



# Jackson School of International Studies

## Ph.D. Program Application Guidelines

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The information below has been prepared to help you complete your file and to enable us to provide a full review of your application to the Jackson School Ph.D. Program. If you are applying to a master's program, consult separate guidelines and instructions at [http://jsis.washington.edu/advice/graduate/app\\_procedures.shtml](http://jsis.washington.edu/advice/graduate/app_procedures.shtml).

***Application deadline: January 4, 2013***

### ***Graduate application checklist—online application***

- ☐ Submit Online Application to the Graduate School
- ☐ Request Official Test Score Reports: GRE; TOEFL or IELTS  
(Also Self-report in Graduate School Application)
- ☐ Designate Providers of Recommendations
- ☐ Complete and Submit Supplemental Application for Admission to Ph.D. Program
- ☐ Upload Transcript Copies (must submit *Official* transcripts; see below)
- ☐ Submit Statement of Purpose
- ☐ Submit Writing Sample
- ☐ Submit Curriculum Vitae

### ***Materials to mail to the Jackson School***

- ☐ Official Transcripts from all colleges or universities attended

### ***OPTIONAL components of your online application:***

- ☐ Submit Personal History Statement

### **Instructions for Application to the Jackson School Ph.D. Program**

Applicants must meet the basic admission requirements of the University of Washington Graduate School and the Jackson School of International Studies. 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 2013 admission, the application deadline is January 4, 2013. All complete applications that are submitted by the application due date will be reviewed. This deadline takes precedence over any general deadlines set by the Graduate School.

### **II. Test Scores**

1. Applicants must submit official scores from the Graduate Record Examination (GRE) General Test. 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 14, 2012, in order for your scores to be considered with your application. 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.

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2. Self-report your GRE scores (and TOEFL if required) in your Graduate School application and on the Jackson School Supplemental Application to Ph.D. Program.

### III. Submission Procedures

#### 1. Test Scores (*submit electronically*)

Request that the Educational Testing Service (ETS) transmit your official GRE scores—and if required, TOEFL scores—to the University of Washington no later than the application deadline. IELTS scores may be submitted in lieu of TOEFL results.

#### 2. Apply to the Graduate School

##### a) Online 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/faq/international.shtml> for Graduate School requirements.

##### b) Designate providers of recommendations

In the “Information About This Recommendation” field in your Graduate School Application, choose “System should send email.” The Graduate School will contact the recommender and ask her/him to submit a recommendation electronically. Applicants will be notified if the recommender declines. JSIS requires three recommendations. Although the online 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 Ph.D. Degree Program**

([http://jsis.washington.edu/advise/file/PhDapp\\_form\\_2013.pdf](http://jsis.washington.edu/advise/file/PhDapp_form_2013.pdf)). This PDF form can be completed, saved, and uploaded into your Graduate School application.

##### d) Upload **unofficial transcripts** from each college attended, 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

Drawing upon your previous formal training and experiences, please discuss your research questions and interests as rigorously as possible in at least one of the four foundational fields of the Ph.D. Program and at least one of JSIS’s area-based programs. Be sure to include a brief discussion of your reasons for wanting to attend the Jackson School Ph.D. Program in particular, and how your plan relates to your future goals. It would be helpful if you identified faculty and institutional resources relevant to your learning goals.

##### f) Writing Sample

A published or unpublished sample of your own writing, demonstrating your ability to write critically and analytically. The sample should generally not exceed 10,000 words and should include a word count.

g) **Curriculum Vitae**

Upload as part of your online application.

h) **Optional: Personal History Statement**

Different 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 opportunities and/or disadvantages you may have experienced.

3. ***Mail Official Transcripts to the Jackson School***

**Send to the Jackson School Official** transcripts from each college attended, *sealed* in envelopes by the issuing institutions:

Jackson School Student Services  
Ph.D. Admissions  
University of Washington  
Box 353650  
Seattle, WA 98195-3650

**IV. Funding/Fellowship Applications**

Applicants may seek funding from the Jackson School by checking the appropriate box on the Supplemental Application. Those not requesting JSIS funding should identify the sources and duration of their financial support. Ph.D. applicants also are eligible to apply for UW International and Area Studies Fellowships, including federally-funded FLAS fellowships for U.S. citizens or permanent residents, if they meet application criteria (see <http://jsis.washington.edu/advise/flas/>). We strongly recommend that those eligible apply simultaneously for these fellowships. The committees reviewing International and Area Studies Fellowship applications are separate from graduate admission committees, and materials submitted for one purpose cannot be used for the other. In addition, *we cannot duplicate materials from one application to complete the other.*

For general information on funding, see [http://jsis.washington.edu/advise/graduate/fin\\_aid.shtml](http://jsis.washington.edu/advise/graduate/fin_aid.shtml).

**V. Jackson School Time Line**

If you meet our application deadline for the Ph.D., you can expect an admission decision by early March. If you accept an offer of admission, you will be asked to respond by April 15. If you are designated as an alternate, you will be reconsidered only if space is available and if you notify us of your continued interest by April 15. You will then be notified by email of the admission decision.