



2007-2008 APPLICATION

Department of Epidemiology, University of Washington

Revised 1.4.2006

We welcome your application to our program! The Department of Epidemiology of the University of Washington is a **highly regarded** program. You can expect an **excellent and thorough grounding in epidemiological methods** in an **atmosphere of collegiality** with some of the **best-known faculty and brightest students** in the country.

The directions may change for 2007, check the website in Autumn 2006 before applying.

Please be sure to follow the directions carefully. If you have any questions regarding the application process, please call (206) 685-1762 or e-mail epi@u.washington.edu.

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APPLICATION INSTRUCTIONS 2007-2008

Department of Epidemiology, University of Washington

I. BEFORE APPLYING

ALL NECESSARY INFORMATION AND FORMS TO APPLY TO THE GRADUATE SCHOOL AND EPIDEMIOLOGY ARE AVAILABLE THROUGH THE EPIDEMIOLOGY WEB SITE BELOW. YOU MUST CHECK THIS SITE FOR UPDATED APPLICATION INSTRUCTIONS. REFERENCES WILL BE PROBABLY BE ELECTRONIC IN 2007. <http://depts.washington.edu/epidem/>

PLEASE READ CAREFULLY THE EPIDEMIOLOGY DEGREE PROGRAMS AND ADMISSION CRITERIA (<http://depts.washington.edu/epidem/overviewtoc.pdf>), **AND THE EPIDEMIOLOGY AND GRADUATE SCHOOL INSTRUCTIONS BEFORE APPLYING.**

These materials are not applicable to Nutrition nor Public Health Genetics.

Contact Nutrition: <http://depts.washington.edu/nutr/>, nutr@u.washington.edu, 206-543-1730

OR

Institute for Public Health Genetics:
<http://depts.washington.edu/phgen/>,
phgen@u.washington.edu, 206-616-9286

A. RECEIPT DEADLINES for 2007. All requested materials are due by the deadline indicated.

ALERT

NEW APPLICATION DEADLINES FOR EPIDEMIOLOGY DEPARTMENTAL APPLICATION

November 1	All International Students -- Graduate School Application, including official original transcripts and fee
December 15	DEADLINE FOR ALL PH.D. APPLICANTS AND MASTER'S APPLICANTS WITHOUT U.S. DOCTORATE. We must receive the Epidemiology application, Graduate School application, goal statement, and resume/CV by 12/15.
	All applications for PH.D. and Master's applicants without U.S. Doctorate must be COMPLETE BY JANUARY 1 , including all transcripts, test scores and references. Earlier completion is to the applicant's advantage.
January 1	Final application deadline for applicants WITH A U.S. DOCTORATE. We must receive the Epidemiology application, Graduate School application, goal statement, and resume/CV by Jan. 1 st .
	<u>All postdoctoral applications</u> must be COMPLETE by JANUARY 15 , including all transcripts, test scores and references. Earlier completion is to the applicant's advantage.

ii. International Students:

It is critical that international students meet the deadlines above due to US visa procedures.

B. ENTRY QUARTERS

The next available quarters for application are **Summer or Autumn 2006**. We strongly recommend that you apply for Autumn Quarter, especially if you are not a U.S. licensed physician. We only offer 1 course for

new non-physician summer students. We review applications during the Winter Quarter for the following Summer and Autumn Quarters. **Students are not accepted for other quarters** due to the sequencing of the courses.

C. GRE & TOEFL Codes

GRE
UW Code 4854, Department Code 0606

For the TOEFL, use address:

TOEFL
UW Code 4854, Department code 99

Graduate Admissions
Box 84808
Seattle, WA 98124-6108

D. DEGREES AVAILABLE

The Department of Epidemiology offers the following degrees in Epidemiology:

Master of Public Health (MPH)
Master of Science (MS)
Doctor of Philosophy (PhD)

MPH Students may select from the following tracks. For additional information and requirements, contact the indicated office below. **MCH and IHP departmental applications should be sent to the address indicated.**

i. MPH-General Track: No additional materials needed for track.

ii. MPH-Maternal and Child Health Program (MCH)

University of Washington, Box 357230
Seattle, WA 98195-7230
206-543-8819

mchprogr@u.washington.edu
<http://depts.washington.edu/mchprog/>

(A U.S.-focused program, which expects MCH-related work experience.)

