

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

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:

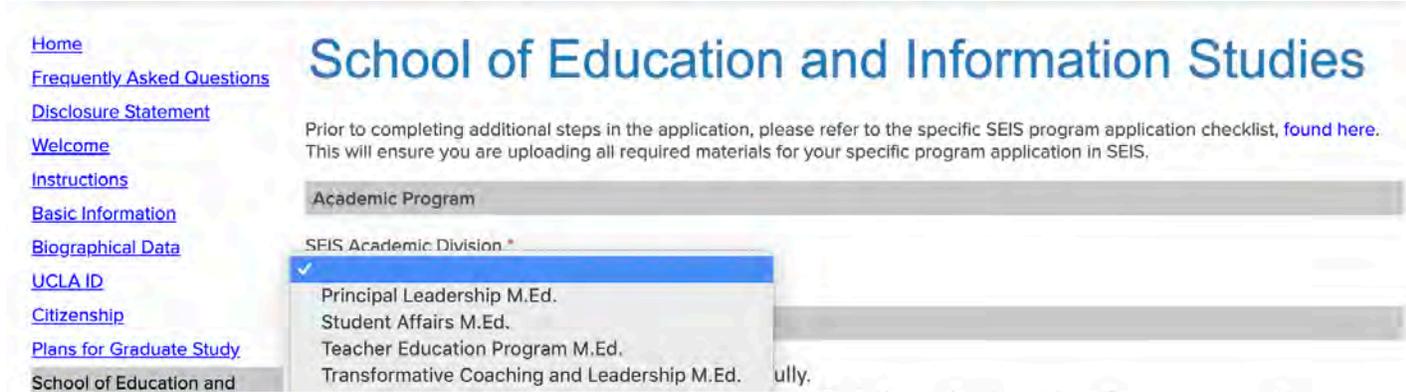
- Submission and payment**
 - I paid for my application but was told it was not yet submitted.** Please forward the receipt you received. We will mark your payment as complete, and you will be able to see this in your status.
 - I submitted my application before midnight but it looks like I missed the 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 seeking a degree in TEP), you will select Readmission.
 - In **Major**:
 - i. You will select: Education MED – MSA, PLI, TCL, TEP programs only

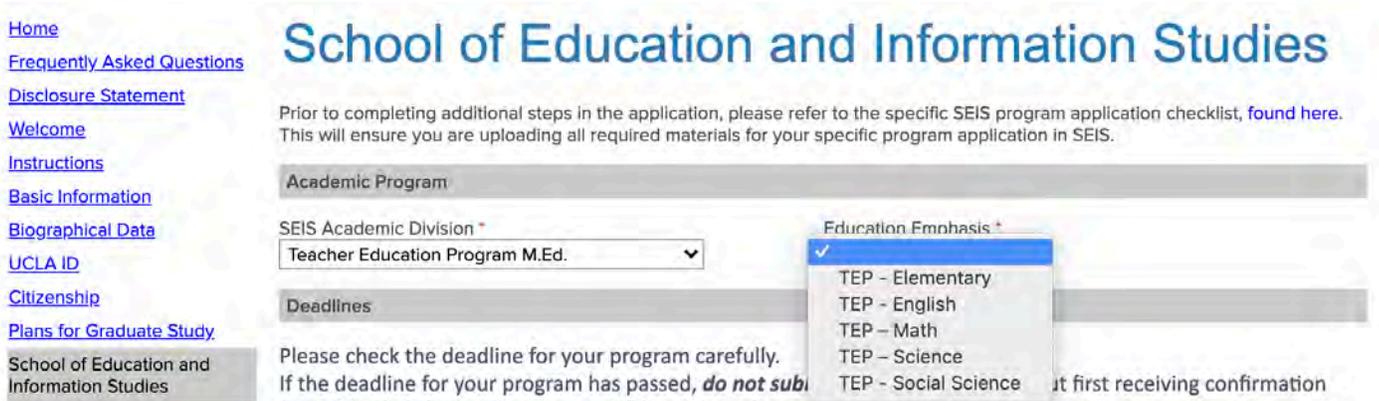
The screenshot shows the 'Plans for Graduate Study' application form. The left navigation menu is the same as in the previous screenshot. The main content area has the title 'Plans for Graduate Study' and a sub-header 'Current UCLA Graduate Students Only'. Below this is a question: 'Are you currently a UCLA graduate student? Will you be registered and enrolled as a UCLA graduate student up to the term you are applying for? STORI You should complete the Change of Major petition. Contact the program you are interested in or Academic Services in the Graduate Division.' The 'Application Type' dropdown menu is set to 'New'. Below this is a 'Major*' dropdown menu set to 'Education MED – MSA, PLI, TCL, TEP programs only'. The 'Apply Term*' dropdown menu is set to 'Fall'. At the bottom is a 'Continue' button.

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 **Teacher Education Program – M.Ed.**



Once you select your Academic Division, you will select Education Emphasis
Teacher Education Program: select Elementary, English, Math, Science or Social Science



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.

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 Student Affairs, Teacher Education Program, or Transformative Coaching and Leadership:

We would like to learn more about you and your story. Please share your history, heroes, heartaches and hopes as they relate to you coming to this point in time to applying for this program.

