

EDUCATION DEPARTMENT

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

ADMISSIONS CHECKLIST

IMPORTANT

- **Deadlines:** December 15th – Fellowship Consideration & May 1st – Final Deadline
 - It is the applicant's responsibility to make sure that all materials are postmarked by the 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 \$70 fee (\$90 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.
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Two (2) copies of Statement of Purpose including the Personal Achievements/Contributions and a résumé or vita. Please do not staple the 2 copies together. Also attach a coversheet to each Statement of Purpose copy. Coversheets can be found at: (<https://www.graddiv.ucsb.edu/admissions/forms/>)

Please staple only. Do not include binder or folders.

Three (3) Letters of Recommendation: Mail your letters of recommendation or use our electronic service via your online application.

If mailing letters you must enclose Letter of Recommendation form:

<https://www.graddiv.ucsb.edu/forms/admis/pdf/rec.pdf>) which includes the required waiver statement from 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 December 15th or May 1st deadline. In the past, some services have held letters and mailed them only when all had been received, missing the deadline.

Two (2) copies of Official Transcripts: Send 2 official transcripts from any University, College, 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 2 copies of your transcript from your BA institution with the initial application. If this transcript does not yet post your degree then you will need to send another copy when your BA is complete and posted on the transcript.

Official GRE Scores

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

Official [TOEFL](#) Scores or [IELTS](#) (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 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 only the paper-based TOEFL (minimum score 550) scores only. The computer-based TOEFL is not accepted.

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

GGSE Questionnaire

Send the above documentation to:

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

(After our Student Affairs Office processes your application, they will forward it to EDUC faculty for review.)

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

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 (<http://www.graddiv.ucsb.edu>) (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/) Complete and submit on-line. The \$70.00 non-refundable application fee (\$90 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.*

Supplemental Application for Financial Support. FAFSA (www.fafsa.ed.gov) available in January.

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.