

Revised July 2020

**University of Wisconsin-Madison, iSchool
Application for PhD Program Admission
Deadline for full consideration: December 31st**

Please note all PhD applicants must hold a master's degree in a related field. If you do not have a master's degree, please consider applying to the master's program in the iSchool at University of Wisconsin, Madison. Information available here: <https://ischool.wisc.edu/current-students/masters-degree-program/>

Overview of application process:

Step 1: Begin an on-line application to the UW Graduate School at: <https://grad.wisc.edu/apply/> Choose **Library and Information Studies PhD** program as your proposed program of study.

Step 2: Complete the online application, uploading appropriate documents (described below).

Step 3: Pay the Application Fee as required by the UW Graduate School. We will not consider your application without a completed UW Graduate School application. Information on fee waivers is available here: <https://grad.wisc.edu/admissions/feegrants/>

Step 4: Have required GRE and/or TOEFL (or other approved English proficiency test) scores sent to the UW Graduate School.

****Note: Due to limited GRE testing facilities, GREs are optional for December 2020 applications**

Step 5: Upload unofficial transcripts from all higher education institutions attended.

Step 6: Arrange for 3 references to write and upload letters of recommendation to the UW Graduate School application site.

Application Requirements: The following items are all required for applying to the iSchool PhD program.

1. RESUME/CURRICULUM VITAE: Please include education, employment, volunteer activities, and special skills relevant to your decision to pursue a PhD in information studies. **Please upload these as PDFs to your graduate application**

2. STATEMENT OF PURPOSE: This is your "candidate statement." It describes why you wish to pursue a PhD in library and information studies at the University of Wisconsin, and how your background prepares you for doctoral study. The statement should include the following:

- a. Your reasons for pursuing doctoral study in library and information studies,
- b. Your research and scholarly background and other relevant background information and how they support your application,
- c. Your reasons for applying to the iSchool at University of Wisconsin,

- d. Your areas of research interest and how that relates to the interests of the current iSchool faculty (you can find more information about faculty research on the department and personal websites).
- e. Your post-PhD career goals.

3. **TRANSCRIPTS:** Upload a PDF copy (unofficial copy is acceptable) of your transcripts from **all higher education institutions attended** to the Graduate School application.

4. **GRE SCORES:** Arrange for ETS to send official scores from the general test to the UW Graduate School. Use ETS institution code 1846. The tests should have been taken within the past five years. Please schedule your exam well before the December 31st admissions deadline.

Request testing service send GRE information to the University of Wisconsin, Madison.

*****Note: Due to limited GRE testing facilities, GREs are optional for December 2020 applications***

5. **TOEFL/ENGLISH LANGUAGE PROFICIENCY.** Arrange for your scores to be sent to the UW Graduate School. Use institution code 1846. Note we do not consider applications that do not meet UW Graduate School minimum English language scores (<https://grad.wisc.edu/admissions/requirements/>)

Request testing service send TOEFL information to the University of Wisconsin, Madison.

6. **THREE LETTERS OF RECOMMENDATION.** For applications to our PhD program, we prefer letters that specifically comment on your academic preparation. These will generally be written by faculty members from your prior education. You will enter your recommenders' contact information into the Graduate School application system, which will alert your recommenders to upload their letters. Please make sure the accuracy of the contact information of your recommenders entered via Graduate School application.

7. **WRITING SAMPLE:** The Information School PhD program is writing intensive. Please include a writing sample representative of your writing style and ability. Examples of appropriate writing samples include in order of preference: graduate school papers (old papers are fine), articles published in professional journals or newsletters (not heavily edited by others), and management reports or memos prepared by the applicant. Upload these as a PDF to the Graduate School application

Turning in Admissions Materials: Attach all materials to the Graduate School online admissions form.

If you are unable to upload your materials to the online Graduate School application, you may email materials to Dennis Choi, the Information School Enrollment and Data Records Coordinator - dhchoi@wisc.edu (use subject line "PhD Application Materials"). Or you may send materials via paper mail to:

PhD Admissions
c/o Dennis Choi
Information School
University of Wisconsin-Madison
Room 4217 Helen C. White Hall
600 N. Park Street
Madison, WI 53706

Questions? Please address any questions about the status of your application materials to Dennis Choi, iSchool Enrollment and Data Records Coordinator (dhchoi@wisc.edu or 1-608-263-2904) Please address any questions about the program requirements to the current iSchool PhD Program Director: Associate Professor Rebekah Willett (rwillett@wisc.edu)

The deadline for full consideration for PhD applications is **December 31st**.

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