# APPLICATION WORKSHOP

Master of Science in Business Analytics

Natalie Meyer
Associate Director, Admissions & Marketing

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# Agenda

- Application deadline and process
- Application components
  - Submitted Materials
  - Supplemental Materials
  - Recommendations
  - Official Tests
  - English Language Proficiency
- Admission decision and next steps

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# APPLICATION DEADLINES

# MSBA ADMISSIONS

**Deadlines:**

**Priority:** November 14, 2023

**Round 1:** December 5, 2023

**Round 2:** January 9, 2024

Decisions sent approximately 6 weeks after each deadline

You have 2 weeks to accept or decline

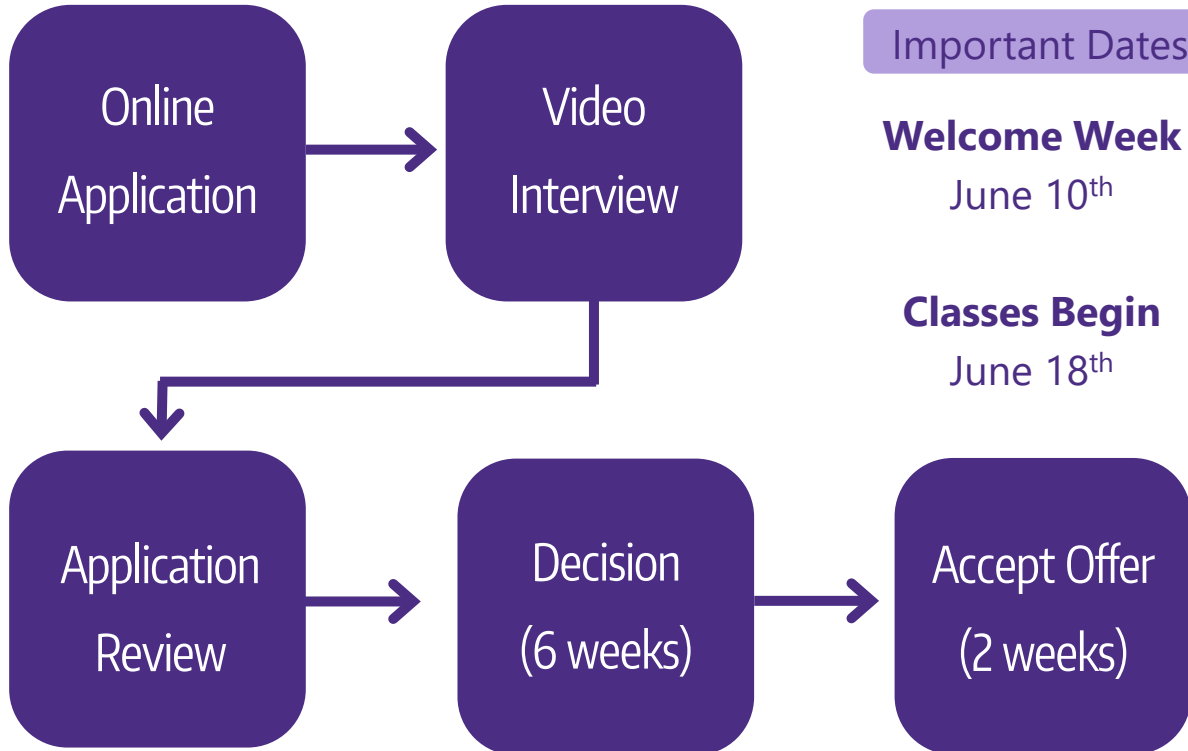$2000 non-refundable deposit to confirm your spot

Apply early!

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# ADMISSIONS TIMELINE

```
Online Application  →  Video Interview
                              ↓
Application Review  →  Decision (6 weeks)  →  Accept Offer (2 weeks)
```

Important Dates

**Welcome Week**
June 10th

**Classes Begin**
June 18th

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# THE APPLICATION COMPONENTS

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# Application Components

| | |
|---|---|
| Applicant Profile | GMAT or GRE Score |
| 1 Essay | English Language Proficiency |
| Resume | Employment Information |
| Unofficial Transcripts | Self-Review of Qualifications |
| GPA | 2 Recommendations |
| $85 application fee | Video Interview |

Note: International applicants requesting a student visa must provide statement of financial ability.

