

# 2009 ELP Application Checklist

## WELCOME Fall 2009 Applicants

The Educational Leadership Program 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 us at [eddinfo@gseis.ucla.edu](mailto:eddinfo@gseis.ucla.edu) or 310.206.1673.

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

**February 2, 2009** Educational Leadership Program

The application process for the UCLA Department of Education 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 (EDUCATION - 659), and degree objective (**Ed.D.**).

- 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.**

**UCLA's preferred method of payment is by credit card!!** UCLA accepts Visa, Mastercard, and Discover. If you must pay by check, please make the check payable to the "Regents of the University of California." If a check is written for you by someone else, be sure your name and other identifying information (applicant ID, date of birth, department to which you are applying, etc.) appear on the face of the check. **PLEASE SEND YOUR CHECK TO:** UCLA Remittance Processing Center, 10920 Wilshire Blvd., Suite 107, Los Angeles, CA 90024. **Do NOT** include check in application packet.

Please be aware that if you select the check option, the initial processing of your application will be delayed by a minimum of seven to 10 working days. The date your payment is received is the date your application is submitted.

### 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  
Educational Leadership Program  
1029 Moore Hall, Box 951521  
Los Angeles, California 90095-1521**

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.

- **Essay Questions:**

1. The Admissions Committee wants to know more about you ----
  - a. Why you want to enter UCLA's Ed.D. Program in Educational Leadership
  - b. Your ability to synthesize and express your thoughts and ideas
  - c. Your capacity to lead and understand how to improve educational practice

The purpose of this essay is to help you reflect on these three elements and to communicate this information to the Admissions Committee. Please write an essay (600 word limit, double spaced, 12-pt font) that tells your story and includes the three elements described above. Include evidence (events, accomplishments, actions, values, etc.) to support the components of your story.

2. Additional Information (Optional Essay)

If you feel that there are other things that the Admissions Committee should know about you that are not part of your application materials, please describe them (250 word limit, double spaced, 12-pt font).

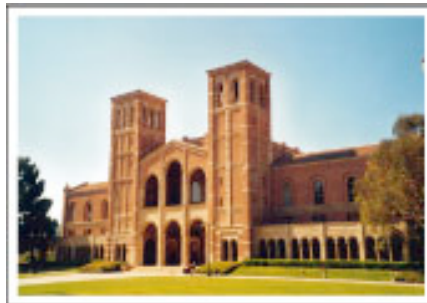
- **THREE** sealed letters of recommendation

Please have your recommender complete and attach the Letter of Recommendation form provided on the ELP website, [www.edd.gseis.ucla.edu/www/admissions.html](http://www.edd.gseis.ucla.edu/www/admissions.html). S/He must also attach a formal letter, on official letterhead, in addition to this form. We ask that you collect all letters of recommendation and send them with your application materials. One letter of recommendation must be from a supervisor.

- Resume or Curriculum Vitae (CV)

- Official Graduate Record Examination (GRE) score report from the Educational Testing Service. UCLA's institution code for this exam is **R4837**, and the department code is **3999**. All prospective students to the Department of Education must take the GRE exam by **January 31st**. Exams taken after this date will NOT be accepted and in turn your application will be incomplete. There are **NO** exceptions to this policy.

Information received by the Educational Leadership Office will be processed in a timely manner. Any applicant may inquire on the status of his/her application online by visiting: [www.edd.gseis.ucla.edu/www/admissions.html](http://www.edd.gseis.ucla.edu/www/admissions.html) and clicking on "Check your Application Status" link.



Here. Now. **UCLA.**