Washington by the application due date to be matched with the rest of your application.

B. Self-report your GRE or GMAT scores in your Graduate School application. Self-report your GRE, GMAT, TOEFL, or LSAT scores in the Jackson School Supplemental Application (see III, 2., c)).

III. Submission Procedures

If you apply to more than one Jackson School program, submit a separate, complete application for each program.

A. Applying to a Jackson School Program

1. GRE Scores

Request that the Educational Testing Service (ETS) transmit your official scores to the University of Washington no later than the application deadline.

2. Apply to the Graduate School

a) On-line Application for Admission to the Graduate School

Review instructions at: <https://www.grad.washington.edu/applForAdmiss/>, then click on “create a new applicant profile.”

International Applicants see: <http://www.grad.washington.edu/admissions/international.shtml> for Graduate School requirements.

b) Designate providers of recommendations

In the “Information About This Recommendation” 9, choose “System should send email.” The Graduate School will contact the recommender by email and ask him/her to submit a recommendation electronically. Applicants will be notified if the recommender declines. JSIS requires three recommendations. Although the on-line application process will accept up to four, JSIS applicants are urged to submit only three unless special considerations are involved. Recommendations must be in English.

c) Complete and upload **Jackson School Supplemental Application for Admission to Graduate Program**

(http://jsis.washington.edu/advise/file/app_form_2011.pdf) This PDF form can be completed, saved, and uploaded into your Graduate School application.

d) **Upload unofficial transcripts** from each college attended, including community colleges, and including University of Washington transcript, if you attend UW or previously attended UW. Create a file for each transcript by scanning or electronic method provided by the issuing institution. PDF format is strongly preferred. You also may upload a Word or Rich Text Format file.

e) **Statement of Purpose**

Briefly describe your background, proposed focus of study, reasons for wanting to attend the Jackson School, and future goals.

f) **Writing Sample**

This should be an academic work, in English, that provides evidence of your research, writing, and analytical skills. The length is less important than the demonstration of these abilities.

g) **Optional: Personal History Statement**

Separate from the Statement of Purpose (e). The intent of this optional statement is to give you an opportunity to let the admissions committee know about educational, cultural, or economic disadvantages you may have experienced.

h) **Optional: Resume or Curriculum Vitae**

Upload in your on-line application if desired.

Send to Graduate School:

Official transcripts, but ONLY from any colleges and universities you attended outside the United States, *or* if you are an international applicant:

Graduate School
Office of Graduate Admissions
Box 352191
Seattle, WA 98195-2191

B. Concurrent Applicant Procedures

1) All concurrent degree applicants must submit *a complete JSIS application (see section III. A., above)* in addition to complying with the application procedures of the professional program to which you are applying. You should not assume that *any* of your application materials will be shared between departments. We cannot copy or send to other programs materials submitted to JSIS.

Apply on-line to both programs. Indicate the concurrent department to which you are applying on the Jackson School Supplemental Application (http://jsis.washington.edu/advise/file/app_form_2011.pdf). Follow instructions for those applying solely to a JSIS program (III A., above)

2) Test Scores: The Business School requires scores from the GMAT. *Concurrent applicants* to the MBA program and the general INTERNATIONAL STUDIES program, the JAPAN STUDIES program, the KOREA STUDIES program, or the RUSSIAN, EAST EUROPEAN AND CENTRAL ASIAN STUDIES program may substitute the GMAT for the GRE in the JSIS application. Other JSIS programs may allow this substitution on a case-by-case basis; check with the JSIS Office of Student Services for more information. If this substitution is not approved, applicants must submit both the GRE and the GMAT to the University of Washington.

For those applying to the Jackson School concurrently with the Law School, the LSAT scores required by the School of Law may be substituted for GRE scores for those applying to the general INTERNATIONAL STUDIES program, the JAPAN STUDIES program, the KOREA STUDIES program, the RUSSIAN, EAST EUROPEAN AND CENTRAL ASIAN STUDIES program, or the SOUTH ASIAN STUDIES program. For other JSIS programs, applicants must submit both the GRE and the LSAT (self-reported on the Jackson School Supplemental Application).

IV. Application by Current UW Graduate Students

If you are a graduate student in another University of Washington department and wish to apply to the Jackson School either for a concurrent program or to transfer from your current department's program, you must reapply to the Graduate School and submit all application materials by the JSIS deadlines. Check the appropriate box on the Jackson School Supplemental Application.

V. Fellowship Applications

Committees reviewing fellowship applications and graduate applications are entirely separate, and materials submitted for one purpose cannot be used for the other. In addition, *we cannot copy materials from one application to complete the other*. For information on fellowships, see http://jsis.washington.edu/advise/graduate/fin_aid.shtml ("Programs and Funding Sources") and <http://jsis.washington.edu/advise/flas/> ("International and Area Studies Fellowships").

VI. Jackson School Time Line

We expect that all applicants who meet our deadline will receive admission decisions by early March. If you accept an offer of admission, you will be asked to respond by April 15. Applicants designated as alternates will be reconsidered only if space is available and if they notify us of their continued interest by April 15. You will be notified by email of the admission decision. If you accept an offer of admission to a JSIS graduate program, you will be required to send to the Jackson School official transcripts from all post-secondary institutions you have attended.