

Bachelor of Arts in Business Administration

Application to the Milgard School of Business is separate from application to UW Tacoma. We will review your application after admission to the university.

Please read the information below carefully to make sure that all required materials are submitted.

HOW TO APPLY

Step One: Apply to UW Tacoma

For Transfer Students:

- Complete the UW Tacoma **Application for Transfer Admission** with the appropriate fee. You can complete the application online.

www.tacoma.washington.edu/apply

- Request an **official transcript** for all college-level coursework. High school transcripts are required **only** if foreign language requirements were completed in high school. Transcripts are preferred electronically from any Washington State institution (UW Tacoma code - 412).

For Running Start Students:

- Complete the UW Tacoma **Freshman Application** with the appropriate fee. You can complete the application online.

www.tacoma.washington.edu/apply

- Request an **official transcript** for all college-level coursework. Transcripts are preferred electronically (UW Tacoma code - 412) from any Washington State institution.

For Current UW Tacoma Students:

- Go directly to Step Two. The Declare a Major Form is no longer a requirement.

Step Two: Apply to the Milgard School of Business

STOP!

Before you start this step, make sure that you have FULLY completed STEP 1 above.

- Submit the Business School Application:**

There is no application fee to apply to the Milgard School of Business. All Business School applicants are required to submit the **Business School Application** prior to the posted priority application date for the quarter to which they are applying.

Transfer students may use the same personal statement they used on the **Application for Transfer Admission** listed in Step One. Current UW Tacoma students should write a new personal statement based on the guidelines listed in the **Business School Application**.

- Take the Writing Skills Assessment:**

All Business School applicants are required to take the Writing Skills Assessment prior to the posted priority application date for the quarter to which they are applying. Applicants may register for the assessment online.

www.tacoma.washington.edu/business

Application Deadline

Autumn Quarter

April 15

Winter Quarter

October 15

All business prerequisites must be complete before the quarter of admission begins. Applicants should have completed a minimum of 4 business prerequisites and 60 credits prior to applying to the Milgard School of Business.

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

Remember, several items are required to complete your application. **Transcripts often take several weeks to arrive.** Your application will not be reviewed for admission until all materials have been received.

The Milgard School of Business admits students for every quarter except Summer.

Admission Requirements

Make sure that you will have fulfilled the admission requirements before you begin classes. For more information on admission requirements, go to:

www.tacoma.washington.edu/business

International Applicants

International applicants have additional requirements to gain admission to the University of Washington Tacoma. Review those requirements prior to submitting an application to the University of Washington Tacoma or the Milgard School of Business.

www.tacoma.washington.edu/apply

MILGARD

SCHOOL OF BUSINESS
UNIVERSITY of WASHINGTON | TACOMA

Business School Application

Please type or print. Complete every question, even if information requested is included elsewhere in this application packet.

SECTION A: PERSONAL INFORMATION

Full Legal Name (last, first, middle)			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.			
U.S. Social Security number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Indicate year and quarter you wish to enter: <input type="checkbox"/> Autumn (Sept) <input type="checkbox"/> Winter (Jan)	
Mailing address (street and number)		(city)	(state) (ZIP)
Phone number (home) () () () () () () () ()		(work) () () () () () () () ()	E-mail address
UW Student Number		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Are you an international student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Application status: <input type="checkbox"/> I am a current UW Tacoma student. <input type="checkbox"/> I am applying to transfer to UW Tacoma. <input type="checkbox"/> I am a returning former student. (Skip sections B-E. Sign and date form.)		Do you plan to attend: (Check all that apply) <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Study option: (Choose one) <input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Finance <input type="checkbox"/> Marketing <input type="checkbox"/> General Business <input type="checkbox"/> International Business

SECTION B: BUSINESS PREREQUISITES

Please provide information on all of the Business prerequisites you have completed below. If you have not completed a prerequisite, please indicate the quarter/year you intend to complete it. All business prerequisites must be complete prior the quarter of admission. At least four of the prerequisites listed below must have been completed **BEFORE** you submit your application.

Prerequisite (credits required)	Course Abbreviation & Number	Quarter/Year Completed	College where course was taken	Credits	Decimal Grade	Grade Points
Introduction to Financial Accounting				X	=	
Financial Accounting				X	=	
Managerial Accounting				X	=	
Statistics				X	=	
Microeconomics				X	=	
Macroeconomics				X	=	
Calculus				X	=	
Business Law				X	=	
				< TOTAL CREDITS / OVERALL BUSINESS GPA >		

SECTION C: INSTITUTIONS ATTENDED

List all higher education institutions you have attended, including the University of Washington, in the order you attended them.

School name	Location		Dates attended	
	City	State	From	To

SECTION D: WRITING SKILLS ASSESSMENT

You can take the WSA only once per application period. Your score is valid for two years. If you have not taken the WSA yet, be sure to register online at the Milgard School Web site for the Assessment prior to the listed priority application date for the quarter to which you are applying.

<p>Where did you take the WSA?</p> <input type="checkbox"/> Tacoma <input type="checkbox"/> Bothell <input type="checkbox"/> Seattle <input type="checkbox"/> Off-site	<p>When did you take the WSA?</p> <input type="checkbox"/> 200* If you know the exact date, <input type="checkbox"/> 200+ list it here: ____ / ____ / 200__	<p>If you are using a score from a WSA taken during a previous application period, list the overall score here:</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>
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SECTION E: PERSONAL STATEMENT

Why every applicant must submit a personal statement: Your personal statement is an important part of your application for admission. It provides you with the opportunity to discuss aspects of your life that may not be apparent from information provided on your application, transcripts or WSA test scores.

Topics

Please write your personal statement on one of the following three topics. If only part of a topic pertains to you, answer that part.

- Briefly describe your goals.** Please relate any challenges and opportunities involved in meeting these goals and how you have addressed them. If you have college and/or community service, employment, or other experience that complements your academic or career goals, include it here, and indicate the time period and frequency of involvement (e.g., “once a week for two years”).
- Briefly discuss your college career to date.** Do you feel that your grades accurately reflect your ability? If you’ve had to interrupt your college career or attend part-time in order to meet other responsibilities or obligations, describe them.
- Discuss aspects of your life that may not be evident through a review of your academic record.** You may include cultural experiences that would enrich the diversity of the Milgard School of Business and the UW Tacoma community; social and economic disadvantages that you may have had to overcome; growing up in an unusual environment and how it affected you.

Format

Type your statement on no more than two sheets of 8.5” x 11” white paper. Double space your lines and use only one side of each sheet. Additional pages will not be read. Include your name and the words “Personal Statement” at the top of each page. Please use at least a 10-point font size.

Tips

Be specific. Don’t spend your time telling us things such as “I’ve always wanted to attend the Milgard School of Business because I want a business degree” or “My whole family graduated from the UW, so naturally I want to be a part of the tradition.” Such reasons are perfectly legitimate, but they aren’t valuable to the process. Why? Because they don’t tell us anything distinctive about you. We want to know what makes you unique. Give us details and specific examples.

Signature	In signing this form, I acknowledge that the statements I have made in this application are complete and true. I understand that my application is incomplete without my signature.
Signature of Applicant	Date

Submit this application and your personal statement to:

Milgard School of Business
Undergraduate Admissions
 Campus Box 358420
 1900 Commerce Street
 Tacoma, WA 98402-3100

If hand-delivered, this application must be received in the Milgard School of Business office (Dougan 401) by 5:00 p.m. on the posted priority application date. If mailed, the envelope must bear a postmark dated on or before the posted priority application date. Applications received or postmarked after 5:00 p.m. on the posted priority application date will be considered on a space-available basis.