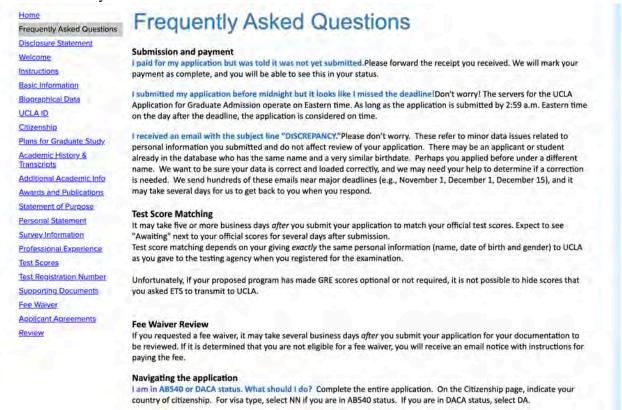
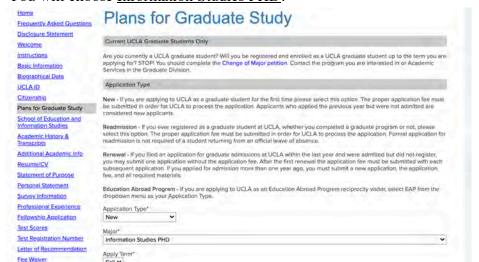
Step by Step guide for Application to ED&IS at UCLA for IS PhD:

- 1. Go to: https://grad.ucla.edu/admissions/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 a Master's student in History and are now applying to IS PhD), you will select <u>Readmission</u>.
 - In Major:
 - i. You will choose Information Studies PHD.



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

7. <u>In School of Education and Information Studies</u>:
Under <u>Academic Program</u>, you will select your <u>Academic Division, which Information Studies PhD.</u> The Education Emphasis is NOT APPLICABLE.

Home Frequently Asked Questions	School of Education and Information Studies	
Disclosure Statement Velcome		cation, please refer to the specific SEIS program application checklist, found here, materials for your specific program application in SEIS.
Instructions Basic Information	Academic Program	
Biographical Data	SEIS Academic Division *	Education Emphasis *
UCLA ID	Information Studies Ph.D. 🗸	NOT APPLICABLE ✓
Citizenship	Deadlines	
Plans for Graduate Study		ATTAM TO THE RESERVE
School of Education and Information Studies	Please check the deadline for your program carefully. If the deadline for your program has passed, do not submit the application without first receiving confirmation	

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

Awards/Distinctions
List academic awards, prizes, honors, fellowships, or other distinctions you have received.
Publications/Organizations
If pertinent to your proposed field of study, please list your publications and any scholarly or professional organizations in which you hold membership.

Additional Documents section:

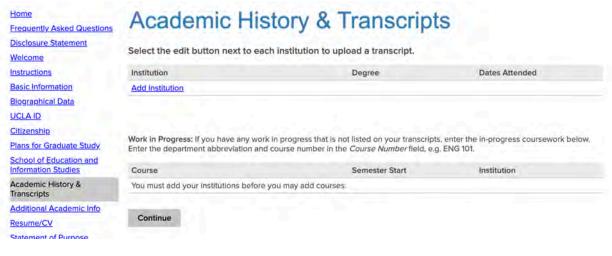
If you are an International Applicant who is required to submit TOEFL (min. 87 iBT) or IELTS (7.0) scores, you may upload a copy of your score report in the Additional Documents section. The score should still be reported to UCLA officially. Applicants whose first language is not English but who hold 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.

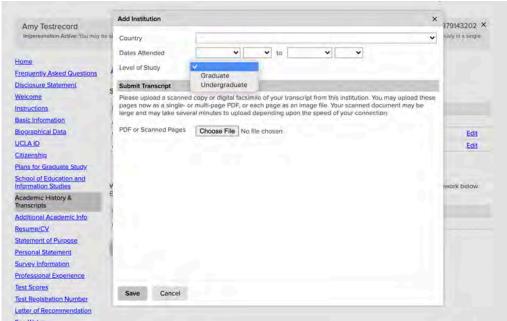
If you wish to indicate a housing preference, you may choose to do so here.

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.

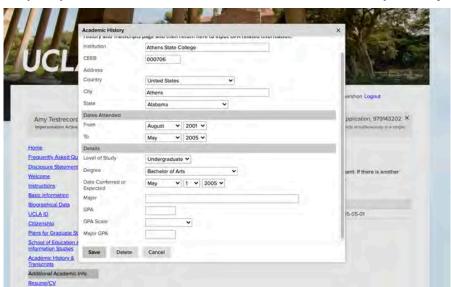
If you are currently attending school, you can add the courses you are taking in the Work in Progress Section.





9. In <u>Additional Academic Info</u>, 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 <u>Survey Information</u> 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. Writing Sample This may be published work, master's thesis, or two research papers written in English. Upload as your Writing Sample. (If you are submitting two research papers, please combine as one PDF or document.)

Writing Sample

Please consult the requirements for your proposed graduate program at https://grad.ucla.edu/

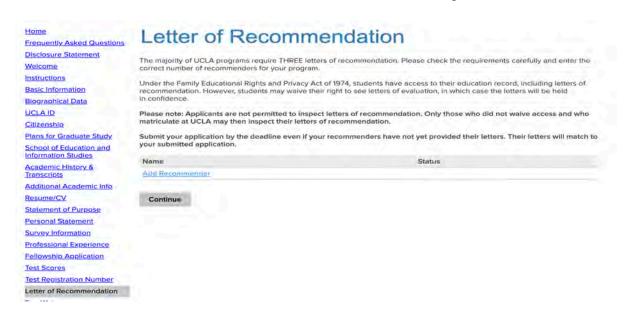
If a Writing Sample is not required by your program, please upload a blank Word document.

Choose File No file chosen

Upload

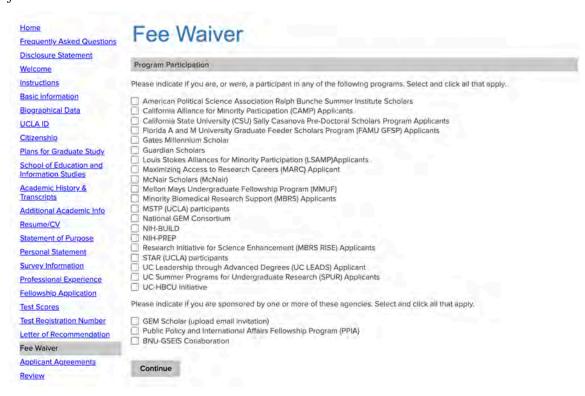
Continue

- 17. We do not require any GRE scores.
- 18. **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.



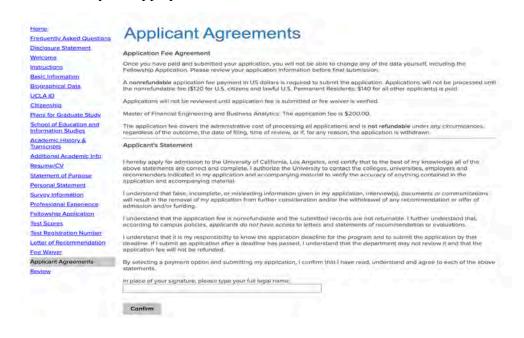
19. Fee Waiver

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*.



20. Applicant Agreements

Please read carefully and type your name.



21. 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.