

# Department of Counseling, Clinical, and School Psychology

(Approved by the American Psychological Association)

Gevirtz Graduate School of Education

Santa Barbara, CA 93106-9490

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## ADMISSIONS CHECKLIST

### IMPORTANT

- It is to your advantage to submit your application before the NOVEMBER 15, 2009, DEADLINE.
- It is the applicant's responsibility to make sure that all materials are postmarked by the November 15th 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](mailto:sao@education.ucsb.edu).

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- Two (2) copies of Statement of Purpose** (<https://www.graddiv.ucsb.edu/forms/admis/pdf/sop.pdf>)

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 November 15th 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 Score Report:**

(For the GRE, 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 or the MAT must have a test date no later than **October 25, 2009** to meet the **November 15th** deadline and to be considered for Fall 2009. The **UCSB Institution Code is 4835**. Scores must be within 5 years of the quarter for which you are applying. Please note GRE or MAT 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 the paper-based TOEFL (minimum score 550) scores only. The computer-based TOEFL is not accepted.

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

**CCSP Information at a Glance:** (please visit this link to download the form:  
<http://education.ucsb.edu/Graduate-Studies/CCSP/prospective-students/how-to-apply-checklist.htm>)

You will need Acrobat Reader to complete this document. Click here to download: Acrobat Reader. Please limit responses to fit on this page.

**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 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 (<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/](http://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.*

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- Supplemental Application for Financial Support.** FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) available in January.
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### **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.

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## **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 2010.

- Contact Suzanne Raphael.** Contact Suzanne Raphael at [suzanne@education.ucsb.edu](mailto:suzanne@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.
- Basic Skills Exam:** See registration deadlines on CBEST website: [www.cbest.nesinc.com](http://www.cbest.nesinc.com).
- Certificate of Clearance:** Each applicant sends a Certificate of Clearance application to the California Commission on Teacher Credentialing (CCTC) in Sacramento. The CCTC grants you permission to student teach on the basis of this data. <http://mina.education.ucsb.edu/Graduate-Studies/Credentials/home.htm>
- TB Clearance:** Students need a TB clearance.
- Baccalaureate Degree:** Applicants must have a baccalaureate degree in an academic subject from a regionally accredited college or university. **If your baccalaureate degree is from another country** you will need a transcript evaluation from one of the California Commission on Teacher Credentialing state approved agencies listed at the website: [www.ctc.ca.gov/credentials/leaflets/c1635.html](http://www.ctc.ca.gov/credentials/leaflets/c1635.html). Please contact Suzanne Raphael if you have any questions at: [suzanne@education.ucsb.edu](mailto:suzanne@education.ucsb.edu) or phone at (805) 893-2036
- Check the Credential Website:** Please review the Credential website for a more complete description of the items mentioned above. <http://education.ucsb.edu/Graduate-Studies/Credentials/home.htm>.