

How to complete a Graduate School of Education Online Application

1. Open the Graduate application and fill out the required information listed under “Create Account.”



Welcome to UCR's Graduate Application System (GradSIS). The system will allow you to complete and submit a UCR Graduate Application, check your application status, and provide your decision to an admission offer.

Mozilla Firefox and Internet Explorer are the best web browsers to use for our application system. Other browsers like Google Chrome and Safari have been tested to confirm that GradSIS can support them. For more details, visit our [Technical Considerations](#) page. If you require assistance using the GradSIS application system, please select the [Technical Problems/Feedback](#) link at the bottom of each page.

Please note that items on this page in *red italics* are required fields.

The screenshot shows the 'Create Account' page. At the top, there are four navigation buttons: 'Create Account', 'Log In', 'Forgot Password & Update Email Address', and 'Continuing & Returning UCR Grad Students'. The 'Create Account' button is circled in red. Below the navigation is a text block explaining the account creation process and password requirements. The password requirements are listed as follows:

- Passwords must be between 8-30 characters
- Passwords must contain at least one uppercase letter (A-Z)
- Passwords must contain at least one lowercase letter (a-z)
- Passwords must contain at least one number (0-9)
- Passwords must contain at least one of the following special characters: !@#\$%^&*()_+|~=-'{}[]:"';'<>?,./
- Spaces are not allowed

Below the requirements are input fields for 'Email Address', 'Password', and 'Verify Password'. Underneath these is a note: 'The below info will be used if you forget your password.' followed by input fields for 'City of Birth' and 'Emails Sent To'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Create Account' button.

2. First time users should select “Complete a New Application to Graduate Status” to being your graduate application.



Menu Information

Complete a New Application to Graduate Status

First time users of GradSIS must click here in order to begin filling out a graduate application. Information entered can be saved and filled out later.

Continue Filling Out an Application (0)

Returning users with incomplete applications can resume the application by selecting this option. The number displayed in parentheses representative of the amount of incomplete applications stored under the users account.

View Current Graduate Applications and Check Status (0)

The applicant can monitor the status date as his/her application moves through the three stages of the review process. They can also view an application that the Graduate Division has made a decision on.

View Admissions Decision (0)

Once a decision has been made, clicking on this link will provide the applicant with an option of accepting or declining the admission. If the applicant accepts, an email will be sent to the account specified by the applicant during the application process.

Change Password/Email Address

Account holders can reset their password or email address at anytime by clicking on this link.

Log Out

Click here to log out. Logging out prevents unauthorized access to the applicant's account.

[Application Instructions](#)

[Frequently Asked Questions](#)

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3. Select “Biographical information” and complete the required fields.

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Main Application Menu

Required Application Sections

Please read these [instructions](#) before beginning the application.

A check mark will appear next to the sections for which you have already provided the minimum required information.

You may review and revise any section of the application up until the time you choose to submit the application.

Domestic and international applicant deadlines are set by individual programs. Please visit the [Graduate Program Information page](#) and select your program(s) of interest for further information on applicant deadlines.

Your application id is 100180522

- Biographical Information
- General Information/Degree Program
- Scholastic Information
- Test Scores
- Reference Information
- UCR Faculty Contacts
- Additional Information
- Statement of Purpose & Personal History Statement

Fellowship Application

Please read these [instructions](#) before beginning this section.

Payment and Final Submission

Please read these [instructions](#) before beginning this section.

- Application Fee
- Review My Application Before Submission
- Submit My Application

4. Once finished entering the information, click the “Continue button at the bottom of the page.

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Biographical Information

General Information

E-Mail Address

Alternate E-Mail Address

First Name

Middle Name ⓘ

Last Name

Name on previous academic records if different from your UCR application name

Date of Birth ⓘ (MM/DD/YYYY) *Is English your first language?*
(Accepting dates from 2005 and lower.) Yes No

Country of Birth

City of Birth

State of Birth (US) Foreign State/Province

US Social Security ⓘ
(do not enter dashes or hyphens)

Do you require any type of visa (F-1, J-1, etc.) in order to attend UCR

Please indicate your current status in the U.S

Country of Citizenship

Current Address

Please provide the specific address where you can be contacted during this application process

- When returned to the homepage, select the next part of the application labels, “General Information/Degree Program.”