In Additional Documents,

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.

Teacher Education Program applicants should upload Basic Skills and CSET/Subject Matter Waiver information here.

Additional Documents

Teacher Education Applicants: Please upload your test scores or proof of registration in this section (e.g., CBEST, ACT or CSET).

Please upload additional documents here.

No file chosen

Note: Applicants do not need to submit Basic Skills and/or CSET/Subject Matter Waiver for application. However, should you be admitted and choose to come, you must pass the Basic Skills and CSET or Subject Matter Waiver before September 1, 2022. *Applicants who submit this information are given greater consideration.*

- **Basic Skills Requirement**

This can be: CBEST exam; OR

CSET: Writing Skills Examination (test #142)(**only** for Multiple Subject applicants); OR
 CSU Early Assessment Program Placement tests—scores of “College Ready” or
 “Exempt” in **both** Math and English; OR

CSU Placement Tests—Minimum Scores of 50 for Math **and** 151 for English; OR

SAT: Minimum Scores of 550 for Math **and** 500 for Critical Reading/Verbal (**before**
 March 2016); OR

SAT: Minimum Scores of 570 for Math **and** 560 for Evidence-based Reading and
 Writing (**after** March 2016); OR

ACT: Minimum Scores of 23 for Math **and** 22 for English; OR

AP Examinations: Minimum Scores of 3 in Calculus AB, Calculus BC or Statistics for
 Math **and** English Language and Composition or English Literature and
 Composition for English

- **CSET (California Subject Examinations for Teachers) Score Report.**

Please upload a copy of score report or proof of registration.

This can be:

- Multiple Subjects for Elementary (3 subtests)
- English (4 subtests)
- Math (3 subtests)
- Science (2 subtests)
- Social Science (3 subtests)

OR

- **Single Subject Matter Preparation Program Letter:** In lieu of the Single Subject CSET, you may submit a subject matter waiver letter from an approved credential analyst indicating in-progress or 100% completion of subject area.

In Additional Documents:

Teacher Education Program applicants should also upload TEP Scholarship Essay here.

Additional Documents

Teacher Education Applicants: Please upload your test scores or proof of registration in this section (e.g., CBEST, ACT or CSET).

Please upload additional documents here.

No file chosen

TEP Scholarship Essay *optional but encouraged* TEP Scholarships are open to all students regardless of citizenship status.

If you wish to be considered for a TEP Scholarship, you must respond to the following (500 Word limit, typed, double-spaced, 12-point font.)

Please describe how your prior life experiences—academic, professional, volunteer, etc.—demonstrate a commitment to serving educationally underrepresented segments of society. If applicable, please discuss ways in which social, economic, or other disadvantages that you have had to overcome have affected your academic opportunities. Finally, please describe a particular topic in educational research that you would be interested in pursuing.

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 January in which you will convene with other applicants to discuss an issue pertinent to K-12 urban schooling and social justice.

These dates are January 8 and January 22 from 9-1 or 1-5.

Interview Date and Time (PST)

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. For TEP applicants who wish to teach a subject matter (i.e., English, Math, Science, Social Science), faculty will review content courses in these respective areas.

Academic History

History and transcripts page and then return here to input GPA related information.

Institution: Athens State College

CEEB: 000706

Address:

Country: United States

City: Athens

State: Alabama

Dates Attended

From: August 2001

To: May 2005

Details

Level of Study: Undergraduate

Degree: Bachelor of Arts

Date Conferred or Expected: May 1, 2005

Major:

GPA:

GPA Scale:

Major GPA:

Save Delete Cancel

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. The letters should be professional references who can testify to your commitment to urban education; experience with youth; and/or ability to be successful in graduate study. 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.

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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 matriculate 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](#)

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.*

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Fee Waiver

Program Participation

Please indicate if you are, or were, a participant in any of the following programs. Select and click all that apply.

- American Political Science Association Ralph Bunche Summer Institute Scholars
- California Alliance for Minority Participation (CAMP) Applicants
- California State University (CSU) Sally Casanova Pre-Doctoral Scholars Program Applicants
- Florida A and M University Graduate Feeder Scholars Program (FAMU GFSP) Applicants
- Gates Millennium Scholar
- Guardian Scholars
- Louis Stokes Alliances for Minority Participation (LSAMP) Applicants
- Maximizing Access to Research Careers (MARC) Applicant
- McNair Scholars (McNair)
- Mellon Mays Undergraduate Fellowship Program (MMUF)
- Minority Biomedical Research Support (MBRS) Applicants
- MSTP (UCLA) participants
- National GEM Consortium
- NIH-BUILD
- NIH-PREP
- Research Initiative for Science Enhancement (MBRS RISE) Applicants
- STAR (UCLA) participants
- UC Leadership through Advanced Degrees (UC LEADS) Applicant
- UC Summer Programs for Undergraduate Research (SPUR) Applicants
- UC-HBCU Initiative

Please indicate if you are sponsored by one or more of these agencies. Select and click all that apply.

- GEM Scholar (upload email invitation)
- Public Policy and International Affairs Fellowship Program (PPIA)
- BNU-GSEIS Collaboration

Continue

19. Applicant Agreements

Please read carefully and type your name.

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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.