



Jackson School of International Studies

Master's Program Application Guidelines

The information below has been prepared to help you complete your file and to enable us to provide a full review of your application. Applicants to the Ph.D. program should consult separate instructions at http://jsis.washington.edu/advise/graduate/app_procedures.shtml.

Application Deadline: January 3, 2014

Graduate application checklist – online application

- ☐ Submit On-Line Application to the Graduate School
- ☐ Request Official Test Score Reports:
GRE or GMAT (see instructions); TOEFL or IELTS
(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

Materials to mail to the Jackson School

- ☐ Official Transcripts from all colleges or universities attended

OPTIONAL components of your on-line application:

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

Instructions for Application to a Jackson School Master's (M.A.I.S.) 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) master's 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 2014 admission, the application deadline is January 3, 2014. All complete applications which 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: 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 20, 2013 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.

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

III. Submission Procedures

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

A. Applying to a Jackson School Master's Program

1. Test Scores

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) 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.” In the “Report Prior Schools” section, list ALL post-secondary SCHOOLS attended, including community colleges, and including University of Washington.

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 by email and ask her/him 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 Master's Degree Program** (http://jsis.washington.edu/advise/file/MAISapp_form_2014.pdf). This PDF form can be completed, saved, and uploaded into your Graduate School application. Before you upload, send yourself a copy. Review it to make sure the fields contain the data you entered. If problems, send email to jsisinfo@uw.edu.
- 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**
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 disadvantages you may have experienced.
- h) **Optional: Résumé or Curriculum Vitae**
Upload as part of your on-line application if desired.

3. *Mail Official Transcripts*

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

Jackson School Student Services
Admissions (Master's)
University of Washington
Box 353650
Seattle, WA 98195-3650

Note that confirmation of receipt of your transcript may not appear on your application site. No need to phone or email to confirm.

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 Supplemental Application for Master's Degree (http://jsis.washington.edu/advise/file/MAISapp_form_2014.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 master's 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 for Master's Degree).

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 Supplemental Application for Master's Degree.

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 Timeline

We expect that all M.A.I.S. 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.