

UNDERGRADUATE PROGRAM

2005 APPLICATION FOR ADMISSION

INSIDE!

Information on these topics and more!

UW Business School Application

- Transcripts
- Personal Statement
- Application to Options

Note: **The Writing Skills Assessment (WSA)** is also required for application. Information and registration forms are in the WSA booklet.

Applying to UW

- Returning Former Students
- Transfer Students
- Post-baccalaureate Students
- International Transfer Students

Business School Scholarships

Please note:

- This application is for the Business School at UW-Seattle.
- References to "UW" are for UW-Seattle.
- For Online Users: Blue text offers links to additional information. Use these links to navigate through the application packet.
- You can type into the application forms and print them out.
- Application forms CAN NOT be submitted online.
- Be sure to sign your application after you print it!
- We recommend that you make and keep a photocopy of your application after you sign it.
- You must register for the WSA prior to the application deadline. Register early for the best choice of dates.

Business School Application Deadlines

[Application Deadlines](#)

UW and Transfer Students April 5

*NOTE: Applications must be received by 5:00 p.m. if hand-delivered or **postmarked** by midnight if mailed. If you mail your application on the deadline date, check with your post office to make sure that it will be postmarked the same day.*

Business School Application Checklist

<input type="checkbox"/> Business School Application (available in this booklet)	<input type="checkbox"/> Writing Skills Assessment Registration (available in the Writing Skills Assessment booklet)
<p>Submit to: University of Washington Business School Undergraduate Programs Office 137 Mackenzie Hall Box 353200 Seattle, WA 98195-3200 206.685.3400</p> <p>The following must accompany your application:</p> <input type="checkbox"/> Unofficial transcripts for schools other than the UW <input type="checkbox"/> Personal Statement	<p>Send to: University of Washington Office of Educational Assessment Testing Center 440 Schmitz Hall Business Admission Test Box 355837 Seattle, WA 98195-5837 206.543.1790</p> <p>The following must accompany your registration form:</p> <input type="checkbox"/> Check or Money Order payable to the University of Washington

Register early! For the best choice of test times, return your skills assessment registration form prior to February 18, 2005.

Application Workshops

Application workshops give detailed information about the application process, including the Writing Skills Assessment, to students who plan to apply to the Business School. Seating is limited and will be on a first-come, first-served basis.


The first application workshop will be held on the following date and time. As additional dates are confirmed, they will be posted on the Business School website at www.depts.washington.edu/bschool/undergrad/.

Date	Time	Location
Thursday, January 6	3:30-4:20	Balmer 206
Thursday, January 13	3:30-4:20	Balmer 206
Thursday, January 20	3:30-4:20	Balmer 206
Thursday, January 27	3:30-4:20	Balmer 206

A map of UW campus is available online at www.washington.edu/home/maps/.

Information

Handouts

When you see this symbol  it means that you can download a related handout or form from our website. If you are not able to download these documents, contact our office at 206.685.3400.


-  [Application Timeline](#)
-  [Application Requirements](#)
-  [Graduation Requirements](#)
-  [Writing Skills Assessment Handout](#)
-  [Sample Completed Applications](#)
-  [Scholarship Application](#) - available in late January

Business School – General Information

- www.depts.washington.edu/bschool/undergrad/
- Undergraduate Program Office, 206.685.3400
- Email bizinfo@u.washington.edu

UW Business School Application

Filling out the Application

-  [Sample Completed Applications](#)
- Attend an application workshop

Writing Skills Assessment

-  [Writing Skills Assessment Handout](#)

Test Registration Problems

- OEA Testing Center, 206.543.1790

The University Application

Applying to UW

- www.washington.edu/students/uga/
- UW Admissions, 206.543.9686

Transfer Credit Information


- www.washington.edu/students/uga/tr/planning/ccequivguide

Student Life

Housing, Financial Aid, Students with Disabilities, Underrepresented Students

- www.washington.edu/students/

Business School Scholarships

-  [Scholarship Application](http://depts.washington.edu/bschool/undergrad/scholarships.shtml) (available in late January)
<http://depts.washington.edu/bschool/undergrad/scholarships.shtml>

