

Master of Business Administration

HOW TO APPLY

Please read the **application instructions** starting on page 2 before beginning your application.

Step One: Apply to the UW Graduate School

- Submit your **UW Graduate School Application** with payment of the application fee online at:

<https://www.grad.washington.edu/application/>

Step Two: Apply to the MBA degree program

- Include a **printout** of your completed (**and signed**) online UW Graduate School Application in your complete packet.
- Complete the **Personal Data Form**.
- One copy of your current **résumé**.
- Official scores of the **Graduate Management Admission Test** taken within the past 5 years. Include a copy of your unofficial score in your application if you do not have official scores back at time of application.
- Request an **official transcript** from each college or university you have attended. If admitted, a second transcript from your degree-granting institution will be required by the Graduate School. Request forms provided.
- Write an **admission essay**. Instructions are on the Personal Data Form.
- Two confidential letters of recommendation**. Envelopes must be sealed with the author's signature over the seal.
- For **Milgard Scholarship** consideration, include a one-page summary of your community service and leadership activities. Title this summary with your full name, indicate for Milgard Scholarship consideration and include 2 copies of the summary.
- Complete the **Applicant Survey**.

Mail the above items in one packet to:

Milgard School of Business
University of Washington Tacoma
Attn: MBA Admissions
Campus Box 358420
1900 Commerce Street
Tacoma, WA 98402-3100

AUTUMN QUARTER PRIORITY DATE

April 15

AUTUMN QUARTER FINAL APPLICATION DATE

May 15

Complete applications received by the priority application date will be assured of a review; complete applications received after the priority application date will be reviewed on a space-available basis.

A complete application consists of all the items on the application checklist. Your application will not be reviewed for admission until all materials have been received.

Applicants to the MBA program are required to submit ALL materials in one application packet directly to Milgard School of Business. Do not send any components of your application packet separately. Your full name should appear at the top of all application materials and supporting documents.

Receipt of your application packet will be acknowledged by mail. Please do not call the Business School for this information. Candidates with incomplete applications will be mailed a letter specifying the missing items.

The Master of Business Administration program admits students in **Autumn Quarter only**.

HOW TO CONTACT THE MILGARD SCHOOL OF BUSINESS

tacoma.washington.edu/business

Office: Dougan 401

Phone: 253-692-5630

Fax: 253-692-4523

E-mail: uwtmba@u.washington.edu

Application Instructions

Do not insert application materials in additional folders, plastic sheets or envelopes. Do not staple documents together or bind application materials. Include your full name on every page.

UW GRADUATE SCHOOL APPLICATION

Include a signed copy of the on-line UW Graduate School Application.

PERSONAL DATA FORM

Print or type responses to the questions and sign on page 3. Once this form has been submitted, be sure to notify the Milgard School of Business of any change of address, work contact number or e-mail address.

In the Employment History area, include background on your three most recent full-time positions. **Do not leave this section blank or refer to your résumé.** Calculate the number of months of full-time work experience and enter in the appropriate space.

GRADE-POINT AVERAGE

Calculate your grade-point average for the last 90 graded quarter credits or the last 60 graded semester credits. To compute your GPA, total the number of grade points given for each course and then divide by the total number of graded credits.

$$\frac{\text{Total number of grade points}}{\text{Total number of graded credits}} = \text{GPA}$$

Grade points are determined by multiplying the point value for a grade in class by the credit given for a class. Use the following point value for grades to assist in determining your grade points.

A	4.0	C+	2.3	D-	0.7
A-	3.7	C	2.0	E	0.0
B+	3.3	C-	1.7	F	0.0
B	3.0	D+	1.3		
B-	2.7	D	1.0		

For example, a 3-credit class that was graded a B+ would be: 3 x 3.3 = 9.9 grade points for that class. Do not include ungraded courses such as incomplete or Credit/No Credit classes in the formula.

