

# Department of Counseling, Clinical, and School Psychology

(Approved by the American Psychological Association)

Gevirtz Graduate School of Education

Santa Barbara, CA 93106-9490

---

## ADMISSIONS CHECKLIST

### IMPORTANT

- **Deadline: NOVEMBER 15, 2018 by 11:59 pm PST.** Applications are processed once the fee has been received and all application materials are uploaded electronically to the online application, including official transcripts and scores.
- It is the applicant's responsibility to apply early rather than close to the deadline to allow for ample processing time, and to make sure that all materials are uploaded to the electronic application (E-App) by the November 15<sup>th</sup> deadline. All applicants should allow one week minimum of processing time from the time of the paid application submission. No application will be processed or reviewed until the application fee has been received.
- We strongly encourage applicants to verify on their end if application materials have been uploaded correctly, by logging into the online application and viewing their status page at: <https://www.graddiv.ucsb.edu/eapp/>.
- There is a \$105 fee for the E-app (\$125 for international students).
- The GGSE Student Affairs Office can be reached at for application questions at (805) 893-2137 or by e-mail: [education-sao@ucsb.edu](mailto:education-sao@ucsb.edu). Business hours are Monday – Friday, 9am-12pm and 1pm-4pm PST.

---

### E-App: <https://www.graddiv.ucsb.edu/eapp/>

Apply with the UCSB Graduate Division's on-line E-App. The \$105 non-refundable application fee (\$125 for international students) may be paid by credit card or with a check/money order using the Check/Money Order Submission Form found on the last page of the application.

**Please note:** Application payment by credit card must be made online as part of the application process. Credit card payments cannot be accepted at any other point.

For application fee waiver requests, within your online application click on the Payment Information tab and scroll-down to the fee waiver information. Submit your request online by selecting the option relevant to you and uploading your supporting documentation. You must submit your fee waiver request at least **two weeks before** the application deadline. Do not submit a fee waiver request the day before the application deadline; it will not be processed and your application will not be reviewed.

---

**All documents must be uploaded electronically to the E-App.** View the following link for personal statement instructions: <http://www.graddiv.ucsb.edu/admissions/how-to-apply#statements>

### Statement of Purpose

### Personal Achievements/Contributions

### Résumé or Vita

### Three (3) Letters of Recommendation:

Three letters of recommendation are required however it is to your advantage to request 4 letters to insure the required 3 letters are received by the deadline. You will be asked to supply the name, email address, and current institution of each recommender. Once supplied, the online application will provide instructions to each of your recommenders via email regarding how to upload their letters to your electronic application. You can still manage letters of recommendation through your Status Page after you pay for & submit your E-App.

**Please note:** if you are using a Letter Service, you will be able to indicate this information within the recommender profile. Make sure that service knows all letters must be uploaded on or before the deadline. In the past, some services have held letters and uploaded them only when all had been received, thus missing the deadline.

**❑ Writing Sample:**

Based on your research experience (research on the job, a research project, or class paper). Upload your writing sample as a supplemental document to the E-App.

**❑ CCSP Information at a Glance:**

**Please limit responses to fit on this one-page document.** Save this document to your computer, complete, re-save, and then upload to the E-App as a supplemental document:

[https://education.ucsb.edu/sites/default/files/ccsp/docs/ccsp\\_InfoAtAGlance.doc](https://education.ucsb.edu/sites/default/files/ccsp/docs/ccsp_InfoAtAGlance.doc)

**❑ Official GRE Score Report:**

On the E-App, enter the Test Date and 7-digit Registration Number found on your ETS Report of Scores to match your scores to your application. All three sections of the General Test - quantitative, verbal, and analytical writing - are required. **We do not require the Subject Psychology test or an ETS Department Code. Official scores must be electronically submitted directly from ETS to the UCSB Graduate Division, Institution Code 4835.** Scores must be within 5 years after your test date.

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

These tests are not required if you have been awarded a bachelor's or master's degree by an institution whose verified sole official language of instruction is English. Usually this is listed on an institution's official transcript. Test score dates must be within 2 years from the day the applicant submits the online application.

For the TOEFL, on the E-App enter the Test Date and 16-digit Registration Number found on your ETS Report of Scores to match your scores to your application. **Official TOEFL scores must be electronically submitted directly from ETS to the UCSB Graduate Division, Institution Code 4835.** The paper-based (minimum score 550) and internet-based (minimum score 80) TOEFL are both accepted.

For instructions on reporting IELTS scores to UCSB, please see: <http://www.graddiv.ucsb.edu/admissions/how-to-apply#exam-scores>

**❑ Upload Official Transcripts:**

You are required to **electronically upload an official transcript** created by your university. This transcript will be used to review and evaluate your application. **Only upload official transcript from institutions where you have completed over 12 units.** We do not require high school transcripts regardless of the Advanced Placement units attained there.

Order an official transcript to yourself, **unseal and open** the envelope, then **scan and upload all pages** of your official transcript from this institution *including* the grading scale, which may be on the backside of the transcript. **The uploaded transcript must be an official transcript**, produced by the institution with all appropriate seals/stamps. If applicable, remove your Social Security Number by crossing or blacking out numbers before uploading.

