Step by Step guide for Application to ED&IS at UCLA for Education MA or PhD:

1. Go to: https://grad.ucla.edu/admissions/admission-application-for-graduate-admission/

2. Launch Application form and create a logon ID and password. If you applied previously, you may need to use a different email address.

3. The first screen you will see is this one:

4. Please read the FAQs carefully.

5. You will then go down the left tabs and complete each section. For example, Basic information is your Name, Address, Email, Phone Numbers, Gender and Birth Date.

6. When you get to Plans for Graduate Study:
   - In Application Type:
     i. you will select New Application if you have never applied to UCLA for graduate study.
     ii. If you applied the previous admission cycle and were admitted but declined, you will select Renewal.
     iii. If you were a graduate student here previously (e.g., you were in Teacher Education Program and are now applying to Urban Schooling), you will select Readmission.
   - In Major:
     i. If you are choosing to pursue an MA in Higher Education and Organizational Change (HEOC), Human Development and Psychology (HDP), Social Research Methodology (SRM), or Social Sciences and Comparative Education (SSCE), you will select: Education MA – HDP, HEOC, SRM, SSCE only; see Education MED for other programs.
ii. **If you are choosing to pursue a PhD** in Higher Education and Organizational Change (HEOC), Human Development and Psychology (HDP), Social Research Methodology (SRM), Social Sciences and Comparative Education (SSCE), or Urban Schooling you will select: **Education PHD**

Once you select Education MA or PHD as your Major, you will be taken to the School of Education and Information Studies tab next.

7. **In School of Education and Information Studies:**
   Under **Academic Program**, you will select your **Academic Division**
   If **MA**, you select Higher Education and Organizational Change, Human Development and Psychology, Social Research Methodology, or Social Sciences and Comparative Education:
Once you select your Academic Division, you will select **Education Emphasis**: Higher Education and Organizational Change: Not Applicable

**School of Education and Information Studies**

Prior to completing additional steps in the application, please refer to the specific SEIS program application checklist, found here. This will ensure you are uploading all required materials for your specific program application in SEIS.

<table>
<thead>
<tr>
<th>Academic Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEIS Academic Division *</td>
</tr>
<tr>
<td>Higher Education and Organization Change M.A. ▼</td>
</tr>
<tr>
<td>NOT APPLICABLE</td>
</tr>
</tbody>
</table>

**Human Development and Psychology**: Cognitive Development, Disability/Special Education, Motivation, Risk and Resilience, or Social Development

**Social Research Methodology**: Advanced Quantitative Methods, Applied Methods, Evaluation, or Qualitative Methods

**Social Sciences and Comparative Education**: Comparative/International Studies or Race, Ethnic and Cultural Studies
If **PHD**, you select Higher Education and Organizational Change, Human Development and Psychology, Social Research Methodology, Social Sciences and Comparative Education, or Urban Schooling. You will also select your **Education Emphasis** as above for the MA programs. For Urban Schooling, you will select Education, Schooling & Social Transformation OR Design, Learning & Social Transformation.

In **Awards/Distinctions and Publications/Organizations**, you can highlight a few that you find pertinent. We realize much of this will be on your resume/CV.

In **ED&IS Specific Essay or Statement**, you will submit what is applicable to your program. [The UCLA graduate application requires a Statement of Purpose (500 words, 1-page, 12-point font, single spaced) and a Personal Statement (500 words, 1-page, 12-point font, single spaced), which you will note on the separate tabs of the application. Please upload these respectively in these sections of the application.]

ED&IS requires an additional essay or statement, depending upon your specific program of interest. **Unless specified, each essay or statement should be 3-5 pages, double-spaced, 12-point-font.**

**For Master of Arts and PhD applicants (Higher Education and Organizational Change; Human Development and Psychology; Social Research Methodology; Social Sciences and Comparative Education; or Urban Schooling):**
We would like to learn more about you and your research interests, experience and goals. Information to include in this statement includes: your academic background and research experience. Why do you wish to attend graduate school specifically at UCLA and in this particular program? Explain how your research interests match those of the faculty with whom you would like to work. Have you achieved something that shows what you could contribute to this graduate program? How does this degree help you reach your career goals? What do you want to do with a UCLA education to make a difference in your academic field?
Additional Documents section:
If you are an International Applicant who is required to submit TOEFL (min. 87 iBT) or IELTS (7.0) scores, you may upload a copy of your score report in the Additional Documents section. The score should still be reported to UCLA officially. Applicants whose first language is not English but who hold a bachelor’s or higher degree from a university located in the United States or in another country in which English is both the primary spoken language of daily life (e.g., Australia, Barbados, Canada, Ireland, Jamaica, New Zealand, United Kingdom) and the medium of instruction OR have completed at least two years of full-time study at such institutions are exempt from TOEFL or IELTS.

