

EDUCATION DEPARTMENT
Gevirtz Graduate School of Education
Santa Barbara, CA 93106-9490

ADMISSIONS CHECKLIST

IMPORTANT

- Deadlines: **December 15th, 2011 – Central Fellowship Consideration and May 1st, 2012 – Final Deadline.** It is to the applicant's advantage to apply early rather than close to the deadline.
 - All materials are uploaded to the Electronic Application (E-App), with the exception of transcripts, which must be sent in the mail.
 - It is the applicant's responsibility to make sure that all materials are uploaded to the E-App (supplemental documents) or postmarked (transcripts) by the December 15th, 2011 – Central Fellowship Consideration and May 1st, 2012 – Final Deadline.
 - We strongly encourage applicants to verify if Application Materials have been uploaded correctly/received, by logging into their online application and viewing the status page at: <https://www.graddiv.ucsb.edu/eapp/>.
 - **Please note** that Transcripts will not be updated as received until the applicant has submitted/paid for the E-app.
 - There is a \$80 fee for the E-app (\$100 for international students).
 - If you have any questions, the GGSE Student Affairs Office can be reached at (805) 893-2137 or e-mail: sao@education.ucsb.edu.
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E-App (www.graddiv.ucsb.edu/eapp/):

Apply by electronic (E-App) application with the Graduate Division, complete and submit on-line. The \$80.00 non-refundable application fee (\$100 for international students) may be paid by Check/Money Order (mail with required Submission form to Graduate Division), or by credit card (Visa or Mastercard). *Application payment by credit card (Visa or Mastercard) must be made online as part of the application process. Credit card payments cannot be accepted at any other point.*

Also, for application fee waiver requests or for more information and requirements: contact Graduate Division (<http://www.graddiv.ucsb.edu>) (805) 893-2277.

Send Checks/Fee waivers/Money Orders for the E-app to:

Graduate Division
University of California
3117 Cheadle Hall
Santa Barbara, CA 93106-2070

Supplemental Documentation (Statement of Purpose, Letters of Recommendation, Writing Sample & GGSE Questionnaire) should be uploaded electronically to the E-App. View the following link for statement of purpose instructions and PDF-fillable forms which you may save to your computer, complete, re-save, and then upload to the E-App.

<http://education.ucsb.edu/Graduate-Studies/Student-Services/prospective-students/application-checklist.htm>

- One (1) copy of Statement of Purpose, Personal Achievements/Contributions and a Résumé (or Vita).**

❑ Three (3) Letters of Recommendation:

Three letters of recommendation are required however it is to your advantage to submit 4-5 letters to insure the required 3 letters meet the deadline. These letters are submitted online through the E-App. You will be asked to supply the name, email address, and current institution/company of each recommender. The system will then allow you to press a button labeled 'send request.' The online application will then send instructions to each of your recommenders via email regarding how to upload letters to your electronic application. Once you submit your online application, you can still manage your letters of recommendation through your E-App Status Page.

Caution: if using a writing service, make sure that service knows all letters must be uploaded on or before the December 15th/May 1st deadline. In the past, some services have held letters and uploaded them only when all had been received, missing the deadline.

❑ Writing Sample:

A writing sample is required for application to the Educational Leadership & Organizations Emphasis and Special Education, Disabilities, and Risk Studies Emphasis. Degree applicants must submit a writing sample based on your research experience (i.e. thesis, term paper, etc.).

❑ GGSE Questionnaire:

A short questionnaire regarding how you became interested in UCSB and the Gevirtz School.

❑ Official GRE Score Report:

For the GRE, all three sections of the General Test - quantitative, verbal, and analytical writing are required. **Please note GRE scores must be sent electronically through ETS.** The **UCSB Institution Code is 4835**. Scores must be within 5 years of the quarter for which you are applying.

❑ Official TOEFL Scores or IELTS (International applicants only):

Not required if awarded a bachelor's or master's degree by an institution that uses English as its primary language. Contact sao@education.ucsb.edu to inquire if your institution qualifies. The **UCSB Institution Code is 4835**. Scores must be within 2 years of the quarter for which you are applying. Please note: TOEFL scores must be sent electronically through the ETS. UCSB accepts the paper-based TOEFL (minimum score 550) scores only. The computer-based TOEFL is not accepted.

Transcripts must be sent in the mail to the address below. We do not accept electronic PDF versions of transcripts and you may not upload transcripts to the E-App.

Gevirtz Graduate School of Education
Student Affairs Office
University of California, Santa Barbara
Santa Barbara, CA 93106-9490 USA

❑ Two (2) copies of Official Transcripts:

Send in the mail 2 official transcripts from any University, College, and Community College etc. where you have taken 12 or more units. We do not require high school transcripts regardless of the Advanced Placement units attained there.

Send in the mail 2 copies of your transcript from your BA institution with the initial application. If these transcripts do not yet post your conferred degree then you will need to send another copy when your BA is conferred and posted on the transcript.

☐ Supplemental Application for Financial Support:

FAFSA (www.fafsa.ed.gov): Must be completed when available, generally in January.

After our Student Affairs Office processes your application, they will forward it to Education Department faculty for review.

Downloading PDF Files

PDFs or portable document files are files that can be viewed with Adobe Acrobat Reader plug-in (if you have it) or can be viewed with Acrobat Reader that should be installed on your computer. **Must be elaborated on for PDF Fill-in instructions.**