Students apply directly to the MCH program. Go to <http://depts.washington.edu/mchprog/application.html> for detailed application instructions. MCH now requires an additional 1 – 2 page supplemental goal statement.

Certificate program requiring less experience also available.

iii. MPH-International Health Program (IHP)

University of Washington, Box 357660
Seattle, WA 98195-7660
206-543-6714

ihprog@u.washington.edu
<http://depts.washington.edu/ihprog/>

(Two years of health sciences work experience in a developing country usually required.)

Students apply directly to the IHP program. Go to <http://depts.washington.edu/ihprog/admissions/> (Read information, then select "Admissions Process" for detailed application instructions and link to IHP application form.)

Certificate program requiring less experience also available.

iv. MS-Genetic Epidemiology

Administered by the Institute for Public Health Genetics.
<http://depts.washington.edu/phgen/DegreeTracks/ms.html>,
206-616-9286. Do not use this application.
MPH, PhD, and certificate programs in Public Health Genetics also available.

v. Graduate Certificate in Sexually Transmitted Diseases

Administered by the Center for AIDS & STDs
http://depts.washington.edu/cfas/training/grad_cert/

If you are interested in other degrees from the School of Public Health, visit <http://sphcm.washington.edu> (or email sphoss@u.washington.edu).

II. HOW TO APPLY

(Two separate applications must be submitted.)

It is your responsibility to **complete each application correctly and completely** and send each to the correct address with the required supporting documents. (The fee is only sent to Graduate Admissions.)

Do not send anything to the School of Public Health and Community Medicine or other departments. Materials sent to the wrong address cannot be retrieved.

A. APPLICATION MAILING ADDRESSES

EPIDEMIOLOGY APPLICATION

Epidemiology Program Office
Box 357236
F262 Health Sciences Building
1959 NE Pacific Street
University of Washington
Seattle, WA 98195-7236
Phone: 206-685-1762
Fax: 206-616-4053
Email: epi@u.washington.edu
Application: downloadable at
<http://depts.washington.edu/epidem/epiappl.doc>

By Express Courier to the Graduate School:

301 Loew Hall
University of Washington
Seattle, WA 98195
Phone: 206-543-5929

Interactive Web application:

http://www.grad.washington.edu/area/area_admiss.htm

Request "Paper Application Form" from epi@u.washington.edu only if absolutely needed. Only accepted from applicants in developing countries without internet access.

GRADUATE SCHOOL APPLICATION

Graduate Admissions
University of Washington
Box 84808
Seattle, WA 98124-6108

Paper applications may be delayed up to 2 months for hand data entry.

Email: uwgrad2@u.washington.edu for questions concerning already submitted Graduate School applications only. (Answers may take 2 – 4 weeks.)

B. APPLICATION FEES

Applications without the fee or a fee waiver will not be reviewed. If you are a citizen or permanent resident of the United States, you may qualify for a need-based waiver of the application fee. The fee waiver application form is at the end of the online Graduate School application (http://www.grad.washington.edu/area/area_admiss.htm)
The fee cannot be waived for international students.

i. Web Application: Students applying to the Graduate School **via the interactive Web application must pay \$45** in U.S. funds by credit or debit card.

ii. Students applying to more than one department or program must submit separate Graduate School applications and fees for each department or program to which they apply. One set of GRE (and TOEFL) scores is acceptable for both programs.

III. APPLICATION FORMS

GRADUATE SCHOOL APPLICATION (<https://www.grad.washington.edu/application/>): You must read the Graduate School Application directions (at the above site) carefully for complete details.

If you use the Graduate School on-line application, do not send anything to Graduate Admissions except as listed below. Make a copy of all application materials for your records.