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Main Application Menu

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Fellowship Application

Please read these [instructions](#) before beginning this section.

- Supplementary Fellowship Information

Payment and Final Submission

Please read these [instructions](#) before beginning this section.

- Application Fee

[Review My Application Before Submission](#)

[Submit My Application](#)

6. Within the “General Information/Degree Program” page under the Program options, select “Education”.

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General Information/Graduate Program

Graduate Program

If the program and/or degree objective you wish to apply to does not appear as an option, please contact the program directly.

Proposed Program

Please indicate if you have affiliation with any of these special programs

Have you previously applied for admission to a graduate program at UCR: Yes No

If yes, for which term (e.g. Fall 2004, Spring 1999)

Which program did you apply to at that time?

[Continue](#)

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7. Once you select “Education” a warning box will appear. Exit the message box; the warning is informing you that this program does not include receiving a teacher credential. If you are interested in earning your teaching credential with a Master of Education (M.Ed.) select “Education with a Teaching Emphasis” for the degree program and contact Teacher Education at (951) 827-5225.

The screenshot shows the 'General Information/Graduate Program' page of the UCR Riverside Graduate Division application system. The 'Proposed Program' dropdown menu is set to 'Education'. A warning box titled 'Program Addition Information' is displayed, containing the following text: 'This textbox is a warning to ensure you are applying for the correct term. For the M.Ed. Special Education with dual credential, make sure you are applying for Fall 2021. Your application will be moved to Summer 2021 which is when the program begins. If you are interested in the M.Ed. plus single or multiple subject credential, you have NOT selected the correct program. Under the program options, select "Education (teaching emphasis)" from the drop down menu. Note: only Fall terms are available for our master's programs not tied to a teaching credential. Only applicants interested in the MA in Educational Psychology and MA in REMS may conditionally request to apply for Winter or Spring terms. No refunds will be grants to applicants that apply for the wrong term.' The warning box has a red circle around its close button (X).

8. Complete the remaining information needed for the “General Information/Graduate Program” page and click “Continue” at the bottom.

9. The “General Information/Program” page will refresh so you may select the appropriate degree (MED, MA, PHD), term (ex. Fall 2021), and area of specialization (ex: Higher Education Administration and Policy).

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Log Out

Main Application Menu

General Information/Program

Program Degree, Term and Specialization

Degree for which you are applying

PHD ▾

Term for which you wish to be considered

These are the terms currently available for application by your proposed program. Since some programs accept applications for Fall terms only, please make sure you are aware of your program's policy on this.

Fall - 2021 ▾

Please note the following applicant deadlines for your chosen program:

Fall - 2021

Domestic Deadline: Aug. 01, 2021

Area of specialization

Please specify your preferred area of concentration or research within the proposed program.

Higher Education Administration and Policy ▾

Continue

Application Instructions Frequently Asked Questions Technical Problems/Feedback

10. Once the section is finished, you will receive a confirmation page. Click “Continue”.

UCR ONLINE APPLICATION

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Please confirm your General and Graduate Program information

Name:	Killeen, Heather (test)
Email Address:	HEATHER.KILLEEN@UCR.EDU
Alternate Email Address:	
Degree, Term:	PHD, Fall - 2021
Program:	Education
Area of specialization:	Higher Education Administration and Policy
Specific Research Interest:	
Special Program Affiliation:	
Previously Applied to UCR:	

[To make corrections, Click Here](#)

To submit the information above, click the "continue" button.

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11. Once returned to the homepage select “Scholastic Information”

The screenshot shows the UC Riverside Graduate Division application menu. At the top, the logo for UC Riverside is displayed. Below the logo, there are navigation links: Graduate Admissions Information, Frequently Asked Questions, Main Menu, and Logout. The main heading is "Main Application Menu". Underneath, there are three main sections: "Required Application Sections", "Fellowship Application", and "Payment and Final Submission".

