

## **APPLICATION CHECKLIST**

The Graduate School of Education requires the following information be submitted to the Graduate Degree Program Office. Below the checklist is a mailing label you may print and attach to your packet of documents.

- \_\_\_\_\_ Disclaimer Form and Processing Fee – The Disclaimer form is a supplement to the application on the Graduate Division website. You may use the website address, [www.graduate.ucr.edu](http://www.graduate.ucr.edu) to retrieve the form. Or you may use the Graduate School of Education website, which links directly to the application. Please print the form, sign and date it. Mail the form with your check or money order (made out to UC Regents) to the Graduate School of Education, Graduate Degree Program Office, c/o Elizabeth Reynolds.
  
- \_\_\_\_\_ Three Letters of Recommendation – At least two letters from college or university faculty who can address your previous academic performance and future promise as a graduate student are preferred for all applicants and are essential for Ph.D. applicants. Letters from school or school district administrators may also provide useful information. Letters from administrators with advanced degrees are often quite useful but should not substitute for letters from academia. We recognize that in some cases (e.g., extended time since last degree) it may not be possible to request letters from university faculty—when this is the case ask for guidance regarding your options for other recommenders. Letters are normally sent directly to the Graduate School of Education by the recommender. If you prefer to include letters in your packet, they should be in sealed envelopes with the writer’s signature across the sealed flap. The recommendation form that is included with the application needs to be included with each letter. Be sure to fill out the requested information on the top of the form for the letter writers. It is a good idea to check periodically to see whether the letters you have requested have arrived.
  
- \_\_\_\_\_ Official Transcripts – Official transcripts, *in duplicate*, must be provided from each school you have attended since high school. If you have completed a degree program, your date of completion must be listed on the transcript. If your degree has not been conferred but is expected before you begin your graduate program, you may submit a transcript prior to the completion, but must provide a conferred transcript as soon as possible after completion. 3.20 G.P.A. is required from the last two years of your bachelor’s degree and from your M.A. program if you have an M.A.
  
- \_\_\_\_\_ Statement of Purpose – Your statement of purpose should include the goals and objectives you wish to achieve that are related to your graduate studies. You should include your specific areas of interest in the graduate program you are applying for. Answer the three questions on the form to the best of your ability. If you need to attach a second sheet, please do so and place a comment “please see attached” on the form.

\_\_\_\_\_ Writing Sample – Ph.D. applicants only. The writing sample may be a research paper (term paper or empirical research paper) submitted for a previous course, but does not need to be graded. It does not need to be more than 20-30 pages. It should not be an abstract nor a report, but something compiled using research. It is preferred that you be the sole author of the sample you send.

\_\_\_\_\_ GRE Scores – The GRE exam is a requirement to the M.A. and Ph.D. programs. It is not required for the M.Ed. or ASC. Your scores must be provided through the testing facility. The minimum score acceptable is 1100 in a combined score of verbal and quantitative. School Psychology applicants must provide the psychology subject scores as well as the general exam scores. Your scores may not be more than 5 years old from the date of matriculation. You will be given the scores at the end of the exam, please contact the Graduate Degree Program Office with these scores. These will be “unofficial” scores and can only be used during the review process for our school. Our formal recommendation will not be forwarded to the Graduate Division until the “official” scores have arrived.

\_\_\_\_\_ TOEFL Scores – International students must submit TOEFL scores that are not more than 2 years old. The scores must be submitted from the testing facility. The minimum acceptable score for the paper-based exam is 550, the equivalent minimum for the computer-based exam is 213.

Please mail the above information to:

**Elizabeth Reynolds  
UC Riverside  
Graduate School of Education  
1124 Sproul Hall  
Riverside, CA 92521**