

**Department of Counseling, Clinical, and School Psychology**  
**(Accredited by the American Psychological Association)**  
Gevirtz Graduate School of Education  
Santa Barbara, CA 93106-9490

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**ADMISSIONS CHECKLIST**

For Fall 2012 Admission

For more details regarding the required materials, please view our webpage regarding admission procedures.  
[http://education.ucsb.edu/Graduate-Studies/CCSP/programofstudy/combined\\_doctoral/admissions.htm](http://education.ucsb.edu/Graduate-Studies/CCSP/programofstudy/combined_doctoral/admissions.htm)

**IMPORTANT**

- It is to your advantage to submit your application before the **NOVEMBER 15, 2011, DEADLINE**.
- It is the applicant's responsibility to make sure that all materials are postmarked by the November 15 deadline.
- Faxes are not accepted as originals for any support materials.
- To verify if Application Materials have been received, please logon to your online application at: <https://www.graddiv.ucsb.edu/eapp/>. **Please note** that Materials will not be ready to view until the applicant has filled out the E-app and has paid the \$80 fee (\$100 for international students). If you have any questions, the GGSE SAO Office can be reached at (805) 893-2137 or e-mail: [sao@education.ucsb.edu](mailto:sao@education.ucsb.edu)

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- Two (2) copies of Statement of Purpose** (<https://www.graddiv.ucsb.edu/admissions/forms/index.htm>)  
(The statement of purpose also includes a personal achievements section as well as a request for a resume)

- Three (3) Letters of Recommendation\*:**  
\*Please note that all letters of recommendation should be submitted online through the Online Graduate Application. The Letter of Recommendation Coversheet below should only be used in instances where recommenders are unable to submit their letters online.

Letter of Recommendation form (<http://www.graddiv.ucsb.edu/forms/admis/pdf/rec.pdf>)

This form includes the required waiver statement from the Graduate Division Application Booklet (It is to your advantage to submit 4-5 letters to insure the required 3 letters meet the deadline. You may use a photocopy of the Letter of Recommendation form for all 5 letters).

Caution: if using a writing service, make sure that service knows all letters must be postmarked on or before the November 15 deadline. In the past, some services held letters and mailed when all had been received, missing the deadline.

- Two (2) copies of Official Transcripts:**  
As soon as available, send official transcript with degree posted from each college/university

- Official GRE Scores:**  
(All three sections of the General Test - quantitative, verbal, and analytical writing are required)  
Caution: If taking both the general and subject GREs, request the general test be sent separately with priority. The GRE must have a test date no later than **October 15, 2011** to meet the **November 15** deadline and to be considered for Fall 2012.  
The UCSB **Institution Code is 4835**.  
Scores cannot be older than 5 years from the day you submit your E-app to Graduate Division.  
Please note: GRE scores must be sent electronically through the ETS.

- Official TOEFL Scores** (International applicants):  
*Not required if awarded a bachelor's or master's degree by a U.S. institution.*  
The UCSB Institution Code is 4835.  
Scores cannot be older than 2 years from the day you submit your E-app to Graduate Division.  
**Please note:** TOEFL scores must be sent electronically through the ETS, and UCSB is no longer accepting computer-based TOEFL scores.

- Writing Sample:** Based on your research experience (research on the job, a research project, or class paper).

- CCSP Information at a Glance:**  
([http://education.ucsb.edu/Graduate-Studies/CCSP/prospective-students/documents/Information\\_at\\_a\\_Glance2012.pdf](http://education.ucsb.edu/Graduate-Studies/CCSP/prospective-students/documents/Information_at_a_Glance2012.pdf))  
You will need Acrobat Reader to complete this document. Please limit responses to fit on this page.

- GGSE Questionnaire:**  
([http://education.ucsb.edu/Graduate-Studies/CCSP/prospective-students/documents/GGSE\\_Application\\_Questionnaire.pdf](http://education.ucsb.edu/Graduate-Studies/CCSP/prospective-students/documents/GGSE_Application_Questionnaire.pdf))

**Send the above documentation to:**

Student Affairs Office  
Gevirtz Graduate School of Education  
Bldg. 275, Room 4100  
University of California, Santa Barbara  
Santa Barbara, CA 93106-9490

*(After our Student Affairs Office processes your application, they will forward it to CCSP Faculty for review.)*

**Suggestion:** When mailing your information, purchase a post office mailing receipt with date stamped as proof of meeting the November 15th deadline.

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Apply by electronic (E-App) application with the Graduate Division. If you do not have access to the E-App on-line, contact the Graduate Division. Also, for application fee waiver requests or for more information and requirements: contact Graduate Division ([www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu)) or phone (805) 893-2277.

**Send the documentation listed below to:**

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

- E-App** ([www.graddiv.ucsb.edu/eapp/](http://www.graddiv.ucsb.edu/eapp/)) Complete and submit on-line. The \$80.00 non-refundable application fee (\$100.00 for international applications) 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.*

For information on fee waivers, please see: <http://www.graddiv.ucsb.edu/admissions/application/#feewaivers>.

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- Supplemental Application for Financial Support.** FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) available in January.  
If you would like to be considered for fellowship nominations, file by **March 2, 2012** (postmarked).

**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 which should be installed on your computer.