PhD Application Guidelines

The information below has been prepared to help you complete your file and to enable us to provide a full review of your application.

**Deadline: December 15, 2018**

**Graduate application checklist - online application**

- Submit Online Application to the Graduate School
- Request Official Test Score Reports: GRE or TOEFL (Also Self-report in Graduate School Application)
- Designate Providers of Recommendations
- Complete Fellowship and Assistant Application
- Submit Unofficial Transcripts
- Submit Academic Autobiographical Statement
- Submit Writing Sample
- (Optional) Submit Project in Digital Media or Public Humanities. If a digital file, send to spsadv@uw.edu. If paper submission, save and upload into your Graduate School application.
- **Final Step Submit online application**

**Instructions for Application to Hispanic Studies in the Department of Spanish and Portuguese Studies (SPS):**

Applicants must meet the basic admission requirements of the University of Washington Graduate School and those of the Department of Spanish and Portuguese Studies. While this principle applies most obviously to academic eligibility, it extends to procedural matters as well: applicants must give close attention to all filing instructions and meet all deadlines.

**I. Department of Spanish and Portuguese Application Deadline**

For Autumn Quarter admission, the application deadline is **December 15**. All complete applications, including official test scores, which are submitted by the due date will be reviewed. Plan to take required test(s) no later than **November 1** to ensure that official electronic test scores arrive by the due date.

**II. Test Scores: GRE**

A. Official scores on the Graduate Record Examination (GRE) are required from applicants whose first language is English, and from applicants whose first language is not English who have a bachelor’s, master’s, or doctoral degree from a regionally accredited university in one of the countries noted in Memo 8 from the Graduate School Memoranda. Test scores are valid for three years and must be valid on the date they are submitted. The GRE requirement is waived for applicants whose first language is not English if they do not have a bachelor’s, master’s, or doctoral degree from a regionally accredited university in one of the countries noted in Memo 8 from the Graduate School Memoranda. The University of Washington Institution Code for the GRE is 4854. No department code is
needed. If you have not taken the GRE within the last three years, you should take the exam no later than November 1. The electronic report provided by the Educational Testing Service must reach the University of Washington by the application due date to be matched with the rest of your application.

B. Self-report your GRE scores in your Graduate School application.

III. Test Scores: TOEFL or IELTS

A. All applicants whose first language is not English are required to demonstrate English proficiency for admission to the Graduate School in one of the ways listed in Memo 8 from the Graduate School Memoranda. Test scores are valid for two years and must be valid on the date they are submitted. Applicants who have completed a bachelor's, master's, or doctoral degree from a regionally accredited university in one of the countries noted in Memo 8 from the Graduate School Memoranda, have met the English proficiency requirement for admission.

Applicants who have not taken the TOEFL within the last two years, should take the exam no later than November 1. The electronic report provided by the Educational Testing Service must reach the University of Washington by the application due date to be matched with the rest of your application. The University of Washington Institution Code for the TOEFL is 4854. No department code is needed.

IELTS scores dated after June 1, 2016 are no longer accepted. All IELTS test centers can report scores electronically. You must request from the center where you took the test that your scores be sent electronically using the IELTS system (E-TRF) to the following address: University of Washington - Data Management Services, United States of America, Box 355850, Seattle, WA 98105. If you have already taken the IELTS, you can go to http://www.ielts.org/test_centre_search/search_results.aspx for the email address of the IELTS Administrator to make your request. No institution code is required. Allow a minimum of 13 working days for reporting test results.

B. Self-report your TOEFL, or IELTS scores (for test sessions dated no later than November 1) in your Graduate School application.

IV. Submission Procedures

1. GRE or TOEFL Scores

Request that your official scores be transmitted electronically to the University of Washington, so that they arrive by the due date.

2. Apply to the Graduate School

a) Online Application for Admission to the Graduate School

Review instructions at: https://www.grad.washington.edu/appForAdmiss/, then click on “create a new applicant profile.”