- Although you must be admitted to both the University of Washington and the Business School to receive Business School Scholarships, you may apply for these scholarships while the decisions on your program applications are still pending.
- The Business School offers approximately 198 awards to undergraduate students.
- Submit one application and you will be considered for any scholarship for which you qualify.
- Although financial need is not a requirement for all business scholarships, most are awarded on the basis of need.
- To qualify for any need-based scholarship, you must also file a Free Application for Federal Student Aid (FAFSA). Information about filing the FAFSA can be found at: www.washington.edu/students/osfa/.
- The deadline for submitting your Business School Scholarship Application is April 5, 2005.
- If you have scholarship questions, please contact the scholarship coordinator at 206.543.0477 or pmgrath@u.washington.edu.

Special Programs

These programs have competitive admission. See their websites for details.

- **Certificate of International Studies in Business**
<http://depts.washington.edu/bacisb/>
Note: CISB deadline is April 5, 2005
- **Retail Management Program**
<http://depts.washington.edu/retail/>
- **Sales Program**
http://depts.washington.edu/mibdept/sales_program/

Prospective UW Students

Application Requirements

If you have never attended UW as a matriculated student, you must complete a separate application to the UW in addition to your Business School application. Check the various application deadlines at: www.washington.edu/students/uga/.

- UW Admissions Office: 206.543.9686
- Admission to the Business School is contingent upon admission to the UW.
- If you have taken more than 3 upper-division business courses at another institution, consult with an academic adviser in the Business School before applying.

Graduation Requirements

International Applicants

- English composition: For application, one 3-5 credit course must be completed in Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States, or taken at an international school where English is the language of instruction.
- Introduction to Law (Management 200): This course covers the American legal system; it is not a business law course. If you are not able to take a comparable course in the U.S., you may petition to take it during your first quarter, if admitted to the UW Business School.

Post baccalaureate Applicants

- Have a bachelor's degree (non-business), want business degree
- Have a business degree, want accounting only

Transfer Applicants

- Have attended other colleges but not the UW
- A Washington community college equivalency guide: www.washington.edu/students/uga/tr/planning/ccequivguide

Returning Former UW Student (never admitted to the Business School)

If you have attended UW as a matriculated student but have not been enrolled since autumn 2004, you must complete a separate UW application that can be downloaded at: www.washington.edu/reg/returning.html.

Which Application?

Application Requirements

There are two applications in this packet. Read the descriptions below to determine which application you should use.

Upper Division Admission Group (UAG)

To apply for the UAG, you must have by the end of winter 2005:

- completed a minimum of 60 credits at the UW or an approved transfer institution, including the credits for the prerequisite courses listed on the application.

Early Admission Group (EAG)

To be considered for the EAG, you must have by the end of winter 2005:

- entered the UW as a freshman AND
- have been enrolled no more than 3 quarters AND
- have completed at least 30 numerically graded credits at the UW. If you have completed a total of 60 credits at any college or university, you must apply as a UAG.

Transcripts

All academic work completed by April 5, 2005, will be reviewed in the application process.

- If you have taken courses from any college other than the UW (even if you were still in high school), you must submit unofficial grade reports with your application to the Business School.
- In order for transfer credits to be added to your UW record, you must also request official transcripts be sent to the Office of Admissions.
- If you have attended only the UW, you do not need to submit any transcripts with your Business School application.

Personal Statement

Your personal statement is required for application. It provides the opportunity to discuss aspects of your life that may not be apparent from your application, transcripts, or the Writing Skills Assessment. For an effective personal statement, follow directions outlined in Section E of the application.

Application Guidelines

☐ Sample Completed Applications

As you fill in Section B of the application, keep the following guidelines and information in mind.

