

# Department of Education

## ADMISSIONS CHECKLIST

### PDF Version of Admissions Checklist

*For more information regarding admission to the Gevirtz Graduate School of Education go to:  
<http://education.ucsb.edu/Graduate-Studies/Student-Services/prospective-students/how-apply.htm>*

### IMPORTANT

- **Deadlines:** December 15<sup>th</sup> – for consideration of internal financial support  
May 1<sup>st</sup> – 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.
- Approximately two to three weeks before the deadline you should check your application status. 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 Student Affairs Office can be reached at (805) 893-2137 or e-mail: [sao@education.ucsb.edu](mailto:sao@education.ucsb.edu).

---

### Prepare and send the following application materials to the Student Affairs Office, Gevirtz Graduate School of Education at:

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

- ❑ **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/forms/admis/pdf/sop.pdf>
- ❑ **Three (3) Letters of Recommendation:** Letters must be originals and sent in sealed envelopes. Enclose the required coversheet for each letter which includes the waiver statement from the Graduate Division Application Booklet. Coversheets can be found at: <https://www.graddiv.ucsb.edu/forms/admis/pdf/rec.pdf> (It is to your advantage to submit 4-5 letters to insure the required 3 letters meet the deadline.) **Caution:** if using a writing service, make sure that the service knows all letters must be postmarked on or before the December 15<sup>th</sup> or May 1<sup>st</sup> deadline. In the past, some services have held letters and mailed them only when all had been received, missing the deadline.
- ❑ **Writing Sample:** A writing sample is required for the following two emphases - Educational Leadership and Organizations, and Special Education, Disabilities and Risk Studies. Examples of a writing sample are a class paper, thesis, or publication.
- ❑ **Two (2) copies of Official Transcripts:** Transcripts from each institution attended since high school or secondary school. Transcripts must be in sealed envelopes. Please make arrangements for these to be sent directly from your prior educational institutions.

❑ **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](#).

❑ **GGSE Questionnaire**

*After our Student Affairs Office has processed your application they will forward it to the Department of Education faculty for review. **Please note:** only completed application packets will be forwarded for review.*

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

---

❑ **E-App:** Complete and submit an electronic application (E-App) online with the Graduate Division at: <https://www.graddiv.ucsb.edu/eapp/> 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.*

If you do not have access to the E-App online, 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.

If paying by check or money order, send payment, along with the Submission form to:

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

---

❑ **Supplemental Application for Financial Support (FAFSA):** Available in January ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). If applying for fellowship, file by **March 2, 2008** (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.