

Ph.D. Application Submission Checklist

We prefer that the following be sent in one package to the **Student Affairs Office, Information Studies, 102B GSE&IS Bldg., Box 951520, UCLA, Los Angeles, CA 90095-1520:**

1. Two copies of official transcripts from academic institutions you have attended beyond secondary school. Must be sent in sealed envelopes either directly or with the rest of the materials.
2. Supplementary information, if applicable. The form is available under Supplementary Forms at the OnLine Graduate Admission site.
3. Statement of purpose - use form (on the UCLA application site under supplementary forms). You may word process this form. Your statement may be longer than the space allowed.
4. Résumé/CV
5. Three letters of recommendation - use forms provided on the UCLA application online application under supplementary forms. Recommenders often write their letter on their own letterhead and attach to the form. Letters may be sent directly to the department or collected in sealed envelopes and sent with the rest of the application materials.
6. Cross reference sheet (on the UCLA application site under supplementary application) if applicable.
7. Fellowship application (at the online UCLA application site).
8. Graduate Record Examination (GRE) scores for all applicants. You are responsible for arranging to take this examination and having official scores sent to the department. Scores from tests taken more than five years ago are not acceptable.
9. Test of English as a Foreign Language (TOEFL) and the Test of Written English (TWE) scores. The TOEFL/TWE are required of all applicants whose native language is not English; note exception stated above under MLIS degree. You are responsible for arranging to take these examinations and having official scores sent to IS.
10. For **Ph.D.** applicants only, evidence of research and writing (published work, master's thesis or two research papers written in English).
11. International applicants must submit a Confidential Financial Statement with other required items.
12. Evidence of completion of entrance requirements when complete. It is the applicants responsibility to make sure the prerequisite requirements are met.