

MLIS Application Checklist

WELCOME

The Office of Student of 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.

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

December 1 MLIS 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 Information Studies 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, grad.ucla.edu
NOTE: Please be sure to select Library and Information Science as Academic Program.
- In the last section of the application, under Library and Information Science, you will choose an Education Emphasis:
 - Archival Studies
 - Informatics
 - Library Studies
 - Media Archival Studies
 - Rare Books and Print and Visual Culture

Step 2:

The following items must be uploaded:

- **Copy of transcripts** These are only from any institution where you earned an undergraduate degree and completed any post-baccalaureate work (e.g., Master's degree, credential work). We do not need any community college transcripts.
- **GSEIS-Specific Statement of Purpose, which is uploaded (3-5 pages, double spaced, 12-pt. font), optional if all points not addressed in UCLA Graduate Council Statement of Purpose and UCLA Graduate Council Personal Statement (See below).** Please address the following:

Write the statement of purpose carefully. The statement should describe one or more proposed areas of specialization, reasons for interest in those areas, and qualifications for pursuing them.
- **Resume or Curriculum Vitae (CV)**
- **Official Graduate Record Examination (GRE) score report from the Educational Testing Service.** (This may be directly reported to UCLA, but we also ask you to upload a score report if you have it in the Supporting Documents upload section.) (This may be directly reported to UCLA, but we also ask you to upload a score report if you have it in the Supporting Documents upload section.)
General is optional, but applicants with a cumulative undergraduate GPA below 3.0 should submit GRE scores.

UCLA's institution code for this exam is **4837**, and the department code is **4701 Library and Information Science**. All prospective students to the Department of Information Studies should take the GRE exam by **November 1st**. If scores are not received by December 10th, your application may be considered incomplete. Please plan accordingly. Please include your Social Security Number during registration for the GRE in order to prevent misdirection of scores.

- **UCLA Graduate Council Statement of Purpose, which is uploaded (500 words-1 page, single spaced, 1-inch margins, 12-point font).** Address elements most relevant to your candidacy:
 - 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?

- **UCLA Graduate Council Personal Statement, which is uploaded (500 words-1 page, single spaced, 1-inch margins, 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?

- **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:
<https://grad.ucla.edu/asis/entsup/finsup.htm>

Step 3:

- **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. You can enter names and emails prior to your application submission. 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. We strongly encourage you to seek out references from professional and/or academic settings rather than personal recommendations.



Step 4:

- Application Fee will be paid when you are ready to submit your application. The nonrefundable application fee (\$120.00 for U.S. citizens, AB540 and Permanent Residents; \$140.00 for international 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. If you are eligible for a fee waiver, you must upload supporting documentation prior to submitting application.

The application fee must be paid before an application can be processed

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

For International Applicants Only:

International applicants whose first language is not English must certify their proficiency in English. Such applicants must submit scores received on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) as part of their application. UCLA's institution code is **4837, 90 Library Science**. More Details can be found at <https://grad.ucla.edu/gasaa/admissions/ENGREQ.HTM> We recommend taking the TOEFL or IELTS by November 1st. If scores are not received by December 1st, your application may be considered incomplete. Please plan accordingly.

Please Note:

Should you be admitted, official transcripts will need to be mailed in.

UCLA Graduate School of Education & Information Studies

 **Student Affairs Office, Information Studies**

207 GSE&IS Building, UCLA Box 951520

Los Angeles, California 90095-1520

IS PhD Application Checklist

WELCOME

The Office of Student of 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.

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

December 1 IS PhD deadline

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Please use this checklist to ensure you have submitted all the necessary application materials for graduate study in Information Studies 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, grad.ucla.edu. Complete Basic Information, Biographical Data, and Citizenship and Residency.

NOTE: Please be sure to select **Information Studies PhD as Academic Program** in Plans for Graduate Study. There is no specialization for the PhD.

Step 2:

The following items must be uploaded in each corresponding part of the application:

- Copy of transcripts** These are only from any institution where you earned an undergraduate degree and completed any post-baccalaureate work (e.g., Master's degree, credential work). We do not need any community college transcripts.
- GSEIS-Specific Statement of Purpose, which is uploaded (3-5 pages, double spaced, 12-pt. font), optional if all points not addressed in UCLA Graduate Council Statement of Purpose and UCLA Graduate Council Personal Statement (See below).** Please address the following:

The statement of purpose should identify the proposed area of research and faculty members with whom you wish to study. Please also refer to the mission and values of the Department, found at <http://is.gseis.ucla.edu/about-is/mission-values-and-vision/>

- Evidence of Research and Writing.** 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, you may submit the additional paper in the Additional Documents or Supporting Documents Upload section.)
- Resume or Curriculum Vitae (CV)**
- Official Graduate Record Examination (GRE) score report from the Educational Testing Service.** (This may be directly reported to UCLA, but we also ask you to upload a score report if you have it in the Supporting Documents upload section.) **General is optional, but applicants with a cumulative undergraduate GPA below 3.0 should submit GRE scores.**

UCLA's institution code for this exam is **4837**, and the department code is **4701 Library Science**. All prospective students to the Department of Information Studies should take the GRE exam by **November 15th**. If scores are not received by December 1, your application may be considered incomplete. Please plan accordingly. Please include your Social Security Number during registration for the GRE in order to prevent misdirection of scores.

Continue ▶

- **UCLA Graduate Council Statement of Purpose, which is uploaded (500 words-1 page, single spaced, 1-inch margins, 12-point font).** Address elements most relevant to your candidacy:
 - 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.
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Step 3:

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

The website will lead you through directions. You can enter names and emails prior to your application submission. You will submit three names and respective email addresses of your recommenders. 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.



Step 4:

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The application fee must be paid before an application can be processed.

Step 5:

- Have a **Personal Interview**

Applicants will have a phone or Skype interview with a faculty committee, scheduled after application submission. The committee seeks evidence of an appreciation of research and knowledge of potential research topics. The committee is particularly interested in the applicant's commitment to a career in library and information science education and research, signs of originality and inquisitiveness, and good communication skills.

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

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Clearly state your reasons for pursuing the certificate of specialization. Applicants must identify and receive approval from a primary faculty member with whom they will work while in the program.

- **Resume or Curriculum Vitae (CV)—upload in ADDITIONAL DOCUMENTS**
- **OPTIONAL: Official Graduate Record Examination (GRE) score report from the Educational Testing Service.** (Should you wish to submit scores, this may be directly reported to UCLA, but we also ask you to upload a score report if you have it in the Supporting Documents upload section.)

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