

Before beginning your online application, we recommend gathering the following items and saving them as separate electronic documents if necessary.

## 1. Test Scores

The GRE General Test is required for admission to the Museology Program. This computer-based test is widely available and may be scheduled by calling 1-800-GRE-CALL. You may also find information online at <http://www.ets.org/gre>. Request that your scores be sent to the University of Washington, our institutional code number is 4854. **There is no department code.** Early registration is advised as space may be limited.

When you begin your [Graduate School application](#) you will be asked to enter your unofficial GRE and/or TOEFL scores. Scores are not official until received electronically from the testing agency. Please note that you can submit your [Online Application](#) before your official GRE or TOEFL scores are available, but official scores **must be received by February 1 for your application to be complete.**

## 2. Résumé or Curriculum Vitae

Upload an electronic copy of your curriculum vitae or résumé, in Microsoft Word, RTF, or PDF format. PDF format is preferred. Your curriculum vitae or résumé should include the following information:

- Work experience related to the museum field (include employer, position title, and dates of employment)
- Other types of employment experience (include employer, position title, and dates of employment)
- Involvement with volunteer, community, and/or diversity-related activities (include organization, position title, and dates of service)
- Relevant honors, awards, publications, and presentations

## 3. Three Recommendations

On the [Online Graduate School Application](#) you will be asked to provide names and contact information for three persons from whom you have requested recommendations. Your recommenders will be sent an e-mail prompt with instructions for submitting their letter of recommendation online. You should contact these people beforehand and let them know to watch for the e-mail. You will be able to see when the letters have been submitted online. Additional instructions are available within the [Online Graduate School Application](#).

Recommendations should be from those who are able to comment on your academic competence, ability to engage in graduate study, and potential for future success in the museum

field, or who can comment on your employment experience. Unless academic or work-related, do not submit recommendations from family members, clergy, or friends.

We prefer that recommendations be submitted online. However, letters may be sent via regular mail. If one of your recommenders would like to submit a paper document, it should be written on letterhead and sent to the following address:

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

You are advised to request recommendations well in advance of the application deadline to ensure your application packet is complete when submitted.

## **5. Personal Statement of Educational and Professional Goals**

Your statement should communicate to the Admissions Committee your aspirations for your future in the museum field. Among other things, it could discuss:

1. What you hope to achieve through the Museology Program
2. Your reasons for choosing the Museology Program
3. Your previous museum experience
4. Your unique passion and direction

Your Personal Statement should be between 750-1000 words. Personal Statements should be double-spaced and each page should be numbered and clearly list your full name.

## **6. Essay**

Please answer the following essay question in 1000 words or less:

*What is the role of museums in today's society?*

Essays should be double-spaced and each page should be numbered and clearly list your full name and the essay title.

## **7. Unofficial Transcripts**

Please create a PDF of your transcript for upload to the [Online Graduate School Application](#). You can accomplish this by scanning your original transcript or by printing an unofficial electronic transcript to PDF.