If you have taken a combination of quarter credits and semester credits within the last two years of full-time classes, then conversion to quarter or semester credits for the total must take place with similar conversion in determining grade points. Quarter credits are converted to semester credits by multiplying by 0.66. Semester credits are converted to quarter credits by multiplying by 1.5. For example: 50 quarter credits x 0.66 = 33.3 semester credits.

If you have earned graded quarter credits or graded semester credits since completing your bachelor’s degree, you will need to include the postbaccalaureate credits in the computation of your GPA.

RÉSUMÉ

Include one copy of your current résumé.

GMAT

Application Instructions

All applicants to the UW Tacoma MBA program must submit official scores taken within the past five years from the Graduate Management Admission Test (GMAT). Request that Graduate Management Admission Council (www.mba.com) send your scores directly to the University of Washington. The institution code for the GMAT is **ZRZ-NM-95**. Select “University of Washington Tacoma.” **Please include a copy of your unofficial or official score report in your application packet.**

TRANSCRIPTS

Include one official transcript from each college or university you attended including post-graduate courses you have taken after college. Each transcript needs to have a degree conferred and diploma date on it to be official. If your transcript does not indicate this information, you will need to provide an official copy of your diploma or other document indicating date and conferral of your degree. Transcripts must be sealed in an envelope with the school registrar’s signature across the seal. **DO NOT OPEN THESE ENVELOPES.** Opening the envelope will cause the transcript to be considered unofficial, and new copies will be required. The Transcript Request Form may be duplicated as needed. *If you attended the University of Washington, you must still request and submit an official sealed transcript.*

Some schools will not release official transcripts directly to the applicant. Direct those institutions to send the transcripts to:

Milgard School of Business, Attn: MBA Admissions
University of Washington Tacoma
Campus Box 358420
1900 Commerce Street
Tacoma, WA 98402

ESSAY

The required essay allows the Admissions Committee to learn about you and your professional aspirations. Please prepare the essay thoughtfully and candidly. Instructions for preparation are included on the Personal Data Form.

RECOMMENDATIONS

Submit two sealed recommendations using the recommendation forms. Select two individuals who are familiar with your work experience and managerial potential. These are **professional recommendations** and should be completed by your employer or supervisor. Personal recommendations will not be considered.

Complete the top portion of the Recommendation Form and provide each of your evaluators with a self-addressed, stamped envelope to facilitate the recommendation form’s prompt return. Each evaluator should complete the form, attach additional comments if desired, seal the materials in an envelope and sign across the seal. Do not open this envelope.

WE SUGGEST THAT YOU REQUEST RECOMMENDATIONS AND TRANSCRIPTS AT LEAST SIX WEEKS BEFORE THE PRIORITY DEADLINE.

MILGARD SCHOLARSHIP CONSIDERATION

To be included in the MBA applicants scholarship pool, please include a one-page summary of your community service and leadership activities. The summary should be typed, 11-point font, with your full name and the words “MBA Applicant Scholarship Consideration” at the top of the page. Two copies of the summary are to be included in the application packet.

CONTINUED >

Application Instructions

APPLICANT SURVEY

Complete the applicant survey and include it in your application packet. The Applicant Survey will assist the Admission Committee with future marketing strategies for the MBA.

All aspects of your application are subject to verification. If you apply early, your application will be reviewed after the MBA Program deadline of May 15. Decisions are sent by mail only, in June.

QUESTIONS?

If you have additional questions about completing your application, please contact the Milgard School at (253) 692-5630 or e-mail the MBA program adviser at uwtmba@u.washington.edu.

Codes

INDUSTRY CODES

Service Industries
 152 Architecture
 893 Accounting/Public
 731 Advertising/Marketing Services
 480 Communications – Media
 481 Communications – Telecommunications
 737 Computer Services
 738 Consulting
 820 Education
 790 Education/Leisure
 601 Finance-Investment Banking Brokerage
 630 Finance-Insurance
 680 Finance-Service
 672 Finance-Investment Management
 679 Finance-Venture Capital
 700 Food Services/Lodging
 910 Government-Federal
 972 Government-International
 971 Government-Military
 920 Government-State/Local
 808 Health Care Services
 510 Import/Export/Trading
 810 Law
 800 Not-for-profit
 650 Real Estate
 520 Retail
 470 Transportation Services
 490 Utilities
 500 Wholesale
 999 Other Services

