WELCOME

The Office of Student of Services of GSE&IS looks forward to assisting you through the application process. If we can be of service to you in any step of this process, please feel free to contact any one of our advisors.

Following is the postmark deadline for submitting your application. Incomplete or late applications will NOT be reviewed:

December 2 M.Ed. in Student Affairs deadline

The application process for the Graduate School of Education & Information Studies involves various elements.

Please use this checklist to ensure you have submitted all the necessary application materials for graduate study in Education at the University of California, Los Angeles. We recommend you start as early as possible to avoid any delays in processing your application.

Step 1:
• Start the Graduate Admissions Application on-line from the Graduate Division website, www.gdnet.ucla.edu. Complete Basic Information, Biographical Data, and Citizenship and Residency.

  NOTE: Please be sure to apply to the correct major for Plans for Graduate Study. Select Education.

  • Select EDM as degree objective. Then select Student Affairs as GSEIS Academic Division.

  • Complete additional sections (e.g., Academic History, Professional Experience)

  • Application Fee will be paid when you are ready to submit your application. The nonrefundable application fee ($80.00 for U.S. citizens and Permanent Residents; $100.00 for all other applicants) can be paid by credit card only (MasterCard, Discover, or American Express). Please note that a 2.75% fee will be charged for use of credit card.

    The application fee must be paid before an application can be processed.

Step 2:
The following items must be uploaded in each corresponding part of the application:

• Copy of transcripts (we do need an official transcript mailed in to the Office; see Step 4)

• Statement of Purpose: Only one statement of purpose is required, which is uploaded (3-5 pages, double spaced, 12-pt. font). Please address the following:
  ♦ Why are you interested in studying student affairs at UCLA?
  ♦ Why are you interested in a career in student affairs?
  ♦ What life experiences have contributed to you applying to GSE&IS and considering a student affairs career path?
  ♦ In what specific area in student affairs are you interested (e.g., academic advisement, career counseling, residential life, multicultural centers, student health, orientation)?
  ♦ This program is focused on developing scholar–practitioners and student affairs professionals who may soon become (or already are) mid-level managers. How do you see yourself on such a path?
  ♦ What are your plans after you complete the degree?

• Resume or Curriculum Vitae (CV)
• Official Graduate Record Examination (GRE) score report from the Educational Testing Service. (This may be directly reported to UCLA. You may choose to upload this in the Supporting Documents upload section.)

UCLA’s institution code for this exam is R4837, and the department code is Other Education Fields. All prospective students to the Department of Education should take the GRE exam by November 1st. If scores are not received by December 2nd, your application may be considered incomplete. Please plan accordingly. Please include your Social Security Number during registration for the GRE in order to prevent misdirection of scores.

• Fellowship Application for Entering Graduate Students, optional
The application deadline for scholarships or fellowships coincides with the program deadline. You may also find information on other forms of funding by visiting: www.gdnet.ucla.edu/asis/entsup/finsup.htm

Step 3:
• THREE letters of recommendation—done via online access.
The website will lead you through directions. You will submit three names and respective email addresses of your recommenders. These individuals will then be notified to complete the recommendation online. We recommend at least one academic and one professional recommendation, where possible. You will be able to ascertain via the Internet who has completed the recommendation and when. All recommendations must be submitted by the established deadline in order to be considered. Recommendations are completed and submitted online.

Step 4:
In addition to uploading copies, official transcripts must be mailed in. Send transcripts to:
UCLA Graduate School of Education & Information Studies
Office of Student Services
1009 Moore Hall, UCLA Box 951521
Los Angeles, California 90095-1521

• One official transcript, in sealed envelope, from each institution a degree was earned or in progress.
Transcripts must be mailed in or delivered to the Office. Failure to submit an official transcript by the deadline may result in your admission decision being delayed.

Current and Previous UCLA undergraduates: You do NOT have to submit official copies of UCLA transcripts. You MUST, however, submit ONE unofficial copy of your UCLA transcript, which can be obtained at the Registrar’s office (Degree Progress Reports will NOT be accepted).

NOTE: if you are interested in government aid, you must file a FAFSA (Free Application for Student Aid) by the posted deadline. To complete an application, please visit: www.fafsa.ed.gov.

For International Applicants Only:
International applicants whose first language is not English must certify their proficiency in English. Such applicants must submit scores received on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) as part of their application. UCLA’s institution code is 4837, and the department code is 85. More Details can be found at www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM. We recommend taking the TOEFL or IELTS by November 1st. If scores are not received by December 2nd, your application may be considered incomplete. Please plan accordingly.