

You are responsible for submitting your online application, paying the fee online and monitoring receipt of your letters of recommendation, test scores and transcripts. Our integrated online application process makes it easy for you to do this! Please note that your application is not complete until you have officially submitted your application. However, you can start an application and return to work on it as much as you want before you are ready to submit.

## Application Steps

- Save or print copies of the [Application Checklist](#) and [Prepare to Apply Online](#) documents. These will help ensure that you have completed all steps of the application process on time.
- Prepare materials for online application. See [Prepare to Apply Online](#)
- Complete your online application:
  - Request your official GRE scores be sent electronically to the University of Washington (this can be requested at the time of testing or after the fact at <http://www.ets.org>). Reporting code is 4854.
  - Complete the Online Graduate School Application at <https://www.grad.washington.edu/applForAdmiss/>. This includes:
    - Unofficial test scores
    - Statement of purpose
    - Resume/curriculum vitae
    - Essay discussing the role of museums in today's society
    - Unofficial transcripts (PDF format)
    - 3 letters of recommendation
  - Pay the application fee online via debit or credit card (\$75 USD).
- Mail remaining application materials.
  - Official transcripts from all relevant institutions of higher education should be sent directly to the Museology Graduate Program at the address listed below.
    - If you attended the University of Washington, you must still request and submit an official sealed transcript. UW students can order transcripts at <http://www.washington.edu/students/reg/transcripts.html>.
    - All transcripts must have a degree conferral and diploma date. If your transcript lacks these, please provide an official copy of your diploma or other documentation.
  - After the Museology review process, international students must complete additional steps. Please see the UW Graduate School web site for details.

Museology Graduate Program  
University of Washington  
Professional and Continuing Education  
Box 359485  
Seattle, WA 98195-9485

NOTE: If you are applying for financial aid, you should submit your [Free Application for Student Federal Aid](#) by the priority deadline of February 28.

### **Application Tips:**

- Your online application serves as a central electronic file to which your GRE and TOEFL scores are matched. You must submit your online application before your official scores can become part of your application packet.
- If there are any discrepancies between the name entered into the online application and your score reports (i.e. middle initial missing, differences in spacing) the system cannot match your scores correctly. Please contact us if you think this might be a possibility.
- Please note that tracking of official transcripts will not occur until you officially submit your application and that tracking is delayed during times of high traffic and volume (typically the last three weeks of January).
- Please ensure that the e-mail address you provide in your application will be valid for several months. We will use it to communicate with you throughout the admission process.
- The online application fee must be submitted directly to the Graduate School, not to the Museology Graduate Program. Please view the online Graduate School Application for Admission page for current fee information.
- If your undergraduate institution uses an electronic transmission process rather than paper to submit transcripts, please contact us so that we can access your transcripts accordingly.

### **International Applicants**

An international student is defined as any person who is not a U.S. citizen and does not hold a U.S. Permanent Resident Visa. The definition of an international student also includes those who hold U.S. visas, such as an F-1 visa, exchange visitors, and other non-immigrant classifications. International applicants must submit additional required materials to the Graduate School. For more information, please refer to the UW Graduate School's International Applicants FAQ page at <http://www.grad.washington.edu/admissions/faq/international.shtml>.