

2010 ELP Application Checklist

WELCOME Fall 2010 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 or 310.206.1673.

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

January 15, 2010 Educational Leadership Program 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 - 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 ten 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:

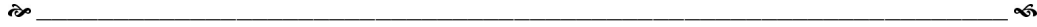
- **TWO** original transcripts, in sealed envelopes, from each institution attended
Two official copies of all transcripts are required for admission. If you have taken any courses at an institution, you will need to send transcripts from that institution even if the courses are noted on your undergraduate degree transcript.
- Essay Questions:
 1. Your workplace has been troubled for the past three years. Several important indicators suggest that improvements are needed. As the leader of this workplace, how would you make improvements? Begin with a brief description of the workplace (school, college, other) and the indicators. (Limit - 1000 words)
 2. Briefly describe your reasons for wanting to earn your doctoral degree from UCLA's Educational Leadership Program. (Limit – 500 words)
- **THREE** sealed letters of recommendation
Please have your recommender complete and attach the Letter of Recommendation form provided on the ELP website (please note this is a different form than the one provided by UCLA), www.edd.gseis.ucla.edu/www/admissions.html. S/He must also attach a formal letter, on official letterhead, in addition to this form. One letter of recommendation must be from a supervisor. We ask that you collect all letters of recommendation and send them with your application materials. All recommendation letters are confidential.
- 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 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.

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 and clicking on "Check your Application Status" link.

PART THREE:

- Attend a **Small Group Meeting**

Students who pass the initial screening will be required to attend a Small Group Meeting during the months of January or February. Small group meetings allow faculty to observe applicants in a group setting similar to a cohort classroom. You will be contacted with the dates and details of these meetings once your application is submitted. All invited applicants are expected to attend a session.



Directions for Re-Applicants

If you have applied to the Educational Leadership Program in past three years, you may still have materials on file. If this applies to you, please contact the office to see if this is the case.

To Re-Apply:

- Complete the on-line application with the University and send payment
- Send transcripts for any additional degrees earned or classes taken since your last application was submitted
- Send three new letters of recommendation (letters can be from same recommenders)
- Write a new essay
- Send a current resume
- Send GRE scores if they have been taken again since your last application



Here. Now. **UCLA.**