EAG and UAG APPLICANTS - Section B-1 & 2

- *Be specific. List department and course number (e.g. MATH 112 for calculus).*
- *Use the transfer school's course numbers, not the UW equivalents.*
- *Convert semester credits to quarter credits by multiplying times 1.5 (for example, a 3 credit semester course becomes a 4.5 credit quarter course).*
- *You may use Advanced Placement (AP) courses to satisfy prerequisites. Enter the name of the course for which you received credit (e.g. MATH 124 for calculus), leave blank the number of credits earned, write "AP" under decimal grade and leave blank the number of grade points. Do not include AP credits in the totals.*

UAG APPLICANTS ONLY – Section B-1

- *Accounting: If you are transferring from a school where the fundamentals of accounting are taught in a 3-course series (e.g. 201,202,203 or 210,220,230) you must complete at least the first course (201 or 210) before the application deadline. The remaining 2 courses (202,203 or 220,230) must be completed before September 28, 2005. If you have already completed the first two courses (e.g. 201 & 202 or 210 & 220), you may list the course in which you received the higher grade.*
- *Economics: If you have completed both micro- and macro-economics prior to the application deadline, you may indicate your higher grade. Both courses must be completed before September 28, 2005.*
- *Calculus: If you have taken more than one calculus course, you may indicate your highest grade.*
- *English Composition: If you have taken more than one composition course, you may indicate your highest grade.*

UAG APPLICANTS ONLY—Section B-2

- *Indicate the quarter and year you took (or plan to take) the course. Indicate the school at which you took (or plan to take) the course.*
- *Introduction to Law (MGMT/O E 200): This is not a business law course but is an introduction to the American legal system.*

www.washington.edu/students/crscat/mgmt.html

- *Statistics (Q METH 201): You are strongly encouraged to take Q METH 201 because it is business related statistics. We will accept several approved substitutes listed on the Application Requirements handout.*

www.washington.edu/students/crscat/qmeth.html

- *If you have a question about the transferability of a course, call the Undergraduate Program Office to speak with an academic adviser as soon as possible. You can also check the website for Washington community colleges and course equivalencies:*

www.washington.edu/students/uga/tr/planning/ccequivguide

Application to Options

☐ Option Handouts

You are applying to be a business major. You may also apply for **one** formal option at this time. Space in options is limited, so you could be admitted to the Business School, but not be admitted to an option.

Note: You may apply for only one Formal Option. If you indicate more than one Formal Option, your application will be considered for only Business Administration.

However, if you are admitted as a business major, you will have other opportunities to apply for up to two options.

Options are formalized programs of study, which require completing certain coursework. Admission to an option gives you registration priority for upper-division classes in that area. Upon graduation from the UW, if you have successfully completed the option requirements, it will be noted on your transcript.

The Options

Note: The only option open to EAGs is Accounting.

Handouts for the options are available at:

depts.washington.edu/bschool/undergrad_handouts.shtml

- **Accounting** (open to EAGs and UAGs)
- **Entrepreneurship** (open to UAGs)
- **Finance** (open to UAGs)
- **Human Resources Management** (open to UAGs)
- **Information Systems** (open to UAGs)
- **Marketing** (open to UAGs)

Autumn Quarter 2005
Undergraduate Program
SECTION A

Please type or print clearly in ink

Full Legal Name (last, first, middle)

 Current UW Student (Spring 2005)

UW Student Number

Telephone

Social Security Number

 Returning Former UW Student

 Transfer Student

 Postbaccalaureate

Email address

Sex

 Male Female

 Have bachelor's degree (non-business), want business degree.

 Have business degree, want accounting only.

Current address. Through June 3, 2005, decision letters will be mailed to this address.

Street number or PO Box	Apt.	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate address. After June 3, 2005, decision letters will be mailed to this address.

Street number or PO Box	Apt.	City	State	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose one (See "Application to Options"):

<input type="checkbox"/> Accounting	<input type="checkbox"/> BA (no option)	<input type="checkbox"/> Entrepreneurship
<input type="checkbox"/> HR	<input type="checkbox"/> Finance	<input type="checkbox"/> Information Systems
<input type="checkbox"/> Marketing		

SECTION B-1 - APPLICATION PREREQUISITES

Courses must be completed prior to the application deadline.

	Course Abbreviation & Number	Credits		Decimal Grade	Grade Points
Financial Accounting	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
Micro- or Macroeconomics	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
Calculus	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
College-Level English Composition	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	<input type="text"/>
TOTAL COMPLETED GRADED CREDITS AND GRADE POINTS		<input type="text"/>			<input type="text"/>

SECTION B -2- ADDITIONAL PREREQUISITES

Courses must be completed prior to September 28, 2005.