**Please Note:** Though the E-App section where you upload your official transcript is labeled "Unofficial", **you must scan and upload an official transcript.** This also applies to current/past UCSB students - unofficial transcripts are not valid.

Admitted applicants with a "Yes" Statement of Intent to Register (SIR) response to UCSB will be provided further instructions in their admission letter from the UCSB Graduate Division on how and where to send Final/Official transcripts by mail directly from their institution(s) in a sealed envelope.

---

**❑ Campus Application for Financial Support:**

FAFSA (<http://www.fafsa.ed.gov>) must be completed when available, generally in January, and due by March 2<sup>nd</sup>.

---

After our GGSE Student Affairs Office receives and processes your paid and complete application, they will forward it to the Department faculty for review. Please allow for ample processing time prior to the deadline date. The processing time can be up to two weeks near/on a deadline, thus it is to the applicant's advantage to **APPLY EARLY** rather than close to the deadline.

**SCHOOL PSYCHOLOGY APPLICANTS ONLY\***  
**STATE CREDENTIAL REQUIREMENTS FOR PPS CREDENTIAL**

\*The items below are not required to apply; however, if admitted to the Department of Counseling, Clinical, and School Psychology, each item must be completed before classes begin in September.

- Contact Katie Tucciarone** at [katiet@education.ucsb.edu](mailto:katiet@education.ucsb.edu) or phone at (805) 893-2036 for specific information on how to complete and document the state certification requirements for the teaching credential should you have any questions.
- Basic Skills Requirement:** This requirement is used to demonstrate proficiency in basic reading, writing, and mathematic skills.

Individuals must satisfy the basic skills requirements by one of the following methods. Please select one.

**CBEST Exams:** [http://www.ctcexams.nesinc.com/about\\_CBEST.asp](http://www.ctcexams.nesinc.com/about_CBEST.asp)  
 Please use UCSB School Code **131** for CBEST.

---

**CSET Exams:** [http://www.ctcexams.nesinc.com/about\\_CSET.asp](http://www.ctcexams.nesinc.com/about_CSET.asp)  
 Please use UCSB School Code **412** for CSET.

CSET subtest #101-- Test Date Taken:  
 CSET subtest #102 or #214 -- Test Date Taken:  
 CSET subtest #103 -- Test Date Taken:  
 CSET subtest #142 -- Test Date Taken:

---

**CSU Early Assessment Program or CSU Placement Exam**  
 Candidates must submit original score reports. Score reports can be ordered at: <http://www.ets.org/csu>

<b>CSU EAP Placement Tests (taken in Spring of 11<sup>th</sup> grade)</b>		
	Math	English
Early Assessment Program (EAP)	"College Ready" or "Exempt"	"College Ready" or "Exempt"
<b>CSU Placements Tests</b>		
	Math	English
Entry Level Math (ELM)	50*	
English Placement Test (EPT)		151
* ELM tests taken prior to March 2002 required a minimum passing score of 550		

---

**Qualifying Score on the SAT OR ACT**

	Math	English
<b>College Board SAT</b>	550	500*
<b>ACT</b>	23	22

\* Critical Reading section of the College Board SAT Reasoning Test

---

**College Board Advanced Placement**

Examination	Math	English
College Board Advanced Placement Examinations	Score of a 3 or above on one of the following: <ul style="list-style-type: none"> <li>AP Calculus AB</li> <li>AP Calculus BC</li> <li>AP Statistics</li> </ul>	Score of a 3 or above on one of the following: <ul style="list-style-type: none"> <li>AP English Language and Composition</li> <li>AP English Literature and Composition</li> </ul>

❑ **Certificate of Clearance:** Education Code requires all individuals who seek to obtain a California teaching credential issued by the CTC to receive fingerprint clearance from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Individuals who have received fingerprint clearance through other California agencies or who are cleared for UCSB Pre-Professional work are **not exempt** from this process. You can click on the “Search for an Educator” button on the CTC website at <http://www.ctc.ca.gov> to determine if you have already received a Certificate of Clearance, Emergency Permit or other credential from the Commission that would meet this requirement.

The Certificate of Clearance application is sent to the CTC in Sacramento and the CTC grants permission to the student to teach on the basis of this data. An applicant whose legal record contains anything more serious than minor traffic violations should contact the CTC. Any questions of personal qualifications must be resolved before beginning the program. Each applicant is responsible for submitting the Certificate of Clearance application to the CTC.

***Non-California residents and international students should contact the Credential Analyst with questions.***

**Quick tips for completing the application process are available at**  
<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

❑ **TB Clearance:** Students need a TB clearance dated after September 2017.

❑ **Baccalaureate Degree:** Applicants must have a baccalaureate degree in an academic subject from a regionally accredited college or university. Please contact Katie Tucciarone if you have any questions at: [katielt@education.ucsb.edu](mailto:katielt@education.ucsb.edu) or phone at (805) 893-2036.