1. Login to the Graduate School application: [https://apply.grad.uw.edu/portal/gr_app](https://apply.grad.uw.edu/portal/gr_app)
2. Either login to continue your application (returning user) or create an account to start a new application (first-time user)

   a. If a returning user, you will see this screen to login:

   ![Login Screen](image)

   b. If a first-time user, you will see this screen to Activate your Account:

   ![Account Activation Screen](image)
If creating a new account, fill in these fields, then you will receive an email from applygrad@uw.edu with the subject line, “The Graduate School – University of Washington Online Registration”. This email will provide you with a temporary pin and link to set up your account and create a new application.

3. Once you are logged in, you should see this page:

![Welcome to University of Washington Graduate School](image)

<table>
<thead>
<tr>
<th>Your Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>You have not yet started an application using this account.</td>
</tr>
</tbody>
</table>

Start Graduate Application

4. Select “Start Graduate Application”

5. Select “Open Application” from the pop-up window.
6. Complete all sections in blue along the lefthand panel, starting with the Profile Information section. Fields with a red asterisk * are required.

7. Complete the Contact Information section.
8. Complete the Ethnicity Information section.

9. Enter your Academic History. Provide information about each higher education institution (post-secondary) where you have earned academic credit, including the University of Washington (if applicable), and upload an unofficial transcript for each entry.
10. Under Program Selection, choose the following:
   a. Application type: Graduate
   b. Program: Pharmacy – Health Economics & Outcomes Research (MS)
   c. For the “Concurrent Application” question, select “No”.
      i. It is very unlikely that an applicant to this program would be a concurrent student. If you think this would apply to you, contact Marina Gano at uwsopchoice@uw.edu to inquire.
11. Review the Program Requirements and indicate the term and year you intend to enroll in the program.

- You must check this confirmation box to proceed.
12. For the section, “Application Questions”, this is where you will select which MS fellowship program(s) to which you would like to apply. You may choose a min. of 1 and a max. of 4. The selections are not ranked.
   a. This section is very important as it lets us know which industry fellowships you want to be considered for and we will only forward your application to the review committees of those you have selected.

   a. Select all that apply: AbbVie Fellowship Program, Bayer Fellowship Program, Genentech Fellowship Program, Seagen Fellowship Program

   b. To add another program, select “Add a fellowship program”. You may choose up to 4. Save and Continue.
13. For the “Application Materials” section, upload your Statement of Purpose and Resume/CV. PDF files are preferred.

14. For the “Recommenders” section, designate your 3 letters of recommendation. They will receive an email immediately prompting them to complete a review form and upload their letter of recommendation into the online application portal.
a. Here is the information that you will need to designate a recommender:

15. Complete the “Verify and Confirm” section, where you will submit your SSN (if applicable, not required), complete an accuracy statement, and release of materials statement. Save and Continue.
16. Review your application and check for any missing required fields or errors. When ready, click Submit Application.
17. Important: your application is *not submitted* until you have paid the application fee.

![Application Page Screenshot]

- At this point, you should either 1) Submit Payment for $85 or 2) Request an Application Fee Waiver.
  - Fee waiver request should be submitted at least seven (7) days before the posted application deadline.
  - Review eligibility requirements and the process for fee waiver requests here: [https://grad.uw.edu/prospective-students/how-to-apply/application-fee-waivers/](https://grad.uw.edu/prospective-students/how-to-apply/application-fee-waivers/)

18. Your application is now submitted. You may return to the application as a Returning User at anytime to check the status or update materials.

- See screenshot of application status page for reference below.

19. Contact Marina Gano at uwsopchoice@uw.edu with any questions about your application.
Application Checklist

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>Resume or Vitae - Required</td>
<td>08/30/2023</td>
</tr>
<tr>
<td>Received</td>
<td>Statement of Purpose - Required</td>
<td>08/30/2023</td>
</tr>
<tr>
<td>Awaiting</td>
<td>Three recommendations - Required</td>
<td></td>
</tr>
</tbody>
</table>

To re-send notification emails to your recommenders, revisit the recommendations page, click "Edit," and then click "Send Reminder."

Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

We have received the following documents from you:

- 08/30/2023 07:47 PM - Statement of Purpose
- 08/30/2023 07:47 PM - Resume or Vitae

Tests

There are no test scores to display.

Schools

Add School

Recent Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/30/2023</td>
<td>Payment Waived: 85.00 USD</td>
</tr>
<tr>
<td></td>
<td>Application Fee</td>
</tr>
</tbody>
</table>