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# Attention! TWO application systems

**New Applicants**

**For admission to programs beginning in Autumn 2023, Winter 2024, Spring 2024, and Summer 2024**

New applicants should create a profile in the application system.

Create a profile ▸    ⟵

**For admission to programs beginning in Autumn 2024 and beyond**

Please use our new admissions system to start your application.

Go to the new application system ▸

**Returning Applicants**

**For admission to programs beginning in Autumn 2023, Winter 2024, Spring 2024, and Summer 2024**

Log into your account ▸    ⟵

**For admission to programs beginning in Autumn 2024 and beyond**

Please use our new admissions system to log into your application.

Go to the new application system ▸

https://grad.uw.edu/prospective-students/how-to-apply/apply-now/

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# Create Online Applicant Profile

**W**
**APPLICATION FOR ADMISSION**
UNIVERSITY *of* WASHINGTON
The Graduate School

Welcome Back, Natalie Meyer!

**Note:** We are in the process of transitioning to a new admissions system. If you are applying for a term beginining in Autumn 2024 or beyond please do not use this application to submit. Please use our new admissions system to start your application.

| Program | Application Id | Status | Last Update | Action |
|---|---|---|---|---|
| Business Administration - Foster School of Business - MS in Business Analytics Summer 2024 (Graduate/International) | 1000191125 | Incomplete | 8/17/2023 | edit \| delete |
| Create a new application | | | | |

If you want to update your user profile: change your email, physical address, phone number, etc, then click the "Update Profile" link above. If you wish to change the password or security question on your account, also click on the "Update Profile" link.

To better understand the admissions process for graduate programs at the University of Washington, review the admission procedures.

**Please Note:** Incomplete applications (those not completed with application fee payment) are deleted 2 quarters after the start of the indicated academic quarter of admission. For further information on retention policies, see our retention schedule.

## https://webapps.grad.uw.edu/applForAdmiss/login.aspx

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# One Essay

What are your professional goals, and how will a business analytics degree help you achieve them?

*(maximum of 300 words)*

TIPS:
- Tell us a story, but be clear and concise (only 300 words)
- Make sure you answer the question being asked!
- Proofread and have a friend review it too

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# Your Resume

## EXPERIENCE

**Company Name 1**, City, ST / Country        2010 - Present
*A line describing company's business, to help resume reviewer contextualize work experience*

**Job Title, Division or Subsidiary if applicable**
Brief overview of job responsibilities. One or two lines at most.
- Each bullet should describe results and achievements. Quantify how well you did the job. Can use multiple phrases. Each bullet should be 1-3 lines long. Group responsibilities and activities logically to the reader.
- List bullets in the order starting with one that broadly describes your job, moving to more specific points.
- Proceed with additional bullets that drill down to key achievements, describing the activities with action verbs, avoiding passive tense (is, are, there is, were accomplished). Try to include numbers to quantify your achievement.

**Company Name 2**, City, ST / Country        2002 - 2010
*A line describing company's business, to help resume reviewer contextualize work experience*

**Job Title 1, Division or Subsidiary if applicable** *(2007 - 2010)*
Brief overview of job responsibilities. One or two lines at most.
- Apply same principles for developing bullets as mentioned above.

**Job Title 2, Division 2** *(2002 - 2007)*
Brief overview of job responsibilities. One or two lines at most.
- Apply same principles for developing bullets as mentioned above.

**Complete summary** of education & professional work history

Reverse chronological format

No page limit!

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# Unofficial Transcripts

**Requirement:** equivalent of a four-year U.S. bachelor's degree from a regionally accredited college or university.

- Unofficial transcripts (PDF) uploaded directly into online application
- Transcript must be in English
- For all degrees earned
- Official copies sent to UW Graduate School <u>after</u> offer of admission

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# GPA

**Minimum 3.0 GPA in the last 60 semester/90 quarter credits.**

- Studies outside of the U.S. will need to be converted to a 4.0 scale, and transcripts must be translated to English.
    - https://www.scholaro.com/gpa-calculator/
- When uploading transcript, input your cumulative GPA
- When self-reporting your GPA, input your GPA based on the last 60 semester/90 quarter credits

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# ADDITIONAL MATERIALS

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# Application Components

| | |
|---|---|
| Applicant Profile | GMAT or GRE Score |
| 1 Essay | English Language Proficiency |
| Resume | Employment Information |
| Unofficial Transcripts | Self-Review of Qualifications |
| GPA | 2 Recommendations |
| $85 application fee | Video Interview |

Note: International applicants requesting a student visa must provide statement of financial ability.