Record your online application ID and password. You will need it in the future.

A. GRADUATE SCHOOL APPLICATION CHECKLIST FOR US CITIZENS/PERMANENT RESIDENTS

All of the following items must arrive at Graduate Admissions by the deadline. Applications will not be considered without the fee or a fee waiver.

___ Completed web Graduate School Application and \$45 via Mastercard or Visa credit or debit card.

___ **Non-US Institution Transcripts:** Applicants who have earned a degree at an institution outside the United States must submit official transcript in a sealed envelope to Graduate Admissions.

___ **Permanent residents** who do not hold a US bachelors degree or higher must submit a TOEFL score to Graduate Admissions. Please see [TOEFL](#) under Checklist for International Students for more information.

___ The [Epidemiology Departmental Application](#) and supporting documents must be sent to Epidemiology, not Graduate Admissions. Sending departmental materials not listed above to Graduate Admissions may cause you to miss the deadline. (See page 6.)

___ **U.S. Transcripts:** Applicants who eventually decide to accept an offer of admission from the University of Washington must submit official transcripts with degree statements to Graduate Admissions at that time.

Note: Letters of Reference may be on-line for 2076 application. Check the Graduate School application website in Autumn 2006 for instructions. **At this time, send letters of reference to the Epidemiology Department.**

B. GRADUATE SCHOOL APPLICATION CHECKLIST FOR INTERNATIONAL STUDENTS

STUDENT VISA INFORMATION: The State Department has important visa information at: http://travel.state.gov/visa/visa_1750.html

All of the following documents (except TOEFL and Financial Eligibility form) must be received by November 1 in order to get a visa on time:

___ **Preliminary Self-Evaluation Process (PEP)** at www.grad.washington.edu/admissions/intl/intlmain.htm, intlgrad@u.washington.edu or in the paper packet. If you qualify after the PEP, **send all the following items so they are received by Graduate Admissions at the address above by November 1 for the following academic year.** (TOEFL due by Epidemiology deadline. Official UW Financial Eligibility Form required for admission. Send as soon as possible and no later than May 1.)

___ **Completed web Graduate School Application and \$45 in US funds using Visa or Mastercard credit or debit card.**

- If you are unable to apply online, mail to Graduate Admissions: Completed, international paper application ([printed from the web](#)) and \$50.00 in US funds by check or money order from a U.S. bank. **APPLICATIONS WILL NOT BE REVIEWED UNTIL THE FEE IS RECEIVED.** Paper applications will be delayed up to two months for hand data entry.

___ **A copy of the web application with your original signature**, must be sent to Graduate Admissions. (A visa cannot be issued without your original signature on the application.)

___ **Official Transcripts:** International applicants must submit **official foreign language and English transcripts of grades and degree statements from all institutions attended after secondary school.** All transcripts and degree statements must have the Registrar's seal and be signed in ink by the proper school official. Degree statements must list the degrees awarded and the date of graduation. Please request that all official documents be in separate envelopes sealed with the Registrar's seal. Do not break the envelope seals or the documents become unacceptable (unless the transcripts do not come from your university in sealed envelopes). It can take 2 to 3 months or more for foreign transcripts to reach the University of Washington.

___ **Official TOEFL Score Report to the [Graduate Admissions address](#)** (listed on page 4). **Use code 4854.** International students and U.S. Permanent Residents who do not hold a U.S. degree must have an official TOEFL score from an examination within the past 2 years sent directly from Educational Testing Services (ETS) to Graduate Admissions. International students who hold a U.S. bachelors degree as well as citizens of Australia, Canada, Ireland, New Zealand and United Kingdom are exempt from the TOEFL requirement. The IELTS is also acceptable. **(Scores over 2 years old and other tests of English competency including the USMLE are absolutely not accepted by Graduate Admissions.)** For registration materials, contact www.toefl.org or TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, U.S.A. (609) 771-7100, fax (609) 771-7500, e-mail: toefl@ets.org. US Consulates and United States Information Agencies (USIS) may also have information about TOEFL registration. **Due by Epidemiology deadline.**

___ **Letters of Reference** may be on-line for 2007 application. Check the Graduate School application website in Autumn 2006 for instructions.