Required Application Sections
Please read these [instructions](#) before beginning the application.

A check mark will appear next to the sections for which you have already provided the minimum required information.

You may review and revise any section of the application up until the time you choose to submit the application.

Please note the following applicant deadlines for your chosen program:
Fall - 2021
Domestic Deadline: Aug. 01, 2021

Your application id is 100180522

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- General Information/Degree Program
- Scholastic Information
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- UCR Faculty Contacts
- Additional Information
- Statement of Purpose & Personal History Statement

Fellowship Application
Please read these [instructions](#) before beginning this section.

- Supplementary Fellowship Information

Payment and Final Submission
Please read these [instructions](#) before beginning this section.

- Application Fee
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12. Complete all the fields in the “Scholastic Information” section. Be sure to report *all* coursework completed at a university or college (including college credit earned in high school).

Scholastic Information

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List all educational institutions attended since high school (secondary school). Do not enter high school information. **Only provide unofficial transcripts and proof of degrees conferred for the review process. Documents must be uploaded next to the "Document Upload" heading. Only PDF and DOC files are allowed.**

- Multiple degrees from the same institution require two separate entries if they have different degree award dates or degree type awarded. Select "Add Another Degree or Institution" to enter new schools or a second major from the same school attended.
- If you have enrolled in a graduate program that did not lead to a degree, do not select "Non-Degree." The degree you entered in your first term 7 should be listed. Leaving the "Date degree conferred or to be conferred" blank will alert us that you did not complete the program.
- "Date Last Attended," should be your anticipated last day of the term you will enroll. If you will be completing your degree in May, but applying in December, enter the last day of your term in May.
- Proof of current grades and degrees awarded, if applicable, will need to be uploaded within the "Document Upload" section. For additional information on transcript requirements and proof of degrees required, if not posted on the transcript, please visit <https://graduate.ucr.edu/admission-requirements>.
- Not following these instructions can cause delays in processing your application.
- Omitting attendance of institutions or degrees attempted or awarded can lead to the automatic denial of your application.

Upload Instructions

Documents must be uploaded next to the "Document Upload" heading in order to Save and move on to the next section. If you do not have copies currently, select Main Application Menu to access another section or save and exit the application system. You can come back and add copies of your unofficial transcripts or proof of degrees prior to submitting.

- Only PDF and DOC file types can be uploaded to the application.
- You will not be able to upload transcripts that are SECURED (no security, restrictions, passwords, or encryption). If you have obtained copies that are SECURED, please save as an UNSECURE PDF or DOC file.
 - If your SECURED document allows you to print the document, follow the below instructions.
 - Mac: when you print, select Print to PDF.
 - PC: if you have Windows 10, you should be able to print and select Print to PDF.
 - SECURED document that do not allow you to print, will need to follow the below instructions.
 - Use your devices screen capturing tool and make sure that you capture all information listed on each page of your transcript or degree certificate awarded (front and back). These documents can be added to compiled in a DOC or PDF file.

Select the location of this institution: California Other US State International

Institution Name:

What degree has been or will be conferred at this school -

i please specify

Date degree conferred or to be conferred (MM/YYYY)

Date Entered (MM/YYYY)

Date Last Attended (MM/YYYY)

Major course of study at this institution

Estimated overall GPA at this school

GPA not on a 4.0 scale

Document Upload No file selected.

13. Confirm all scholastic information is correct and click “Continue”.



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Please confirm your Scholastic information:

School Name:	Academy Of Art Coll, CA
Degree will be/conferred:	BA
Date Conferred to be conferred:	10/22/2020
Date Entered:	10/22/2020
Date Last Attended:	10/22/2020
Major:	General education
GPA:	4.00
Document Upload	Fall 2020 Schedule of Classes - 200 level.pdf

To make corrections, [Click Here](#)

To submit the information above, click the "continue" button.