International Applicant Additional Information

Important! You must upload all the required documents in your online application before submitting your application, and paying the fee. Failing to do this will result in having to begin the application process again, and paying another application fee, as documents cannot be uploaded after submitting the application.

b) Designate providers of recommendations
In the “Information About This Recommendation” 9, choose “System should send email.” The Graduate School will contact the recommender by email and ask him/her to submit a recommendation electronically. Applicants will be notified if the recommender declines. The Department of Spanish and Portuguese Studies requires three recommendations. Although the online application process will accept up to four, Hispanic Studies applicants are urged to submit only three unless special considerations are involved. Recommendations may be in Spanish or English.

c) Academic Autobiographical Statement

One-two pages, presenting the information that you think is relevant to your application. Specify the objectives of your graduate study, including the degree(s) you plan to seek and your professional aspirations. Be sure to address how your interests align with our Ph.D. program’s focus on public scholarship. Your statement should be written in English if your native language is Spanish. All other applicants should write their statement in Spanish. (Title IX of the U. S. Education Act of 1972 prohibits discrimination in admission on the basis of marital and parental status; therefore we ask you not to mention these in your application.)

d) Upload unofficial transcripts from each college attended, including community colleges, and including University of Washington transcript, if you attend the UW or previously attended the UW. Create a file for each transcript by scanning or the electronic method provided by the issuing institution. PDF format is strongly preferred. You also may upload a Word or Rich Text Format file.

e) Writing Sample

This should be an academic work in cultural studies or literary criticism, in Spanish, that provides evidence of your research and writing skills. The length is less important than the demonstration of these abilities.

f) Complete and upload Assistantship and Fellowship Application. This PDF form can be completed, saved, and uploaded into your Graduate School application. Note that all applicants whose first language is not English, must demonstrate English proficiency, to be eligible for a teaching assistant position. Applicants who earned a bachelor’s degree in residence from a regionally accredited institution in the United States or other anglophone country listed here, have met this requirement. All other applicants whose first language is not English, must take the TOEFL and achieve a minimum score of 26 (TOEFL iBT) on the speaking portion. This Graduate School requirement is not negotiable, and official qualifying test scores must be received electronically, no later than the deadline to be considered for a teaching position. For complete details on the University of Washington Graduate School English proficiency requirements, see: Conditions of Appointment for TAs who are not Native Speakers of English.

(g) (Optional) submit a project in the public humanities or digital media. If you have done work in public scholarship in the past (e.g. film, community-based project, portfolio, or any other material you think demonstrates your commitment to public humanities), please submit it for faculty consideration. Your digital file should be sent to spsadv@uw.edu. If paper submission, save and upload into your Graduate School application.

If applying for a Teaching Assistant Position, the following are also required:

h) A digital recording (mp3 file format preferred) in which you summarize your reasons for applying to the graduate program and explain your personal interest in the Teaching Assistant position. The recording will be in English for native speakers of Spanish and in Spanish for all other applicants. You cannot read your statement. Only spontaneous speech will be considered. Submit to anadobao@uw.edu.

i) Résumé or Curriculum Vitae
Upload in your on-line application.

Please do not send official transcripts to the Department of Spanish and Portuguese Studies.

International Applicants - When you receive notification that you have been recommended for admission by your graduate program, you must then submit official transcripts and additional application materials to the Graduate School.

Domestic Applicants - When you accept your formal offer of admission, you must then provide an official final degree transcript to the Graduate School.

For additional information about the application and admissions process, please see the Graduate School's FAQs page.

Graduate School
Office of Graduate Admissions
Box 352191
Seattle, WA 98195-2191

V. Department of Spanish and Portuguese Studies Time Line

We expect that all applicants who meet our deadline will receive admission decisions by early March. If you accept an offer of admission, you will be asked to respond by April 15. You will be notified by email of the admission decision. If you accept an offer of admission to Hispanic Studies, you will be required to send to the Department of Spanish and Portuguese Studies official transcripts from all post-secondary institutions you have attended.

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