___ **Visa Documents:** International students currently in the United States must include copies of all previously issued I-20 forms and F-1 visa stamps or DS-2019 forms and J-1 visa stamps.

___ **A Statement of Financial Ability on the official University of Washington form with supporting documents is required to be admitted.** It is available through the on-line Graduate School application at <https://www.grad.washington.edu/application/>. If you have already applied, log back in using your application ID and password. The form will be mailed to applicants who send a paper application. **Complete this form with required supporting documents as soon as you are recommended for admission by the Department or before. Do not send bank statements or other financial documents to the Department.**

___ **\$100 Tuition Deposit:** If you decide to attend UW, you must pay the \$100 tuition deposit as soon as possible after it is requested. **No visa documents will be issued without the tuition deposit.**

The parts of the [Epidemiology Departmental Application](#) and supporting documents **not listed on previous pages must be sent to Epidemiology, not Graduate Admissions**. Sending departmental materials to Graduate Admissions may cause you to miss the deadline.

EPIDEMIOLOGY DEPARTMENTAL APPLICATION

Send the **items in the checklist to the Epidemiology mailing address** (page 4), or email address epi@u.washington.edu, except for original transcripts, so they are **received by the appropriate deadline on page 2. Do not send them to the School of Public Health and Community Medicine, Graduate Admissions or other departments**. We cannot retrieve materials sent to the wrong address.

IHP and MCH applicants should send all departmental application materials directly to the program offices listed under "[Degrees Available](#)" (page 4) above.

A printable application is at the [end of this document](#). You may also download a copy of the application at <http://depts.washington.edu/epidem/epiappl.doc>.

Close to Deadline: If you send the application within a few days of the deadline, we advise you to use an express courier service. Two-day priority mail is not

reliable. **If you use an express courier, you must use the Epidemiology building name, room number, address and phone number** (page 4).

Do not send any extraneous material such as theses, certificates, bank statements, etc. Do not send additional articles unless you are submitting a first authored paper(s) published in a peer reviewed journal for consideration in lieu of a U. S. master's degree as a prerequisite for the PhD. **Extraneous items will not be viewed by the admissions committee.**

Do not apply to both the MS and MPH General Epidemiology degrees at the same time. Choose the degree program that best fits your career goals. See "Epidemiology Degree Programs and Admission Criteria" at <http://depts.washington.edu/epidem/adm.htm> and Careers in Epidemiology at <http://depts.washington.edu/epidem/careers.htm> for more information.

A. CHECKLIST FOR EPIDEMIOLOGY DEPARTMENT APPLICATION MATERIALS

These items must be sent to the [Epidemiology Department](#), [MCH](#) or [IHP](#) as appropriate.

___ **Epidemiology Department Application Form:** Please complete all sections rather than just saying "see attached." Attach additional pages to list employment, publications, etc., only after you have included the most important information on the application form.

___ **Goal Statement:** Maximum of two typewritten or word processed pages in at least 12-point font. (Single spaced is acceptable.) Discuss your educational and professional background, especially any research experience, reasons for seeking admission, educational plans at the University of Washington, career goals and how the proposed Epidemiology degree would contribute to those goals. If you hold a public health degree that required a thesis, please discuss your thesis research in about a paragraph. Your statement should reflect your understanding of the field of epidemiology and the training you will receive in our department. Your goal statement should use a professional style and avoid clever or cute literary devices.

___ **Optional Diversity Information:** Consistent with our goal of enhancing the intellectual and social enrichment of the University community, the University of Washington and the Department actively seek and welcome students from diverse backgrounds. If you wish to have factors such as varied cultural experiences, or educational or socio-economically disadvantaged backgrounds included in the review of your application, **write a brief statement not to exceed one page**. The statement should address the ways those experiences have affected the development of your special interests, career plans, future goals, and how you may have overcome various obstacles.