Manufacturing Industries
 372 Aerospace
 010 Agribusiness
 280 Chemical
 150 Construction
 357 Electronics-Computers
 359 Electronics-Consumer Products
 367 Electronics Semiconductors
 200 Food/Beverage/Tobacco
 390 Highly Diversified
 284 Household/Personal Products
 350 Machinery
 330 Extractive Materials
 260 Forest Products/Packaging
 100 Petroleum/Energy
 283 Pharmaceuticals/Biotech Health Care Products
 300 Rubber/Plastics/Tires
 270 Software Printing/ Publishing
 220 Textiles/Clothing
 370 Transportation
 399 Other Manufacturing
 000 Not Employed/Student

JOB FUNCTION CODES

02 Consulting-General Management
 03 Consulting-Environmental
 05 Consulting-Health Care
 06 Consulting-Systems
 08 Consulting-Other
 10 Corporate/Strategic Planning
 15 Entrepreneur
 21 Finance/Investments-Commercial Lending
 22 Finance/Investments-Accounting
 23 Finance/Investments-Corporate
 24 Finance/Investments-Financial analysis/ Treasury
 25 Finance/Investments-Management/ Research
 26 Finance/Investments-Public
 27 Finance/Investments-Sales and Trading
 28 Finance/Investments-Venture
 65 Engineering
 45 Information Systems
 30 Management-General
 31 Management-Health Care
 32 Management-Human Resources
 60 Management-Production/ Operations
 51 Marketing-Advertising/Public Relations
 55 Marketing-Consumer Goods
 56 Marketing-High Tech
 57 Marketing-Industrial Goods
 58 Marketing-Financial
 52 Marketing-Market Research
 59 Marketing-Pharmaceutical
 53 Marketing-Sales
 72 Real Estate-Development
 73 Real Estate-Finance
 99 Other Functions
 00 Not Employed/Student

Personal Data Form

JOB 2

Employer _____ Industry code* _____

Address _____

Job title _____ Job function code* _____

Dates _____ Full-time Part-time

Responsibilities _____

Accomplishments _____

Reason for leaving _____

JOB 3

Employer _____ Industry code* _____

Address _____

Job title _____ Job function code* _____

Dates _____ Full-time Part-time

Responsibilities _____

Accomplishments _____

Reason for leaving _____

ACTIVITIES AND AWARDS

List your community and extracurricular collegiate activities in order of their importance to you.

ACTIVITY	DATES	OFFICE HELD, IF ANY	TIME REQUIRED PER WEEK

List the awards, honors, certifications or other forms of recognition (academic, community, military, etc.) you have received.

Personal Data Form

TEST SCORES

Note: GMAT exams must be taken BEFORE the application deadline for which you are applying. Please indicate the scores you received on the GMAT and the date you took the test. You must direct the Graduate Management Admission Council (www.mba.com) to send your score report to the University of Washington Tacoma. Our code number for the GMAT is ZRZ-NM-95.

Date GMAT was taken _____
Verbal _____ Quantitative _____ AWA _____
Total GMAT Score _____ Quantitative percentile _____

Include unofficial score reports if GMAT is taken near application deadline.

REQUIRED ESSAY

One essay is required. Double-space, use a minimum font size of 11 and include your full name on each page.

Describe your career goals and explain how an MBA from UW Tacoma will help you accomplish these goals. (750 words maximum)

OPTIONAL ESSAY

Include any other information you believe would be helpful to the Admissions Committee in considering your application. (250 words maximum)

RECOMMENDATIONS

Please list below the two professional individuals you have chosen to write recommendations for you.

Name _____ Position _____
Organization _____ Phone Number _____
Address _____

Name _____ Position _____
Organization _____ Phone Number _____
Address _____

I hereby apply for admission to the University of Washington Tacoma Milgard School of Business MBA Program and certify that to the best of my knowledge all of the statements in this application are true, correct and complete. *I understand that no submitted records can be returned.*

APPLICANT'S SIGNATURE

DATE

Applicant Survey

To assist us in effectively using our resources to reach a highly-qualified pool of prospective applicants, please take a few minutes to answer the following questions and return this required survey with your application.

