

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

ADMISSIONS CHECKLIST

IMPORTANT

- **Deadline: DECEMBER 1, 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 to the applicant's advantage 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 December 1st 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. Business hours are Monday – Friday, 9am-12pm and 1pm-4pm PST.
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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.

ED 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/education/docs/ed_InfoAtAGlance.doc

Writing Sample:

A writing sample is optional. If you are submitting a writing sample, upload it as a supplemental document to the E-App.

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 a 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 university 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 school(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 2nd.

After our GGSE Student Affairs Office receives and processes your paid and complete application, they will forward it to the Education Department faculty for review. Please allow for ample processing time prior to the deadline date. All applicants should allow one week minimum of processing time from the time of the paid application submission. 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.