Without a diversity statement, ethnicity information, except membership in a Native American tribe, may not be considered in admissions decisions according to Washington State law. **However, we need to maintain gender, ethnicity, and disadvantage information for federal grants and other statistical purposes.**

___ **Original Transcripts:** Original transcripts in sealed envelopes including courses, grades and degrees from institutions attended after secondary school. Transcripts are required from all institutions from which you earned a degree, attended at least one academic year or took courses relevant to public health. Transcripts are not required from institutions where you took only a few courses unrelated to public health. Use the Epidemiology address in Section 2A.

___ **Official GRE Score Report:** Request ETS to send official scores from the general Graduate Record Examination (GRE) directly to the Epidemiology Department. **The Department requires GRE scores from all applicants, except applicants to the MS or MPH program who hold a US doctorate. All PhD and Master's to PhD applicants must provide a GRE score. (The MCAT, USMLE or a foreign doctorate are NOT acceptable substitutes for the GRE or a US doctorate.) Use UW code, 4854, 0606.**

We strongly recommend that you study seriously before taking the GRE. Test takers should **make appointments well in advance** to ensure being able to take the computer exam. Applicants should **take the examination by early October for the following year.** (International paper exam applicants cannot take it any later.) It takes up to four weeks for us to receive the score report. If you took the GRE more than five years ago, ETS will probably not mail your score report, in which case you will need to retake the examination. For a registration booklet and information, contact <http://www.gre.org>, GRE-ETS, P.O. Box 6000, Princeton, NJ 08541-6000, or 609-771-7670, fax 609-771-7906, e-mail, gre-info@ets.org.

International Applications: If you took the GRE when your English was not as good as it is now, we strongly recommend that you retake the exam if you think you can improve your scores.

___ **Copy of GRE:** **When you receive your GRE score, you must send a copy of the score report to Epidemiology.** ETS no longer sends paper copies to the University and there are sometimes delays in receiving electronic scores.

___ **Copy of TOEFL:** International students and U.S. permanent residents who do not hold a U.S. degree, **must send a copy of their TOEFL score to Epidemiology. Do not send the official TOEFL score report to Epidemiology; send it to Graduate Admissions.** If you took the exam when your English was not as good as it is now, we strongly recommend that you retake the TOEFL if you think you can improve your scores, especially if your GRE scores are lowish.

___ **Three Letters of Reference:** Three (or more) **recent** letters of recommendation **on letterhead** from professors, supervisors or others who know your work reasonably well. At least one letter, preferably two, should come from a professor or equivalent academic source. Letters from relatives and non-professional acquaintances receive considerably less weight than letters from academic or professional sources. Letters from referees holding a doctorate (or possibly a Master's in Public Health) carry more weight than letters from sources without such credentials. Letters should be addressed to Professor Stephen M. Schwartz, Ph.D., Chair, Epidemiology Graduate Admissions Committee. No standard form is required for these letters, but the recommenders should comment in detail on your qualifications for training and a career in epidemiology or public health, especially your research background and potential. **Request reference letters be sent to you in sealed envelopes.** Include them with the departmental application without opening them. If a referee does not wish to send a letter to you, he/she may send it to Professor Schwartz at the [Epidemiology Address](#) in Section II-A. Use epi@u.washington.edu for email reference letters, not Professor Schwartz's personal email. **Provide your references with stamped envelopes with the correct address. It is your responsibility to ensure that we receive your letters at the correct address on time.**

___ **Copy of Graduate School Application:** A printed copy of the Graduate School application must be included with the Epidemiology Departmental application.

___ **CV or Resume.**

Make a copy of the application in case items are lost in the mail. We will not accept responsibility for late applications due to lost items.

Missing Item(s): The Graduate School Application, Fee, Epidemiology Application, your Goal Statement and resume or CV absolutely must be received by the appropriate initial Epidemiology deadline. The application must be totally complete by the completion deadline. The Department will send you a single email listing any missing items or indicating completeness within 2 weeks of the initial deadline. Please do not contact us about missing items until you receive the email. **It is your responsibility to ensure that your application is completed on time.** You may check on the completeness of your application after receiving our notification by sending an email to vtatsuda@u.washington.edu. **Allow several days to receive a reply. Applications not completed by the completion deadline are rarely reviewed.**

Applicants will be notified of the Admission Committee's decision by April 1.