Check all boxes that apply.

1. The following person(s) recommended that I learn more about UW Tacoma MBA:

- Co-worker or supervisor
- Friend or relative
- Graduate or undergraduate adviser
- UW Tacoma Business alumnus or alumna
- UW Tacoma Business faculty member
- I became interested on my own
- Other (*please specify*) _____

2. I became aware of the Milgard School of Business through:

- Milgard School of Business Web site
- UW Tacoma information session/open house
- UW Tacoma campus visit
- Direct mail
- Periodical (*please specify*) _____
- Newspaper Article (*please specify*) _____
- Other (*please specify*) _____

3. What two factors were most influential in your decision to apply to the UW Tacoma MBA program?

4. Please list other MBA programs to which you are applying.

- UW Seattle
- Pacific Lutheran University
- Seattle University
- Washington State University
- St. Martin's College
- Seattle Pacific University
- Other _____

5. Did you apply to any online MBA programs?

- Yes (Name of online MBA programs: _____)
- No

Request for Recommendation

Name of Applicant _____
FIRST MIDDLE LAST

INSTRUCTIONS TO THE APPLICANT

Please give this form, along with a self-addressed, stamped envelope, to the person completing this letter of recommendation. Ask the recommender to place the completed form in the envelope, seal it, sign across the seal, and return it to you. Two sealed recommendations must be included with your application for you to be considered for admission.

Under provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, and under University guidelines pursuant to that Act, a student (defined as any person who has been officially admitted and registered at the University of Washington) has the right to review recommendations made in his behalf unless the student waives this right at the time the recommendation is solicited. If you wish to waive your right to review, please indicate below.

I hereby waive my right to review this recommendation. Date _____

Signature _____

Name of Applicant _____

Name of Referee _____

Title/Position _____

Business Address and Phone _____

INSTRUCTIONS TO THE REFEREE

Under the provisions of Public Law 93-380 and the University of Washington’s Policy on Student Education Records, this recommendation will be available to the student if the student is or has been admitted and registered at the University unless the student waives such right to review. This application will indicate above if right to review is waived.

The person sending you this letter has applied for admission to the University of Washington Tacoma Milgard School of Business MBA Program and has given your name as a reference. The Admissions Committee considers carefully the statements made on recommendations. Your specific comments on the applicant’s attributes and abilities provide the committee with a balanced view from which to evaluate the candidate. We realize this requires considerable time and effort on your part, and we greatly appreciate your contribution to our admissions process.

The focus of the UW Tacoma MBA is on managing change. To be successful in the program, applicants must have a number of essential qualities. Among these are intellectual abilities, aptitude with numbers, maturity, adaptability, an understanding of business organizations, and strong communication skills.

If desired, you may provide additional information in a letter of recommendation that is submitted with the completed form. To give the candidate the best chance of securing admission, return this form to the candidate promptly.

Seal the completed recommendation in the self-addressed, stamped envelope provided by the candidate and sign your name across the seal.

Request for Recommendation

Recommender's name _____
FIRST MIDDLE LAST

Job title and firm _____

Address _____

How long have you known the candidate and in what capacity? How often do you interact?

What are the applicant's greatest strengths?

In what areas and to what degree does the applicant need to be strengthened as a business professional?

Please comment on the applicant's leadership abilities and interpersonal skills.

Please comment on the applicant's motivation and initiative.

Request for Recommendation

Using the chart below, please rate the applicant relative to other individuals whom you have known in a similar capacity.