# SUPPLEMENTAL QUESTIONS AND MATERIALS

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# Additional Employment Information

Used for application review and reporting purposes.

Current employment information (or most recent)
- Job Title
- Employer
- Industry
- Job Function

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# Self–Review of Qualifications

Do you have experience in the following areas? If so, please describe your experience, related coursework, & knowledge in these areas (1-2 sentences).

- Math, Probability, and Statistics
- Information Technology/ Systems
- Programming Languages (e.g. R, Python)
- MS Excel
- Data and Database Management

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# Video Interview

All applicants must complete the video interview.

Sent within 2 business days of completing the application – ***check junk folder for an email from Kira Talent***

It will take about 15-20 minutes to complete.

Example topics:
- Why MSBA
- Exposure to business analytics
- Working in teams
- Analytical and critical thinking
- Professional successes & failures
- Career goals

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# RECOMMENDATIONS

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# Two Recommendations

## Designate Recommendations

**You can designate recommendations before and after you have submitted your online application - up until the program deadline.**

Two recommendation letters are required. Preferably, recommendations should be provided by professional contacts versus academic or personal contacts. If you do not have professional work experience you may use academic contacts.

Designate your recommenders in your online application profile. Recommenders will receive an email directing them to the online recommendation form which includes a grid to complete as well as a space to upload a PDF of their letter.

Please designate the people you intend to use for your required recommendations. **Business Administration - Foster School of Business - MS in Business Analytics** requires **2** recommendations. **When you designate a recommendation, the person you have designated is immediately sent an email to submit a recommendation on your behalf.** Please do not designate until you are ready to have the recommender contacted.

If, after designating a recommendation, you learn that the recommender will not submit a recommendation, you may remove the recommendation by selecting the "withdraw" link in the action column of the table below. You cannot withdraw a recommendation once the recommender has submitted it. Your recommenders can submit letters of recommendation after you have submitted your online application.

**All recommendations listed below are reviewed equally and are NOT enumerated in order of priority.**

| First Name | Last Name | Organization | Status | Action |
|---|---|---|---|---|
| Hannah | van Amen | UW Foster | activated 8/17/2023 1:57:02 PM | Withdraw \| Resend Email |
| Natalie | Meyer | UW Foster | received 8/17/2023 2:06:09 PM | |
| Ian | Brumbaugh | UW Foster | withdrawn 8/17/2023 1:56:25 PM | |
| You cannot designate any more recommendations - already at maximum for the program | | | | |

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# Entering Recommender's Information

## Recommendation Detail

### Information About The Recommender

| | |
|---|---|
| 1. First Name: (max 25 characters) | |
| 2. Last Name: (max 25 characters) | |
| 3. Organization/Institution: (max 50 characters) | |
| 4. Title: (max 50 characters) | |
| 5. Email Address: (Please make sure this is a **working, active** email) | |
| 6. Confirm Email Address: (max 100 characters) | |
| 7. Mailing Address (optional - max 200 characters): | |
| 8. Phone Number: (max 25 characters) | |

### Information About This Recommendation

| | |
|---|---|
| 9. Should the system send this recommender an email?: If you have a preferred name in your applicant profile, you will be prompted to select which name should display to your recommender in the email they will receive. You can add or update your preferred name in your applicant profile. Any updates must be made before designating your recommender. | ○ Yes, the system should send an email. ○ No, I will notify the recommender to send via postal mail because the program to which I am applying has agreed to accept it via postal mail. |
| 10. **Applicants cannot review recommendations.** However, under the provisions of Public Law 93-380, the Family Education Rights and Privacy Act of 1974, and under University guidelines pursuant to that Act, students (defined as persons who have been officially admitted and registered at the University of Washington) have the right to review recommendations made on their behalf if the students retain this right at the time the recommendations are solicited. | ○ I waive the right to review my recommendations ○ I retain my right to review my recommendations and I understand that my recommenders will be informed of my decision and may refuse to submit the recommendations. |

By clicking on the buttons below, you are acknowledging that submission of fraudulent recommendations will result in denial of your application or dismissal from the University. The recommendation process is routinely audited and recommenders are contacted for additional information.