	Course Abbreviation & Number	Credits	Quarter/Year	School
Managerial Accounting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Macro- or Microeconomics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Introduction to Law	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Statistical Methods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION C - 2005 WRITING SKILLS ASSESSMENT

- I have taken or have registered for the Writing Skills Assessment. (Give location and date.)
 I plan to register for the Writing Skills Assessment. (Give location and date.)

Location:

- UW-Seattle Off-Site (give location)
 UW-Tacoma
 UW-Bothell

2003/2004 Scores

- I will use my previous scores. (Tests must have been taken within the last 2 years.)
 Indicate location at right.

 Date:

 Score 2003 2004

SECTION D - COLLEGIATE INSTITUTIONS ATTENDED (including UW, most recent school first)

Institution Name	Location (City, State)	From (Mo/Yr)	To (Mo/Yr)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION E - PERSONAL STATEMENT

WHY EVERY APPLICANT MUST SUBMIT A PERSONAL STATEMENT: Your personal statement is an important part of your application for admission. It provides you with the opportunity to discuss aspects of your life that may not be apparent from information provided on your application, transcripts, or the Writing Skills Assessment.

TOPICS: Please answer all of the topics that pertain to you. If only part of a topic pertains to you, answer that part. The topics are in four numbered sections. Similarly, your statement should be organized into sections, with each section numbered. Such presentation makes it easier for the reviewers to read and assess your statement.

1. Describe any personal or economic hardships or barriers you've had to overcome and explain how they have affected your education. Be specific about when you encountered these hardships and how long they lasted.
2. In the context of your life experience, describe your understanding of cultural differences, how this awareness was acquired, and how it affected you.
3. Write about any experience you've had that demonstrates your leadership skills. Examples could be taken from: employment, community service, student organizations, or similar situations. Be specific about when you had these experience(s) and how long they lasted.
4. How have the educational experiences of your parents/legal guardians influenced your pursuit of higher education? If you are the first person in your family to go to college, what kind of support did you receive in making and pursuing this decision?

FORMAT: Type or write your statement on no more than three sheets of 8.5 x 11" white paper. If typed, use at least 10-point font size. Double space your lines, and use only one side of each sheet. Additional pages will not be read. Print your name and the words "Personal Statement" at the top of each page, and attach the pages to your application.

TIPS: (1) Be specific. (2) Don't spend your time telling us such things as "I've always wanted to attend the Business School because I want a business degree." It is a legitimate comment but doesn't tell us anything distinctive about you. (3) You define what "experience" means to you: something insignificant to others may have had particular significance for you. (4) Be aware that many applicants write about similar topics so consider how yours is unique. (5) Long doesn't mean better and there is no need to embellish. We don't expect to read something earth shattering in every personal statement. (6) When you address the cultural awareness question, we want to know what has affected your perspective and what awareness you would bring to the Business School community. We are interested in the depth of your perceptions and experiences. (7) Proofread, proofread, proofread.

APPLICANT CERTIFICATION

In signing this form, I acknowledge that statements I have made in this application are complete and true. I understand that my application is incomplete without my signature.

Full legal signature

Date completed

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process contact the department at 206.685.3400 or the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or e-mail at dso@u.washington.edu.

Information in this section will be used for purposes of statistical analysis only; it is not used in the admissions process and will have no bearing on your admission status. Providing this information is voluntary.

Are you an international student?

No Yes

If you are an International Student, you do not need to fill out the remainder of this section.

Are you of Hispanic or Latino origin? (check all that apply)

No Yes

Mexican or Mexican American Chicano
 Puerto Rican
 Cuban
 Other Hispanic or Latino (specify):
 e.g. Argentinian, Colombian, Nicaraguan, Salvadoran, Spaniard, etc.

Of what race(s) do you consider yourself? (check all that apply)

African American/Black
 Alaska Native or American Indian Tribal Affiliation _____

Asian American:

Asian Indian Chinese Filipino Japanese
 Korean Vietnamese Other Asian American (specify): _____

Pacific Islander:

Guamanian or Chamorro Native Hawaiian Samoan
 Other Pacific Islander (specify): _____
 White or Caucasian (European, Middle Eastern, or North African)
 Other (specify): _____

SECTION A

Please type or print clearly in ink

Full Legal Name (last, first, middle)

Telephone

Social Security Number

UW Student Number

Email address

Sex

Male

Female

Current address. Through June 3, 2005, decision letters will be mailed to this address.

