

TEP Application Checklist

WELCOME

The Office of Student Services of GSE&IS looks forward to assisting you through the application process. If we can be of service to you in any step of this process, please feel free to contact any one of our advisors.

For International Applicants Only: Please contact the Office of Student Services for additional information.

Following is the postmark deadline for submitting your application. Incomplete or late applications will NOT be reviewed:

January 4 Teacher Education Program Deadline

The application process for the Graduate School of Education & Information Studies involves various elements.

Please use this checklist to ensure you have submitted all the necessary application materials for graduate study in education at the University of California, Los Angeles. We recommend you start as early as possible to avoid any delays in processing your application.

Step 1:

- Start the Graduate Admissions Application on-line from the Graduate Division website, www.gdnet.ucla.edu. Complete Basic Information, Biographical Data, and Citizenship and Residency.
NOTE: Please be sure to apply to the correct major for Plans for Graduate Study. Select Education.
- Select EDM as degree objective. Then select Teacher Education Program (credential) as GSEIS Academic Division. Then Select Education Emphasis (e.g., Elementary, Social Science, etc.).
Please note: Secondary Science and Special Education admitted applicants will begin in July 2012. Secondary Math admitted applicants will have the option to begin in July or September 2012.
- In **Interview Date and Time**, select a date and time for which you will participate in the Group Interview. All applicants to TEP **MUST** attend a Group Interview as part of the admissions process. Group Interviews will be held in Moore Hall on the UCLA campus.
Out-of-state/country applicants ONLY: If you are residing outside of the state of California and/or the United States from September 1, 2011- January 20, 2012, you **MUST** submit a videotape addressing a specific question with your application materials by the **January 4, 2012** deadline. This may be uploaded in the Supporting Documents Upload or mailed in. Please address this prompt:

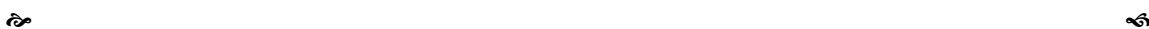
You are a teacher leader representing a group of educators involved in opening a neighborhood public school. This school will serve low-income, racially, culturally and linguistically diverse students. Please discuss your vision for the school, including:

 - How your vision for the school addresses the needs and interests of the community
 - How your vision for the school builds upon community assets
 - How faculty and staff will support student achievement
 - The kinds of educational experiences students will engage in to close the achievement gap
- Complete additional sections (e.g., Academic History, Professional Experience)
- Application Fee will be paid when you are ready to submit your application. The nonrefundable application fee (\$80.00 for U.S. citizens and Permanent Residents; \$100.00 for all other applicants) can be paid by credit card only (MasterCard, Discover, or American Express). Please note that a 2.75% fee will be charged for use of credit card. Instructions for a fee waiver are available on the application.
The application fee must be paid before an application can be processed.

Step 2:

The following items must be uploaded:

- **Copy of transcripts**
- **Statement of Purpose:** 3-5 double-spaced pages, 12-pt font. **Only one statement of purpose is required.** Be sure to include your name on the statement. Please address the following:
 - Your experience with children and youth in an urban setting (describing the setting in some detail).
 - Please describe any aspects of your personal background, accomplishments, or achievements that will allow the department to evaluate your contributions to the University's diversity mission.
 - Your particular interest in the UCLA Teacher Education Program.
 - Your purpose in applying for graduate study in teacher education.
 - Your future plans or aspirations.
 - Any additional information that may aid the Selection Committee in evaluating your preparation and your aptitude for graduate studies at UCLA
- **Resume or Curriculum Vitae (CV)**
- **TEP Scholarship Essay *optional*** (This should be uploaded in the [Supporting Documents Upload](#).) The application deadline for scholarships or fellowships coincides with the program deadline. Your fellowship application(s) should be included in your application packet.
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 discuss how your prior life experiences—academic, professional, volunteer, etc.—demonstrate a commitment to serving educationally underrepresented segments of society. Also, 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.
- **Diversity Fellowship Application for Entering Graduate Students, *optional***
The application deadline for scholarships or fellowships coincides with the program deadline. You may also find information on other forms of funding by visiting: www.gdnet.ucla.edu/asis/entsup/finsup.htm



Step 3:

Required Exams (*PLEASE SEE BELOW FOR ADDITIONAL INFORMATION*) These may either be mailed in or uploaded in [Supporting Documents Upload](#):

Out-of-state applicants are not required to submit test results to apply. If accepted to the program, you must take and pass the CBEST and CSET before September 1, 2012.

- **CBEST (California Basic Educational Skills Test) Score Report**
All in-state applicants to TEP must take the CBEST exam on or before **12/03/2011**. Please provide a copy (not original) of score report (the December test date score report is mailed on December 19, prior to admission deadline). If you take the computer-based test, it must be taken by November 30, 2011. Exams taken after this date will **NOT** be accepted and in turn make the application incomplete. There are NO exceptions to this policy.
- **CSET (California Subject Examinations for Teachers) Score Report**
All in-state applicants to TEP must take the CSET or show proof of registration for the CSET exam on or before **1/07/2012**. Please provide a copy (not original) of score report or proof of registration for January 7, 2012 test date. Exams taken after this date will **NOT** be accepted and in turn make the application incomplete. There are NO exceptions to this policy. **All subtests are required to be taken by test deadline in order for application to be considered complete.**

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 100% completion of subject area.

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ADDITIONAL INFORMATION REGARDING CSET EXAM:

In order to apply: applicants must have taken all subtests of their single-subject matter or multiple-subject matter on or before January 7, 2012. Applicants who have already passed all sections of the CSET are given greater consideration.

Step 4:

- **THREE letters of recommendation—done via online access.**

The website will lead you through directions. You will submit three names and respective email addresses of your recommenders. These individuals will then be notified to complete the recommendation online. 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.

Step 5:

In addition to uploading copies, official transcripts must be mailed in. Send transcripts to:
UCLA Graduate School of Education & Information Studies
1009 Moore Hall, UCLA Box 951521
Los Angeles, California 90095-1521

- **TWO original transcripts, in sealed envelopes, from each institution attended.**

Two official copies of all transcripts are required for admission. If you have taken any courses at an institution, you will need to send transcripts from that institution even if the courses are noted on your undergraduate degree transcript. **Transcripts must be mailed in!**

Current and Previous UCLA undergraduates: You do NOT have to submit official copies of UCLA transcripts. You MUST, however, submit ONE unofficial copy of your UCLA transcript, which can be obtained at the Registrar's office (Degree Progress Reports **will NOT** be accepted).

NOTE: if you are interested in government aid, you must file a FAFSA (Free Application for Student Aid) by the posted deadline. To complete an application, please visit: www.fafsa.ed.gov.