

Step by Step guide for Application to ED&IS at UCLA for Post-MLS:

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:

The screenshot shows the 'Frequently Asked Questions' page. On the left is a navigation menu with links: Home, Frequently Asked Questions, Disclosure Statement, Welcome, Instructions, Basic Information, Biographical Data, UCLA ID, Citizenship, Plans for Graduate Study, Academic History & Transcripts, Additional Academic Info, Awards and Publications, Statement of Purpose, Personal Statement, Survey Information, Professional Experience, Test Scores, Test Registration Number, Supporting Documents, Fee Waiver, Applicant Agreements, and Review. The main content area has the title 'Frequently Asked Questions' and several sections:

- Submission and payment**
 - I paid for my application but was told it was not yet submitted.** Please forward the receipt you received. We will mark your payment as complete, and you will be able to see this in your status.
 - I submitted my application before midnight but it looks like I missed the deadline!** Don't worry! The servers for the UCLA Application for Graduate Admission operate on Eastern time. As long as the application is submitted by 2:59 a.m. Eastern time on the day after the deadline, the application is considered on time.
 - I received an email with the subject line "DISCREPANCY."** Please don't worry. These refer to minor data issues related to personal information you submitted and do not affect review of your application. There may be an applicant or student already in the database who has the same name and a very similar birthdate. Perhaps you applied before under a different name. We want to be sure your data is correct and loaded correctly, and we may need your help to determine if a correction is needed. We send hundreds of these emails near major deadlines (e.g., November 1, December 1, December 15), and it may take several days for us to get back to you when you respond.
- Test Score Matching**
 - It may take five or more business days *after* you submit your application to match your official test scores. Expect to see "Awaiting" next to your official scores for several days after submission.
 - Test score matching depends on your giving *exactly* the same personal information (name, date of birth and gender) to UCLA as you gave to the testing agency when you registered for the examination.
 - Unfortunately, if your proposed program has made GRE scores optional or not required, it is not possible to hide scores that you asked ETS to transmit to UCLA.
- Fee Waiver Review**
 - If you requested a fee waiver, it may take several business days *after* you submit your application for your documentation to be reviewed. If it is determined that you are not eligible for a fee waiver, you will receive an email notice with instructions for paying the fee.
- Navigating the application**
 - I am in AB540 or DACA status. What should I do?** Complete the entire application. On the Citizenship page, indicate your country of citizenship. For visa type, select NN if you are in AB540 status. If you are in DACA status, select DA.

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 Post-MLS), you will select Readmission.
 - In Major:
 - i. You will select: Library & Information Science Certificate PMCERT

The screenshot shows the 'Plans for Graduate Study' application form. The left navigation menu is the same as in the previous screenshot. The main content area has the title 'Plans for Graduate Study' and the following sections:

- Current UCLA Graduate Students Only**
 - Are you currently a UCLA graduate student? Will you be registered and enrolled as a UCLA graduate student up to the term you are applying for? STOP! You should complete the [Change of Major petition](#). Contact the program you are interested in or Academic Services in the Graduate Division.
- Application Type**
 - New** - If you are applying to UCLA as a graduate student for the first time please select this option. The proper application fee must be submitted in order for UCLA to process the application. Applicants who applied the previous year but were not admitted are considered new applicants.
 - Readmission** - If you ever registered as a graduate student at UCLA, whether you completed a graduate program or not, please select this option. The proper application fee must be submitted in order for UCLA to process the application. Formal application for readmission is not required of a student returning from an official leave of absence.
 - Renewal** - If you filed an application for graduate admissions at UCLA within the last year and were admitted but did not register, you may submit one application without the application fee. After the first renewal the application fee must be submitted with each subsequent application. If you applied for admission more than one year ago, you must submit a new application, the application fee, and all required materials.
 - Education Abroad Program** - If you are applying to UCLA as an Education Abroad Program reciprocity visitor, select EAP from the dropdown menu as your Application Type.
- Application Type***
 - New
- Major***
 - Library & Information Science Certificate PMCERT
- Apply Term***
 - Fall

ii. You will then select Apply Term (Fall, Winter, Spring):

Please Note: If you are applying for Winter or Spring, please contact Michelle Maye so she is aware of your application (Maye@gseis.ucla.edu).

Once you select 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 **Post MLS Certificate in Academic Division and Not Applicable as Education Emphasis.**

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.

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 **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. 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.

Letter of Recommendation

The majority of UCLA programs require THREE letters of recommendation. Please check the requirements carefully and enter the correct number of recommenders for your program.

Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence.

Please note: Applicants are not permitted to inspect letters of recommendation. Only those who did not waive access and who reside at UCLA may then inspect their letters of recommendation.

Submit your application by the deadline even if your recommenders have not yet provided their letters. Their letters will match to your submitted application.

Name: _____ Status: _____
 Add Recommender

Continue

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.