Back    Save & Continue

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# The Recommender's Experience



**Recommendation for Graduate Admission**

| | |
|---|---|
| **Applicant Name** | Natalie Meyer |
| **Applying To** | Business Administration - Foster School of Business - MS in Business Analytics |
| **For Graduate Study Beginning** | Summer Quarter, 2024 |
| **Application Deadline** | January 9 |
| **Recommendation Waiver** | Applicant has waived the right to review recommendations. |

**Welcome Natalie Meyer,**

An applicant for the Business Administration - Foster School of Business - MS in Business Analytics program, **Natalie Meyer**, has requested a recommendation.

| | |
|---|---|
| ✔ Recommender Information | **Recommender Information** |
| Recommendation Questions | Please review the form below and update the information if needed. |
| Assessment | |
| Review and Submit | **Decline Recommendation** ☐ I decline to make a recommendation |

**Recommender First Name** * — Natalie

**Recommender Last Name** * — Meyer

**Institution/Organization** * — UW Foster

**Title** * — Associate Director

**Mailing Address**

**Telephone Number** * — 206-xxx-xxx

**Email Address** * — fostermsba@uw.edu

Continue

Changes in this section will not be saved until you complete the final step (Review and Submit).

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# The Recommender's Experience

# The Recommender's Experience



**MyGrad**
UNIVERSITY of WASHINGTON

## Recommendation for Graduate Admission

| | |
|---|---|
| **Applicant Name** | Natalie Meyer |
| **Applying To** | Business Administration - Foster School of Business - MS in Business Analytics |
| **For Graduate Study Beginning** | Summer Quarter, 2024 |
| **Application Deadline** | January 9 |
| **Recommendation Waiver** | Applicant has waived the right to review recommendations. |

**Welcome Natalie Meyer,**

An applicant for the Business Administration - Foster School of Business - MS in Business Analytics program, **Natalie Meyer**, has requested a recommendation.

✔ Recommender Information

Recommendation Questions

Assessment

Review and Submit

### Assessment

**Please choose a method for submitting the assessment**

○ Enter assessment letter in textbox

○ Upload assessment letter in Word, PDF, or RTF format

○ Send assessment letter by postal mail

[ Continue ]

Changes in this section will not be saved until you complete the final step (Review and Submit).

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# OFFICIAL TESTS

# Official Test Scores: GMAT or GRE

Submitting GMAT or GRE scores is optional.

No preference for either the GMAT or GRE

We'll take the highest total score if you've taken it more than once

1. Enter score breakdown in the Self-Reported Test Score section on the application

2. Send official scores:
- GMAT: University of Washington – Seattle, Michael G. Foster School of Business, Master of Science in Business Analytics (school code: 459-75-19)
- GRE: University of Washington (school code: 4854)

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# Test Optional: GMAT or GRE

**For a candidate to be competitive without a test score, they must demonstrate quantitative and program readiness by meeting *at least two* of the following criteria:**

- Strong quantitative or analytical ability demonstrated throughout educational records, with a cumulative GPA at or above 3.3 on a 4.0 scale, and similar grades in quantitative courses.
- An undergraduate, masters, or advanced degree in STEM (i.e., science, technology, engineering, statistics, economics, finance, information systems, mathematics) with strong academic performance
- At least **four** 300-to-600-level (or U.S. equivalent) quantitative or analytical courses.
- Two or more years of progressively responsible professional work experience which clearly demonstrate deep quantitative or analytical aptitude.

These criteria will be considered in holistic review along with other elements of the application in the context of the competitiveness of the overall applicant pool.