Street number or PO Box

Apt.

City

State

ZIP

Alternate address. After June 3, 2005, decision letters will be mailed to this address.

Street number or PO Box

Apt.

City

State

ZIP

All applicants will be considered for admission to Business Administration. If you wish, you may apply for the Accounting Option (below). Note: this will not increase your chances for admission to the program. Choose one.

Accounting

BA (no option)

SECTION B - APPLICATION PREREQUISITES Courses must be completed prior to April 5, 2005.

	Course Abbreviation & Number	Credits		Decimal Grade	=	Grade Points
ECON 200 - Microeconomics	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
MATH 112 or 124 - Calculus	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
College-Level English Composition	<input type="text"/>	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
TOTAL COMPLETED GRADED CREDITS AND GRADE POINTS		<input type="text"/>				<input type="text"/>

SECTION C - 2004 WRITING SKILLS ASSESSMENT

I have taken or have registered for the Writing Skills Assessment. (Give location and date.)

I plan to register for the Writing Skills Assessment. (Give location and date.)

Location:

UW-Seattle

Off-Site (give location)

UW-Tacoma

UW-Bothell

Date:

SECTION D - COLLEGIATE INSTITUTIONS ATTENDED, OR COLLEGE CREDIT EARNED

(including UW, most recent school first)

Please note: if you have completed more than 59 credits, you must apply using the [UAG Application](#) (pg. 5)

Institution Name	Location (City, State)	From (Mo/Yr)	To (Mo/Yr)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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1. Describe any personal or economic hardships or barriers you've had to overcome and explain how they have affected your education. Be specific about when you encountered these hardships and how long they lasted.
2. In the context of your life experience, describe your understanding of cultural differences, how this awareness was acquired, and how it affected you.
3. Write about any experience you've had that demonstrates your leadership skills. Please include any relevant high school or college employment, community service, student organizations, or similar situations. Be specific about when you had these experience(s) and how long they lasted.
4. How have the educational experiences of your parents/legal guardians influenced your pursuit of higher education? If you are the first person in your family to go to college, what kind of support did you receive in making and pursuing this decision?

FORMAT: Type or write your statement on no more than three sheets of 8.5 x 11" white paper. If typed, use at least 10-point font size. Double space your lines, and use only one side of each sheet. Additional pages will not be read. Print your name and the words "Personal Statement" at the top of each page, and attach the pages to your application.

TIPS: (1) Be specific. (2) Don't spend your time telling us such things as "I've always wanted to attend the Business School because I want a business degree." It is a legitimate comment but doesn't tell us anything distinctive about you. (3) You define what "experience" means to you: something insignificant to others may have had particular significance for you. (4) Be aware that many applicants write about similar topics so consider how yours is unique. (5) Long doesn't mean better and there is no need to embellish. We don't expect to read something earth shattering in every personal statement. (6) When you address the cultural awareness question, we want to know what has affected your perspective and what awareness you would bring to the Business School community. We are interested in the depth of your perceptions and experiences. (7) Proofread, proofread, proofread.

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Information in this section will be used for purposes of statistical analysis only; it is not used in the admissions process and will have no bearing on your admission status. Providing this information is voluntary.

Are you an international student?

 No Yes

If you are an International Student, you do not need to fill out the remainder of this section.

Are you of Hispanic or Latino origin? (check all that apply)

 No Yes

- Mexican or Mexican American Chicano
- Puerto Rican
- Cuban
- Other Hispanic or Latino (specify):
e.g. Argentinian, Colombian, Nicaraguan, Salvadoran, Spaniard, etc.

Of what race(s) do you consider yourself? (check all that apply)

 African American/Black
 Alaska Native or American Indian Tribal Affiliation _____

Asian American:

 Asian Indian Chinese Filipino Japanese
 Korean Vietnamese Other Asian American (specify): _____

Pacific Islander:

 Guamanian or Chamorro Native Hawaiian Samoan
 Other Pacific Islander (specify): _____
 White or Caucasian (European, Middle Eastern, or North African)
 Other (specify): _____