

2009 Student Affairs Application Checklist

WELCOME Fall 2009 Applicants

The Office of Student 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 01 M.Ed. in Student Affairs and M.A./ Ph.D. in Education deadline

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, which includes the Graduate School of Education & Information Studies on-line Supplemental Application.

NOTE: Please be sure to apply to the correct major (EDUCATION - 249), and degree objective (**M.Ed.**).

- 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
1009 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.

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

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).

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- Supplementary Information form (accessed from the Graduate Admission on-line application)
NOTE: Your major should always be listed as EDUCATION. Your degree objective should indicate the degree program you are applying to (i.e., **M.Ed. in Student Affairs.**)
- Statement of Purpose: 3-5 double-spaced pages, 12-pt font. In addition to indicating how you and/or your studies will contribute to UCLA's diversity mission (see the Graduate Division Statement of Purpose, found in Supplemental Materials at www.gdnet.ucla.edu/gasaa/admissions/applicat.htm), please address the following:
 - ♣ Why are you interested in studying student affairs at UCLA?
 - ♣ Why are you interested in a career in student affairs?
 - ♣ What life experiences have contributed to you applying to GSE&IS and considering a student affairs career path?
 - ♣ In what specific area in student affairs are you interested (ie. Academic advisement, career counseling residential life, multicultural centers, organizations advising, orientation, etc.) ?
 - ♣ This program is focused on developing scholar –practitioners and student affairs professionals who may soon become (or already are) mid-level managers. How do you see yourself on such a path?
 - ♣ What are your plans after you complete the degree?
- **THREE** sealed letters of recommendation.
Please have your recommender complete and attach the Letter of Recommendation form provided in the Graduate Division on line application. 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.
- 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 **December 1st**. Exams taken after this date will NOT be accepted and in turn your application will be incomplete. There are **NO** exceptions to this policy.
- Fellowship Application for Entering Graduate Students, *optional*
The application deadline for scholarships or fellowships coincides with the program deadline. Your fellowship application should be included in your application packet. The Fellowship application is available in the Graduate Division online application. You may also find information on other forms of funding by visiting:
www.gdnet.ucla.edu/asis/entsup/finsup.htm

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. Also, for Summer Financial Aid there is an additional financial aid application. The application will be available in April 2009 at www.fao.ucla.edu

Information received by the Office of Student Services will be processed in a timely manner. Any applicant may inquire on the status of his/her application online by visiting: www.gseis.ucla.edu/oss/ and clicking on "Check our Application Status" link.

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**, and the department code is **85**. More Details can be found at www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM

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

For more information, please visit www.gseis.ucla.edu/oss and follow the International Application link.