

# 2010 Post-MLS Application Checklist



## WELCOME Fall 2010 Applicants

The Office of Student of Services of GSE&IS looks forward to assisting you through the application process. If we can be of service to you in any step of this process, please feel free to contact any one of our advisors.

**Following is the postmark deadline for submitting your application. Incomplete or late applications will NOT be reviewed:**

**December 15**            Post-MLS deadline

The application process for the UCLA Department of Information Studies is comprised of two parts. Part One is the submission of basic information to the UCLA Graduate Division via the online application. Part Two of the application process is the submission of your application packet directly to our department.

Please use this checklist to ensure you have submitted all the necessary application materials for graduate study in education at the University of California, Los Angeles. We recommend you start as early as possible to avoid any delays in processing your application.



### PART ONE:

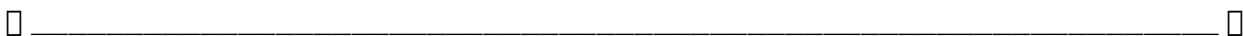
- Submit a Graduate Admissions Application on-line from the Graduate Division website, [www.gdnet.ucla.edu](http://www.gdnet.ucla.edu), which includes the Graduate School of Education & Information Studies on-line Supplemental Application.

NOTE: Please be sure to apply to the correct major. Library and Information Studies (509) for Post-MLS certificate.

- Application Fee  
The nonrefundable application fee (\$70.00 for U.S. citizens and Permanent Residents; \$90.00 for all other applicants) can be paid by credit card or, if necessary, by check.

**The application fee must be paid before an application can be processed.**

If paying by check, please be aware that if you select the check option, the initial processing of your application will be delayed by a minimum of 4-6 weeks. The date your payment is received is the date your application is submitted. **Do NOT** include check in application packet.



### PART TWO:

Please review the entire online application before mailing your application packet. Send a COMPLETE application packet to:

**UCLA Graduate School of Education & Information Studies  
Student Affairs Office, Information Studies  
207 GSE&IS Building, UCLA Box 951520  
Los Angeles, California 90095-1520**

This packet should include the following items:

- **TWO original transcripts, in sealed envelopes, from each institution attended.**  
Two official copies of all transcripts are required for admission. If you have taken any courses at an institution, you will need to send transcripts from that institution even if the courses are noted on your undergraduate degree transcript.

If you are a college senior, do not wait for senior-year grades before submitting your application and transcript.

**Current and Previous UCLA undergraduates:** You do NOT have to submit official copies of UCLA transcripts. You MUST, however, submit ONE unofficial copy of your UCLA transcript, which can be obtained at the Registrar's office (Degree Progress Reports **will NOT** be accepted).    Continue }

- **Supplementary Information form (accessed from the Graduate Admission on-line application)**  
NOTE: Your major should always be listed as LIS.
- **Statement of Purpose:** 3-5 double-spaced pages, 12-pt font. Use the form found on Graduate Division's website at <http://www.gdnet.ucla.edu/gasaa/admissions/MATERIALS.HTM> and attach your statement of purpose to the form. **Only one statement of purpose is required.** Please read the GSE&IS Mission Statement and the IS Department's Vision Statement at <http://is.gseis.ucla.edu/about/goals.htm>. Clearly state your reasons for pursuing the certificate of specialization. Applicants must identify and receive approval from a primary faculty member with whom they will work while in the program.
- **THREE sealed letters of recommendation.**  
Please have your recommender write a formal letter, on official letterhead, and attach to the Letter of Recommendation form provided by Graduate Division. In order to be considered a recommendation, a letter must be included. We ask that you collect all letters of recommendation and send them with your application materials.
- **Resume or Curriculum Vitae (CV)**

**NOTE:** if you are interested in government aid, you must file a FAFSA (Free Application for Student Aid) by the posted deadline. To complete an application, please visit: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

***For International Applicants Only:***

International applicants whose first language is not English must certify their proficiency in English. Such applicants must submit scores received on the Test of English as a Foreign Language (TOEFL) as part of their application. UCLA's institution code **4837**. More Details can be found at [www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM](http://www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM) We recommend taking the TOEFL by November 1<sup>st</sup>. If scores are not received by December 15<sup>th</sup>, your application may be considered incomplete. Please plan accordingly.

International applicants **must** submit a Confidential Financial Statement with their application, *which needs to offer substantial proof of adequate funding for the entire course of study in the U.S.* For additional details, please visit [www.gdnet.ucla.edu/gasaa/admissions/antexp.htm](http://www.gdnet.ucla.edu/gasaa/admissions/antexp.htm)

For more information, please visit [www.gseis.ucla.edu/oss](http://www.gseis.ucla.edu/oss) and follow the International Application link.