If you wish to indicate a housing preference, you may choose to do so here.

8. In Academic History & Transcripts, you will enter the institutions you attended and upload transcripts. If you only took a few classes at an institution, you do not need to include that. This should just be where you did significant coursework (e.g., an AA degree at a Community College; BA degree; graduate degree). The transcripts you upload may be unofficial; however, please make sure you can see the name of the institution on the transcript for where you earned your bachelor’s degree and/or graduate degree or where it may be in progress. We will only need an official transcript from you should you be admitted and accept admission.

If you are currently attending school, you can add the courses you are taking in the Work in Progress Section.
9. In **Additional Academic Info**, you will add the Major, GPA and GPA Scale (e.g., 4.0 or 100) for each institution.  
Please note: Faculty only consider the cumulative GPA. You can estimate your Major GPA.

10. Upload your **Resume/CV** in the next section.  
11. The **Statement of Purpose** is a requirement of all graduate applicants to UCLA and all applicants answer the same prompts in 500 words (approximately 1-page, single spaced, using 1-inch margins and 12-point font):

   - What is your purpose in applying for graduate study in your specified degree program? Describe your area(s) of interest, including any subfield(s) or interdisciplinary interests.
   - What experiences have prepared you for advanced study or research in this degree program? What relevant skills have you gained from these experiences? Have your experiences led to specific or tangible outcomes that would support your potential to contribute to this field (examples: performances, publications, presentations, awards or recognitions)?
   - What additional information about your past experience may aid the selection committee in evaluating your preparation and aptitude for graduate study at UCLA? For example, you may wish to describe research, employment, teaching, service, artistic or international experiences through which you have developed skills in leadership, communication, project management, teamwork, or other areas.
   - Why is the UCLA graduate program to which you are applying is the best place for you to pursue your academic goals? If you are applying for a research master’s or doctoral program, we encourage you to indicate specific research interests and potential faculty mentors.
   - What are your plans for your career after earning this degree?

12. The **Personal Statement** is a requirement of all graduate applicants to UCLA and all applicants answer the same prompts in 500 words (approximately 1-page, single spaced, using 1-inch margins and 12-point font):

   - Are there educational, personal, cultural, economic, or social experiences, not described in your Statement of Purpose, that have shaped your academic journey? If so, how? Have any of these experiences provided unique perspective(s) that you would contribute to your program, field or profession?
• Describe challenge(s) or barriers that you have faced in your pursuit of higher education. What motivated you to persist, and how did you overcome them? What is the evidence of your persistence, progress or success?

• How have your life experiences and educational background informed your understanding of the barriers facing groups that are underrepresented in higher education?

• How have you been actively engaged (e.g., through participation, employment, service, teaching or other activities) in programs or activities focused on increasing participation by groups that have been historically underrepresented in higher education?

• How do you intend to engage in scholarly discourse, research, teaching, creative efforts, and/or community engagement during your graduate program that have the potential to advance diversity and equal opportunity in higher education?

• How do you see yourself contributing to diversity in your profession after you earn your advanced degree at UCLA?

13. The **Survey Information** tab seeks information about how you learned of us, contact you may have had, other schools to which you are applying, and if you are funded as an international applicant.

14. **Professional Experience** requests information about employers and previous positions. You do not have to be exceptionally detailed here as your resume/CV likely has a lot of this information.

15. **Fellowship Application** conveys if you are applying for any UCLA fellowships.

16. We do not require any GRE scores.

17. **Letters of Recommendation**:

• You will submit three names and respective email addresses of your recommenders. You may enter names and addresses prior to submitting your application. 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.
18. **Fee Waiver**

There are two ways to be eligible for a fee waiver: program based or financial-need based. On this Tab, you indicate if you are a program participant eligible for a fee waiver. You **must** upload the program verification (e.g., Gates Millennium participation) on this tab. **Financial Need-based Fee Waiver information will be submitted in the Review tab.**

---

19. **Applicant Agreements**

Please read carefully and type your name.
20. **Review and Submit**

If you are missing any information or documents, it will let you know in this tab. Once you are ready to submit, you will click submit. If you are eligible for a fee waiver (i.e., you are currently enrolled in an educational institution and receiving financial grants/loans that make you eligible), you will submit your documentation here. Acceptable financial fee waiver documentation includes a letter from the Financial Aid Office at your current institution confirming that paying the application fee would be a financial hardship OR proof you are currently enrolled in an institution along with your most recent FAFSA. You **must** upload the financial need-based documentation on this tab.

*If you are not eligible for a fee waiver, you must pay the application fee.*

Pay the fee and submit the application.

If you have any technical issues, please email onlineapphelp@grad.ucla.edu. Include a detailed description of the issue and screenshots if possible, with a subject line related to the specific issue.