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

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 PLI), you will select Readmission.
   - In Major:
     i. You will select: Education MED – MSA, PLI, TCL, TEP programs only

Once you select Education 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 Principal Leadership MEd
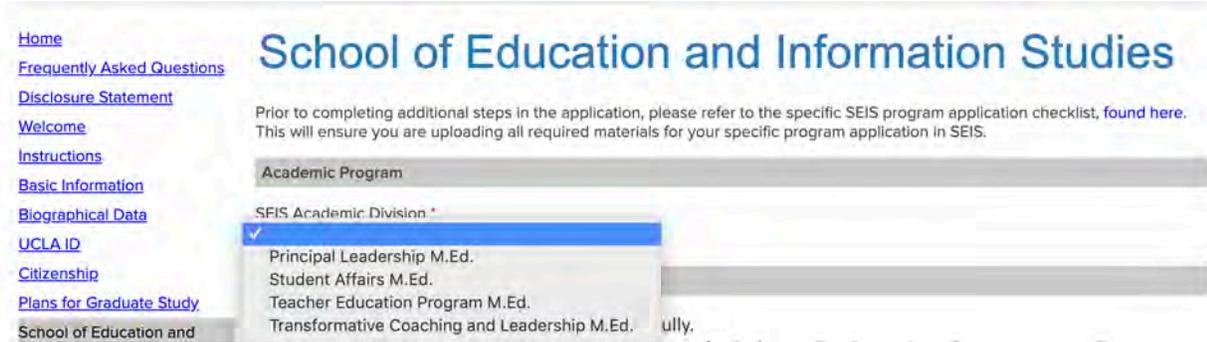
Once you select your Academic Division, you will select Education Emphasis:
Principal Leadership: Not Applicable
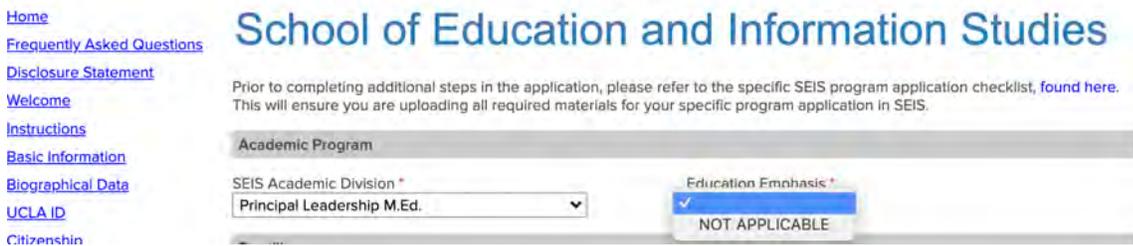
In Awards/Distinctions and Publications/Organizations, you can highlight a few that you find pertinent. We realize much of this will be on your resume/CV.

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 Education in Principal Leadership Institute:
We would like to learn more about how you have been working for social justice. Please briefly describe (1 page or less) one project you have initiated in your classroom, school, or community. Then, explain (2 pages or less) what you have learned from this initiative about yourself, or about teaching and learning, or about school change, or about leadership. Note: the project you describe can be anything from a curriculum unit, to an effort to support struggling students, to engagement with parents, to an equity-focused professional development workshop, to on-going alliances with grassroots organizing groups.

Additional Documents section:
Nothing additional is required.

Interview Date and Time (PST)
Here you will select a date and time to participate in a group process interview. This is a selected Saturday in February in which you will convene with other applicants to discuss an issue pertinent to K-12 urban schooling and social justice. The interview will be on campus at UCLA.
These dates are February 19 or February 26 from 10-12 or 1-3.

Interview Date and Time (PST)

Principal Leadership Institute (PLI) Master's Degree applicants only.

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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, <u>please make sure you can see the name of the institution on the transcript</u> 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-specific 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. **One letter of recommendation must be from your current principal or supervisor, indicating that you will be supported in your fieldwork requirements and Cal APA assessment.** 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.

Applicant Agreements

Application Fee Agreement

Once you have paid and submitted your application, you will not be able to change any of the data yourself, including the Fellowship Application. Please review your application information before final submission.

A **nonrefundable** application fee payment in US dollars is required to submit the application. Applications will not be processed until the nonrefundable fee ($120 for U.S. citizens and lawful U.S. Permanent Residents; $140 for all other applicants) is paid.

Applications will not be reviewed until application fee is submitted or fee waiver is verified.

Master of Financial Engineering and Business Analytics: The application fee is $200.00.

The application fee covers the administrative cost of processing all applications and is **not refundable** under any circumstances, regardless of the outcome, the date of filing, time of review, or if, for any reason, the application is withdrawn.

Applicant's Statement

I hereby apply for admission to the University of California, Los Angeles, and certify that to the best of my knowledge all of the above statements are correct and complete. I authorize the University to contact the colleges, universities, employers and recommenders indicated in my application and accompanying material to verify the accuracy of anything contained in the application and accompanying material.

I understand that false, incomplete, or misleading information given in my application, interview(s), documents or communications will result in the removal of my application from further consideration and/or the withdrawal of any recommendation or offer of admission and/or funding.

I understand that the application fee is nonrefundable and the submitted records are not returnable. I further understand that, according to campus policies, *applicants do not have access* to letters and statements of recommendation or evaluations.

I understand that it is my responsibility to know the application deadline for the program and to submit the application by that deadline. If I submit an application after a deadline has passed, I understand that the department may not review it and that the application fee will not be refunded.

By selecting a payment option and submitting my application, I confirm that I have read, understand and agree to each of the above statements.

In place of your signature, please type your full legal name:

Confirm

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.