	<i>Outstanding (top 2%)</i>	<i>Excellent (top 10%)</i>	<i>Good (top 25%)</i>	<i>Average (top 50%)</i>	<i>Weak (lower 50%)</i>	<i>Unable to rate</i>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or explanations of the ratings above

Overall assessment of the candidate (you may include additional comments about the applicant's accomplishments, managerial potential and other personal qualities on a separate sheet)

May we call you if further information would be helpful? YES NO

If yes, please provide your daytime phone number () _____

Signature _____ Date _____

Request for Recommendation

Name of Applicant _____
FIRST MIDDLE LAST

INSTRUCTIONS TO THE APPLICANT

Please give this form, along with a self-addressed, stamped envelope, to the person completing this letter of recommendation. Ask the recommender to place the completed form in the envelope, seal it, sign across the seal, and return it to you. Two sealed recommendations must be included with your application for you to be considered for admission.

Under provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, and under University guidelines pursuant to that Act, a student (defined as any person who has been officially admitted and registered at the University of Washington) has the right to review recommendations made in his behalf unless the student waives this right at the time the recommendation is solicited. If you wish to waive your right to review, please indicate below.

I hereby waive my right to review this recommendation. Date _____

Signature _____

Name of Applicant _____

Name of Referee _____

Title/Position _____

Business Address and Phone _____

INSTRUCTIONS TO THE REFEREE

Under the provisions of Public Law 93-380 and the University of Washington’s Policy on Student Education Records, this recommendation will be available to the student if the student is or has been admitted and registered at the University unless the student waives such right to review. This application will indicate above if right to review is waived.

The person sending you this letter has applied for admission to the University of Washington Tacoma Milgard School of Business MBA Program and has given your name as a reference. The Admissions Committee considers carefully the statements made on recommendations. Your specific comments on the applicant’s attributes and abilities provide the committee with a balanced view from which to evaluate the candidate. We realize this requires considerable time and effort on your part, and we greatly appreciate your contribution to our admissions process.

The focus of the UW Tacoma MBA is on managing change. To be successful in the program, applicants must have a number of essential qualities. Among these are intellectual abilities, aptitude with numbers, maturity, adaptability, an understanding of business organizations, and strong communication skills.

If desired, you may provide additional information in a letter of recommendation that is submitted with the completed form. To give the candidate the best chance of securing admission, return this form to the candidate promptly.

Seal the completed recommendation in the self-addressed, stamped envelope provided by the candidate and sign your name across the seal.

Request for Recommendation

Recommender's name _____
FIRST MIDDLE LAST

Job title and firm _____

Address _____

How long have you known the candidate and in what capacity? How often do you interact?

What are the applicant's greatest strengths?

In what areas and to what degree does the applicant need to be strengthened as a business professional?

Please comment on the applicant's leadership abilities and interpersonal skills.

Please comment on the applicant's motivation and initiative.

Request for Recommendation

Using the chart below, please rate the applicant relative to other individuals whom you have known in a similar capacity.

	<i>Outstanding (top 2%)</i>	<i>Excellent (top 10%)</i>	<i>Good (top 25%)</i>	<i>Average (top 50%)</i>	<i>Weak (lower 50%)</i>	<i>Unable to rate</i>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or explanations of the ratings above

Overall assessment of the candidate (you may include additional comments about the applicant's accomplishments, managerial potential and other personal qualities on a separate sheet)

May we call you if further information would be helpful? YES NO

If yes, please provide your daytime phone number () _____

Signature _____ Date _____

Request for Transcripts

Complete this form and mail to the transcript office at any previous colleges or universities you have attended.
Please type or print clearly. This form may be duplicated as needed.

Date: _____

Attention: Registrar or Transcript Office

Please send **ONE** copy of my official transcripts to:

Milgard School of Business
University of Washington Tacoma
Att: MBA Admissions
Campus Box 358425
1900 Commerce Street
Tacoma, WA 98402-3100

I am enclosing \$ _____ to cover the expense.

(Note to applicant: Cost will vary depending on the institution. We suggest calling the institution to find out the fee charged for official transcripts.)

Print your name as it appeared on your official school record

Last

First

Middle

Current Street Address

State

ZIP Code

Student Number
or Social Security Number

Date of Birth

Month/Year Enrolled

Daytime Phone Number

Thank you,

Signature