IV. MENTORS, PERSONAL INTERVIEWS AND VISITS

Neither personal interviews nor faculty mentors are considered formally as part of the admissions process. Temporary advisors will be assigned upon acceptance of an admission offer. Students select their own thesis/dissertation advisors later. **Predoctoral applicants are not considered for research assistantships, teaching assistantships or training**

grants prior to admission. If you wish to arrange a visit, please consult "How to Arrange a Visit" at http://depts.washington.edu/epidem/Visit_procedure.pdf The Epidemiology Department arranges a visit day in late March/early April for admitted applicants.

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, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation contact the Disability Services Office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264 (FAX), or dso@u.washington.edu.

appinstr.htm

FINANCIAL ASSISTANCE:

___ Accepted into fellowship program* Fellowship Name _____ Program Director _____
___ Applied to fellowship program* Fellowship Name _____ Program Director _____
___ I need a research assistantship or fellowship.* ___ Funding not needed. Reason _____
___ Other (Please specify.) _____

*Applicants without a prior US doctorate are only considered for merit-based financial assistance after departmental admission.

Have you consulted or corresponded with UW Epidemiology Faculty? ___ Yes ___ No If yes, please list the names below:

RESIDENCY INFORMATION (Required for students with a medical degree)

Specialization or Research Topic *Institution* *State or Country* *Supervisor* *From - To*

DISSERTATION, THESIS OR RESEARCH INFORMATION (Required for students with a doctorate.)

Topic *Institution* *State or Country* *Supervisor*

HEALTH-RELATED EXPERIENCE (List latest first):

Organization *State or Country* *Title and/or Duties* *From - To*

HONORS, SCHOLARSHIPS, GRANTS AND PUBLICATIONS:

PROFESSIONAL CERTIFICATION, LICENSURE, AND SOCIETY MEMBERSHIP:

REFERENCES (No special form; minimum of 3; list names, titles, and institutions of individuals writing letters for you.)

Name *Title* *Organization*

Non-discrimination/Disability Access Policy

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, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation contact the Disability Services Office at least ten days in advance at: 206-543-6450/V, 206-543-6452/TTY, 206-685-7264 (FAX), or dso@u.washington.edu.

OPTIONAL QUESTIONS

Optional Diversity Information: Consistent with our goal of enhancing the intellectual and social enrichment of the University community, the University of Washington and the Department actively seek and welcome students from diverse backgrounds. If you wish to have factors such as varied cultural experiences, or educationally or economically disadvantaged social backgrounds included in the review of your application, **write a brief statement not to exceed one page.** The statement should address the ways those experiences have affected the development of your special interests, career plans and future goals, and disadvantages you have overcome.

Without a diversity statement, ethnicity information, except membership in a Native American tribe, may not be considered in admissions decisions according to Washington State law. **However, we need to maintain gender, ethnicity and disadvantage information for federal grants and other statistical purposes.**

DISADVANTAGED BACKGROUND: Yes* No (If you check yes without a statement, it will be used for statistical purposes only.)

DIVERSITY STATEMENT INCLUDED: Yes No

ETHNICITY:

- Caucasian
- Black/African American
- Hispanic (please specify) _____
- Native American (please specify) _____
- Asian/Pacific Islander (please specify) _____
- Other (please specify) _____
- International Student

How did you hear about the program?

University Faculty Employer Other Students

Gradschools.com Petersons.com Self web search

APHA Word of Mouth Name Exchange

Other (please specify) _____

[Download MS Word Version of Application](#)

Note for users of the MS Word version: Turn formatting marks off by going to Tools, Options and View to avoid additional characters on screen. Also, remember to rename, then save to hard drive. The best result is from Internet Explorer.