14. For international applicants reporting TOEFL or IELTS scores, navigate to “Test Scores”.

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Main Application Menu

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Fellowship Application

Please read these [instructions](#) before beginning this section.

- Supplementary Fellowship Information

Payment and Final Submission

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- Application Fee
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15. Report TOEFL or IELTS test scores in designated sections

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Test Scores

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We do not require electronic copies for the review of your application. Upload your examinee or test taker copy under the appropriate test heading. Test scores cannot be combined or accepted if you do not complete the entire exam in one exam date. The ETS institutional code for reporting the GRE and TOEFL scores to UC Riverside is 4839. Test scores submitted electronically by ETS will not load if your personal identification information on your test registration does not match your biographical information on your application. Further instructions are provided below for each exam.

Upload Instructions

Documents must be uploaded next to the "Document Upload" heading in order to Save and move on to the next section. If you do not have copies currently, select Main Application Menu to access another section or save and exit the application system. You can come back and add copies of your unofficial transcripts or proof of degrees prior to submitting.

- Only PDF and DOC file types can be uploaded to the application.
- You will not be able to upload transcripts that are SECURED (no security, restrictions, passwords, or encryption). If you have obtained copies that are SECURED, please save as an UNSECURE PDF or DOC file.
 - If your SECURED document allows you to print the document, follow the below instructions.
 - Mac: when you print, select Print to PDF.
 - PC: if you have Windows 10, you should be able to print and select Print to PDF.
 - SECURED document that do not allow you to print, will need to follow the below instructions.
 - Use your devices screen capturing tool and make sure that you capture all information listed on each page of your transcript or degree certificate awarded (front and back). These documents can be added to compiled in a DOC or PDF file.

English Language Requirement - is only for applicants whose first language is not English and do not have a bachelor's degree, or its equivalent, awarded from a recognized or accredited institution whose language of instruction is not exclusively English. Additional details are available on the Graduate Admissions website.

Test of English as a Foreign Language (TOEFL)

Scores are only valid for two years. For Fall 2021, we will not accept exam dates older than September 2018. We do not accept MyBest™ scores.

Please specify the type of exam taken

Exam Date (MM/YYYY)

Appointment or Registration Number

Listening Score	<input type="text"/>
Writing Score	<input type="text"/>
Reading Score	<input type="text"/>
Speaking Score (TOEFL iBT only)	<input type="text"/>
Total Score	<input type="text"/>
Essay Score (Computer only)	<input type="text"/>

16. Return to the main menu and navigate to “Reference Information”.

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Fall - 2021
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Fellowship Application

Please read these [instructions](#) before beginning this section.

- Supplementary Fellowship Information

Payment and Final Submission

Please read these [instructions](#) before beginning this section.

- Application Fee

[Review My Application Before Submission](#)

[Submit My Application](#)

17. Provide contact information for three references. Ideally, these will be academic, but professional are also acceptable.



Reference Information

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Graduate programs require three (3) letters of recommendation. Submitting more than three letters does not improve your standing as an applicant. At least two of these letters should be requested from professors in your major subject. The most important aspect of letters of recommendation is that they be completed by individuals who are in a position to analyze your academic ability and potential for success in a rigorous graduate program. If you wish to submit a letter from an employer, please contact the graduate program advisor to determine if this will be acceptable. **All letters of recommendation must be in English.** If you have been enrolled in a previous graduate program, it is required that one letter be from your research or program advisor in that graduate program.

If you wish to waive your right to inspect the letters of recommendation, mark the appropriate box below the reference information. Only enrolled UCR students are permitted to inspect letters of recommendation for which they did not waive their right to access. Letters of recommendation cannot be released to the applicant and cannot be forwarded elsewhere.

