

International Applicants - You must apply to *both* the UW Graduate School and the Department of Political Science

For the Graduate School – mail materials to:

Office of Graduate Admissions
301 Loew Hall
P.O. Box 84808
University of Washington
Seattle, Washington 98124-6108

- International Applicants are required to meet specific admissions requirements. Be sure to read the information about the TOEFL exam and conditions for exemption. Because all instruction and assignments conducted by the Political Science Department are in English, *fluency* in both spoken and written English is essential for success at the graduate level.
- Apply online to the UW Graduate School (suggested deadline November 1). <https://www.grad.washington.edu/applForAdmiss/> is available as a web-based electronic application. The electronic application allows you to save your data, and later, complete the application at your convenience. You may later log-on to check your status or update your address or email.
- Review the [*Required Application Materials for International Applicants*](#) on the Graduate School web page. These include:
 - Signed printed copy of the on-line application.
 - Official transcripts from each post secondary institution that you have attended. Follow the graduate school's guidelines for international transcripts (website above). Transcripts from U.S. and Canada should be sent in sealed envelopes bearing the Registrar's signature across the envelope flap. (You will need **two** official transcripts from each post-secondary institution because the Political Science department requires one set – sent separately – and the Graduate School requires one set).
 - TOEFL score report (or other accepted tests) from the Educational Testing Service (ETS), using the institution code #4854. The Political Science Department code is 89. Complete the exam in time for the scores to reach the university by our deadline of December 15th or very soon after.

Note: International applicants, U.S. permanent residents, and immigrants to the U.S., whose native language is not English and who have not received a bachelor's degree from an accredited U.S. institution, must submit a satisfactory score on the test of English as a Foreign Language (TOEFL). Scores must not be more than two years old.

For appointment to **teaching assistant (TA) positions**, in addition to the minimum scores listed above, international students must meet additional spoken English proficiency requirements. Please review the Graduate School's *Conditions of Appointment for TAs who are not Native Speakers of English*, Memorandum # 15
<http://www.grad.washington.edu/Acad/gsmemos/gsmemo15.htm>

- *Statement of Financial Ability* form. After you have applied on-line, you will be able to access the form on-line. This must be completed and returned EVEN IF

YOU ARE REQUESTING FINANCIAL AID. The Graduate school cannot accept our recommendation for your admission if you have not submitted this form to the Graduate school.

Note: If we recommend your admission, Graduate Admissions must have the form before it will issue the Certificate of Eligibility (I-20 or IAP-66).

Send these materials to Graduate Admissions at the address above (do not send them to the department). The November 1 deadline is strongly encouraged due to processing delays, but you must apply by the December 15th, (postmarked) Political Science Department deadline.

For the UW Department Of Political Science:

- Assemble these required materials:
 - Statement of Purpose
 - Essay/writing sample
 - Resume
 - Three confidential letters of recommendation:

On-line option: Use the new on-line option and designate recommenders. Those you designate are notified by the Graduate School application system and they then send their letters directly, and on-line, to the Department of Political Science. This option and full directions are available through the Graduate School on-line application process (<https://www.grad.washington.edu/applForAdmiss/>).

Mail option: If your recommenders wish to send letters through the mail, the confidential letters must be signed and placed in sealed envelopes by the recommender. The letter writer should include the *Recommendation Information Form* with each letter. This is found and downloaded on the website.

- Official transcript from each post-secondary institution attended
 - **Signed copy of the on-line Graduate School Application**
 - Graduate Record Exam (GRE) scores from the Educational Testing Service (ETS). Complete the exam in time for scores to reach the university by our deadline, December 15th.. The University of Washington's institution code is 4854; the Political Science Department code is 1902. You must provide both codes to ETS. The Admissions Committee will not consider scores that are more than five (5) years old.
 - TOEFL score or other English language proficiency scores if required
- Send the Political Science Department Application and materials, **postmarked by December 15th**, to:
 - Department of Political Science, Graduate Program Office
 - Box 353530
 - University of Washington
 - Seattle, WA 98195-3530

Due to the volume of applications received, incomplete or late applications will not be considered. Admission decisions are made between January and March. You will be notified when a decision has been reached on your application. You will be notified by email so provide

an accurate email address on your application. If you have questions please contact Susanne Recordon, the Graduate Program Assistant, at polsgrad@u.washington.edu or (206) 543-1898.