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# Admissions Exam – GMAT or GRE

| | GRE | GMAT |
|---|---|---|
| **Why Take It** | The test is required for admission to most graduate schools and a growing number of business schools. | The test is required for admission to most business schools. |
| **Test Structure** | The GRE consists of a 60-minute Analytical Writing section - with two essays at 30 minutes each. There are two 30-minute Verbal Reasoning sections. There are two 35-minute Quantitative Reasoning sections. There's also a 30-35 minute experimental section that can be either math or verbal. | The GMAT consists of a 30-minute Analytical Writing section with one essay, a 30-minute Integrated Reasoning section, a 62-minute Quantitative section and a 65-minute Verbal section. |
| **Test Format** | Offered as a computer adaptive by section exam. Paper version only offered in areas of the world where computer-delivered testing is not available. | The GMAT is a computer-adaptive test. |
| **How It's Scored** | Verbal and Quantitative scores from 130 to 170 in 1-point increments. | The overall, or composite, GMAT score ranges from 200 to 800 in 10-point increments. |
| **Cost** | $205 | $250 |
| **Testing Time** | 3.75 hours (Computer) -- 3.5 hours (Paper) | 3.5 hours |
| **How Long Are Scores Valid For?** | 5 years | 5 years |

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# GMAT or GRE: Sending Official Scores

- Check your Application Status Page to ensure Official Scores are received.
- Your application cannot be reviewed until official scores have been received

| Official Tests | |
| Update Self Reported GRE Scores | |
| Update Self Reported GMAT Scores | |
| Update Self Reported English Proficiency Test Scores | |
|---|---|
| **Test** | **Date Taken** |
| GRE V | |
| GRE Q | |
| GREW | |
| TOEFLW | |
| TOEFLR | |
| TOEFLI | |
| TOEFLS | |
| TOEFLL | |

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# ENGLISH LANGUAGE PROFICIENCY

# English Language Proficiency

If your native language is not English, you are required to demonstrate English language proficiency.

- A bachelor's, master's, or doctoral degree from an accredited US institution.

- A bachelor's, master's, or doctoral degree from accredited institution in a specified country on Memo 8

- Official documentation from undergraduate degree-granting institution verifying that all instruction was in English

- Complete an English Language Proficiency Exam & send official score report

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# English Language Proficiency

- A bachelor's, master's, or doctoral degree from an accredited US institution.

- A bachelor's, master's, or doctoral degree from accredited institution in an English-Speaking Country

  - Australia, Bahamas, Canada, Ireland, Jamaica, New Zealand, Singapore, Trinidad and Tobago, or United Kingdom

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# English Language Proficiency

- Official documentation from undergraduate degree-granting institution verifying that all instruction was in English

  - Select this option and after you submit your application, you will be able to upload official documentation

  - Attach documentation to PDF transcript

# English Language Proficiency

Complete an English Language Proficiency Exam & send official score report

- From ETS/TOEFL: (school code: 4854)
- Academic IELTS: electronically via the IELTS system (E-TRF), using the UW's organization ID 365
- From Duolingo (for summer 2023 only)
- At-Home tests accepted

| | TOEFL iBT | TOEFL MyBest | Duolingo | Academic IELTS |
|---|---|---|---|---|
| **Minimum Required Score (ELP Not Satisfied)** | 80 | 80 | 105 | 6.5 |
| **Recommended Score (ELP Satisfied)** | 92 or higher | 92 or higher | 120 or higher | 7.0 or higher |

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# Next Steps

**Decisions conveyed:**
Priority – Late December (within 6 weeks of November 14th deadline)
Round 1 – Mid-January (within 6 weeks of December 5th deadline)
Round 2 – Late February (within 6 weeks of January 9th deadline)

**If offered admission:**

- Accept/ Decline Offer ($2000 non-refundable acceptance deposit)

- Send official transcripts, proof of immunization, etc. Request I-20

- Complete pre-program To-Do List

- Admitted student virtual events

- Prepare for orientation and first day of class!

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# Take–Aways

- Priority App Deadline: **Nov. 14th**

- Round 1 App Deadline:  **Dec. 6th**

- Round 2 App Deadline: **Jan 10th**

- Decisions sent **within 6 weeks**

- **2 weeks** to accept/decline offer

- Take exams no later than **2 weeks BEFORE the deadline**

- We must **RECEIVE** all app materials by the deadline

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# THANK YOU