[Applicants using Interfolio's online portfolio service can have their letters uploaded to our online application using Interfolio's "Web Delivery" Method. To do so, please follow the step-by-step instructions located at: <http://product-help.interfolio.com/m/27438/1/266289-confidential-letter-uploads-to-online-application-systems>. If you have questions, you may contact this service at help@interfolio.com or call (877) 77-FOLIO (877-773-6546) or (202) 223-3358.] Please complete all required information from whom you will be requesting letters of recommendation. As soon as you submit this application, an email will be sent to each individual requesting a letter of recommendation in support of your application.

Your recommender must submit the reference letter electronically as instructed in the email they will receive when you officially submit your application. Paper copies of letters of recommendation letters received in support of your application will not be accepted.

Please enter reference number one

Name

Title

Institution

Country

Address

City *State* *Zip/Postal Code*

Phone

E-Mail Address

I hereby waive my right of access to this recommendation letter.

Please enter reference number two

Name

Title

Institution

Country

18. If you have been in contact with a GSOE faculty member, you may optionally fill out the “UCR Faculty Contacts” section. Click “Continue” after the section is complete.

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UCR Faculty Contacts

If you have corresponded with or been interviewed by a member of our faculty about your plans for graduate study, please indicate the date and individual concerned.

Faculty Name

Date Contacted 
(MM/YYYY)

Comment
max 256 characters

Faculty Name

Date Contacted 
(MM/YYYY)

Comment
max 256 characters

Faculty Name

Date Contacted 
(MM/YYYY)

Comment
max 256 characters

[Continue](#)

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19. Return to the homepage and click “Additional Information”.

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- Application Fee

[Review My Application Before Submission](#)

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20. Complete the “Additional Information” page information needed. Once complete, click “Continue”.

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Additional Information

Currently Enrolled

Are you currently enrolled in course work or do you expect to complete additional study prior to registration at UCR Yes No

If yes, indicate institution attending

and expected date of completion (MM/YYYY)

Other Graduate Schools

We would like to know where else you have applied for graduate school

1. School Name

2. School Name

3. School Name

4. School Name

5. School Name

Continue

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21. Return to the homepage and click “Statement of Purpose & Personal History Statement”. In this section, you will upload a writing sample (all applications) and resume/CV (PhD only).

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22. Complete the “Statement of Purpose & Personal History Statement” page by uploading and attaching the proper documents or copy/paste text online. Note: The 3,000-character limit only applies when copying/pasting text into the textbox; there is no character limit on PDF/Word documents.



Statement of Purpose & Personal History Statement

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Applicant Statement of Purpose: Goals and Qualifications

Your responses to the following specific questions will aid the selection committee in evaluating your preparation and aptitude for graduate study at UCR. ALL applicants are required to submit this form. You may copy and paste text from other sources. Please note that your statement is limited to 3,000 characters (including spaces).

Please state your specific interests with respect to the program to which you are applying. The following information should be included in this statement:

1. Your intended area of specialization, career objectives, and research interests and experience.
2. A brief occupational resume if any significant period has elapsed since you were last enrolled in an academic institution. (This should be submitted in the Additional Info Section at the bottom of this page.)
3. Academic awards, prizes, honors, fellowships or other distinctions you have received.
4. Work experience or activities pertinent to your graduate goals.
5. If pertinent to your proposed field of study, please list your publications and any scholarly or professional organizations in which you hold membership.

If appropriate you may either:

(A) upload the statement of purpose as Word (Word 2000/2003/2007/2010 format) documents or PDFs *(limit of 3,000 characters - including spaces)*

(B) copy and paste the statement of purpose in the box below *(limit of 3,000 characters - including spaces)*

Upload Enter Online

Applicant Statement of Personal History

ALL applicants are required to submit this form. Please note that your statement is limited to 3,000 characters (including spaces). YOU MAY NOT USE YOUR PERSONAL RESUME or CURRICULUM VITAE AS A RESPONSE TO THESE QUESTIONS. These may be added under ADDITIONAL INFORMATION below.

Please note that the Personal History Statement should not duplicate the Statement of Purpose.

In an essay, discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic, or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree.

