

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 - Ph.D. Programs

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### Important Deadlines and Processing

- **Deadline: November 15, 2025 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 15th 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 [UCSB Graduate Division E-App Status Page](#).

### Application Fees

- Apply with the [UCSB Graduate Division on-line E-App](#). There is a 155 for international students).
- The fee 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.
- **Fee Waivers:** 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.

## Required Application Materials

All documents must be uploaded electronically to the E-App. View the [Graduate Division Personal Statement Instructions](#).

- **Statement of Purpose.**
- **Personal History Statement:** The **minimum word count for the Personal History Statement is 250 words.**
- **Résumé or Vita.**
- **Three (3) Letters of Recommendation:** Three letters of recommendation are required. 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 and 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 the 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 the [Information at a Glance Document](#) to your computer, complete, re-save, and then upload to the E-App as a supplemental document.
- **Official TOEFL Scores, IELTS, or Duolingo English Test (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. The following exams are accepted for meeting English Language Examination admissions requirements: TOEFL iBT, TOEFL iBT Home Edition, TOEFL iBT Paper Edition; IELTS (Academic), IELTS Online (Academic), IELTS Indicator; and Duolingo English Test (DET). The following exams are not accepted: TOEFL ITP Plus, TOEFL Essentials, and other exams not specifically noted above. See the How to Apply Guide for more information. For more information on how to submit exam scores, please visit general UCSB Admissions FAQ.
- **Upload Unofficial Transcripts:** You are required to **electronically upload an unofficial transcript** created by your university. If applicable, remove your Social Security Number by crossing or blacking out numbers before uploading. This transcript will be used to review and evaluate your application. **Only upload transcripts from institutions where you have completed over 12 units.** We do not require high school transcripts regardless of the Advanced Placement units attained there. Admitted applicants with a "Yes"

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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:** The [Free Application for Federal Student Aid \(FAFSA\)](#) must be completed when available, generally in January, and due by March 2nd.

## Application Processing

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.

- **Basic Skills Requirement:** This requirement is used to demonstrate proficiency in basic reading, writing, and mathematical skills. This requirement can be met by a Bachelor's Degree from a regionally accredited university, exams scores, coursework or a combination of these.
  - **Option (1) - Bachelor's Degree from an accredited institution:** applicants may use their bachelor's degree from a regionally accredited institution of higher education as demonstration of the Basic Skills Requirement. (This is a new option that went into effect on June 29, 2024 when Governor Newsom signed Senate Bill 153.) A list of regionally accredited institutions can be found [here](#). International degrees that are equivalent to a US regionally accredited Bachelor's degree will also satisfy the BSR. International students hoping to utilize this option will need to complete a Foreign Transcript Evaluation that indicates completion of a Bachelor's level degree. If utilizing this option, send your official Transcript Evaluation to Katie Tucciarone, Director of Certification and Accreditation, at [katiet@education.ucsb.edu](mailto:katiet@education.ucsb.edu).
  - **Other Options:** All available options to meet the Basic Skills Requirement can be found on the CTC website. Any of these listed options may be used. If utilizing the option of Qualifying Coursework, please complete the **Basic Skills Course Equivalency Document** and email to [katiet@education.ucsb.edu](mailto:katiet@education.ucsb.edu). We recommend the CBEST test as the best alternative option to the equivalent Bachelor's degree via Foreign Transcript Evaluation for international applicants.
- **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

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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 use the search tool on the [CTC website](#) 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.

- **TB Clearance:** Students need a TB clearance or assessment dated after September 1, 2025.
- **Baccalaureate Degree:** Applicants must have a baccalaureate degree, or higher, in an academic subject from a regionally accredited college or university.

Contact Katie Tucciarone at [katiet@education.ucsb.edu](mailto:katiet@education.ucsb.edu) for specific information on how to complete and document the state certification requirements for the teaching credential should you have any questions