

# UNDERGRADUATE PROGRAM

## Application Tips & FAQs

### Advance Preparation

- Visit the UW campus and attend an application workshop offered by the Foster School.
- Information about workshops is found on our Prospective Students web page.

#### FAQs

I work full-time and am unable to make it to an application workshop, how can I see an adviser?

*Call (206) 685-3400 during business hours to schedule an appointment with an adviser.*

I am hoping to transfer to UW and I would like to find out more about the Foster School, what should I do?

*Off-campus visitors attending a University-wide "Transfer Thursday" program can stop by our office in 137 Mackenzie Hall each week after 3:30p.m.*

### The Application

- Be sure to sign your application before submitting it!
- It's a good idea to make a photocopy of the application to keep for your records.
- If you mail the application on the application deadline, check with your post office to make sure it will be postmarked on that day. We will not accept any late applications.

#### FAQs

If I am not admitted to the Foster School as an EAG can I apply again?

*Yes, you may apply as a UAG the following year, if you qualify as a UAG applicant.*

If I am not admitted to the Foster School (and I applied as a UAG) can I apply again?

*Yes, we now accept application for autumn and winter admission. If you are not admitted to the School, speak with a business adviser about your graduation plan and whether or not reapplication is a valid option.*

Will letters of recommendation help my chances of being admitted?

*No, we do not consider letters of recommendation during application review.*

### Your Confirmation Number

- You will receive a confirmation number at the time you submit your application. Keep that number in a safe place because it is your proof that you submitted an application.

### Transcripts

- When you submit your Foster School application, be sure to attach copies of grades from all college-level coursework completed prior to the application deadline.
- If you do not submit the transcripts with your application, the review of your application will be held up and you may not receive a decision as soon as others do.

#### FAQs

I'm a UW student and my grades from my community college are listed on my UW transcript. Do I still need to submit transcripts from my community college?

*Yes, you must submit transcripts for all transfer courses taken prior to the application deadline.*

### Pre-application Courses

- Grades for pre-application courses are given extra weight in the mix of factors to be evaluated for each candidate. Prospective students should pay particular attention to how they perform in these classes and the grades they earn.

#### FAQs

What should I do if I am unable to register for a pre-application requirement because the class is full?

*Speak with an academic adviser in the Undergraduate Programs Office about this. You may have to delay applying until the next application period.*

Can I sign up for a pre-application requirement through UW extension or on-line learning?

*Although technically you may do this, it is a risky way of taking a pre-application course. Often these courses take longer than you expect them to and you may not be able to complete the course on time. Consult with a business adviser before you do this.*

### Undergraduate Programs Office

137 Mackenzie Hall

Box 353200

University of Washington

Seattle WA 98195-3200

206.685.3400

[bizmail@u.washington.edu](mailto:bizmail@u.washington.edu)

[www.foster.washington.edu/undergrad/](http://www.foster.washington.edu/undergrad/)

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handouts\application\_tips\_faqs\_2008.doc

## APPLICATION TIPS & FAQs

### Transfer Courses

- When applying to the UW and to the Foster School, your previous college GPAs are included in evaluation equations.
- If your previous college suppresses repeated classes and adjusts the GPA, Foster School restores them during admissions review.

#### FAQs

I am applying for autumn admission and I will be enrolled in the application prerequisites during winter quarter. Will I still be able to apply? I'm concerned because our quarter does not end until right before your application deadline.

*Yes, you will be able to apply. You should have your grade report in time to make the deadline, but if you anticipate that your grades will be late, consult an adviser in our office as soon as possible.*

*Even if you completed your application prerequisites early, you would have to wait until you have your current grade report to submit your business application.*

Do I have a better chance of being admitted if I've taken all of my courses at UW versus at a community college?

*We do not give any more weight to courses taken at UW than we do to courses taken at a community college.*

### Personal Statement

- About 15-20% of applicants get into the School with information we find in their personal statements.
- Pay attention to the way the Personal Statement questions are written on the application and do your best to provide the kind of information we are looking for. Be specific and succinct in your answers.

#### FAQs

Will I have a better chance of getting admitted to the Foster School if I join a student group/club?

*We would be interested in hearing about your experience in a group or club only if you were one of the officers or founding members.*

Do I have to answer all four parts?

*No. Only answer those parts that pertain to your personal experience.*

Can my responses hurt my chances of being admitted?

*No, but they might help.*

### Writing Skills Assessment (WSA)

Although some students are intimidated at the idea of taking the WSA, you do have some control over how well you do on the assessment. It is possible to improve your writing skills enough to make a difference in the outcome of your admissions decision.

Here are some tips on preparing for the WSA:

- Take more English composition classes than the one required for application.
- Attend a WSA workshop offered by the Undergraduate Programs Office or review the on-line workshop available through our website.

- Read the WSA handout and follow the "Tips and Strategies."
- Practice! Set aside some time each day to practice writing in a timed setting, using examples from the WSA handout or similar examples you make up yourself.

#### FAQs

Can I take the WSA more than once?

*You may take the WSA only once per application period.*

Who has to take the WSA?

*All Foster School applicants must take the writing assessment, as it is part of the application.*

When will I find out my score?

*Your decision letter will include your score and GPA's as well as average scores and GPA's of all who applied and those who were admitted.*

### Options

- At the time of application you may choose one option. Once in the School, you may change your option.
- Option handouts, with details about admission and requirements, are available from our website and from the handout rack outside our office.

#### FAQs

What is the difference between a major, formal option, certificate program and special program?

*Quick definitions are below. See our web site and/or a business adviser for details.*

**Major:** *the subject you study in depth. Once admitted to the Foster School, your major will be business. You will graduate with a Bachelor or Arts in Business Administration.*

**Formal Option:** *a formalized program of study that requires your completing certain courses. Upon graduation, the option will be noted on your transcript.*

**Certificate Program:** *a defined program of study that requires your completing certain courses outside the regular curriculum in order to receive a certificate upon completion. The CISB program is noted on your transcript, the Sales and Retail programs are not noted on your transcript.*

**Special program:** *a program similar to a certificate program, although courses taken are usually within your regular curriculum. Each of these programs in the School has its own application and selection process. You may receive a certificate, but a special program will not show up on your transcript or on your diploma.*

Do I have a better chance of being admitted to business if I choose an option? How about if I choose one of the less competitive options?

*No. We admit applicants to the program. If you are admitted to the program and you have chosen an option, you will also be admitted to that option.*