If appropriate you may either:

(A) upload the statement of personal history as Word (Word 2000/2003/2007/2010 format) documents or PDFs *(limit of 3,000 characters - including spaces)*

(B) copy and paste the statement of personal history in the box below *(limit of 3,000 characters - including spaces)*

Upload Enter Online

23. At the bottom of the “Statement of Purpose & Personal History Statement” page, there is an “Additional Information” section where you can upload a writing sample (all applicants) and a resume/CV (PhD only). Add one document at a time.

Applicant Statement of Personal History

ALL applicants are required to submit this form. Please note that your statement is limited to 3,000 characters (including spaces). YOU MAY NOT USE YOUR PERSONAL RESUME or CURRICULUM VITAE AS A RESPONSE TO THESE QUESTIONS. These may be added under ADDITIONAL INFORMATION below.

Please note that the Personal History Statement should not duplicate the Statement of Purpose. In an essay, discuss how your personal background informs your decision to pursue a graduate degree. Please include any educational, familial, cultural, economic, or social experiences, challenges, or opportunities relevant to your academic journey; how you might contribute to social or cultural diversity within your chosen field; and/or how you might serve educationally underrepresented segments of society with your degree.

If appropriate you may either:

(A) upload the statement of personal history as Word (Word 2000/2003/2007/2010 format) documents or PDFs (*limit of 3,000 characters - including spaces*)

(B) copy and paste the statement of personal history in the box below (*limit of 3,000 characters - including spaces*)

Upload Enter Online

Additional Information

The program which you are applying to has the following additional application requirements:
Writing Sample - Required for all Ph.D. applicants 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 should not exceed 30 pages. It should not be an abstract or a report, but a research paper. It is preferred that you be the sole author of the paper.

If appropriate you may either:

(1) upload the additional information as Word (Word 2000/2003/2007/2010 format) documents or PDFs,

(2) copy and paste the additional information in the box below, or

(3) mail the additional information to the department, or

(4) e-mail the additional information to the departmental address.

Departmental Address

Graduate Advisor
Department of Education PHD
900 University Avenue, 1207 Sproul Hall
Riverside, CA 92521

E-mail Address

heather.killeen@ucr.edu

Upload Enter Online Send via Traditional Mail E-mail Address

[Application Instructions](#)

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24. If applying to the PhD program, complete the “Fellowship Application” and all required fields you feel are applicable. If you do not feel the questions apply to you, leave this section blank.

Permanent Address	NEW ORLEANS, LOUISIANA 70112-1000 Street, city, state, zip or country	use until	214-762-7000 telephone
Present Occupation: <input type="text"/>			
Attended inner-city high school or impoverished high school: Yes <input type="radio"/> or No <input type="radio"/>			
<input type="checkbox"/> was raised by single parent or <input type="checkbox"/> is currently a single parent			
Primary language used at home: <input type="text"/>			
Occupation of parent or guardian: <input type="text"/>		Highest grade completed (or degree earned): <input type="text"/>	
Occupation of other parent or guardian: <input type="text"/>		Highest grade completed (or degree earned): <input type="text"/>	

Eugene Cota Robles Award (ECRA) - Domestic Students Only

I request consideration for the Eugene Cota Robles Award

This fellowship program, funded by the University of California Office of the President, the UCR Graduate Division, and the home department, supports a limited number of students who are entering PhD programs and are interested in a career in college or university teaching.

Applicants must be either U.S. citizens or permanent residents and must be academically meritorious. Individuals from cultural, racial, linguistic, geographic and socioeconomic backgrounds not traditionally represented are especially encouraged to participate in the program. Applicants who wish to be considered for this award must complete this Supplemental Fellowship Form. Please discuss your goals and plans for using your graduate degree. Please be specific about what you see as your role in academia.

max 2000 characters

Your Work History

Please provide a summary of your work history while in school (the dates of full- or part-time employment and the hours per week).

max 2000 characters

Long Term Goals

What are your long-term goals? Specifically do your academic research interests focus on cultural, societal or educational problems as they might affect educationally disadvantaged segments of society? Please Explain.

max 2000 characters

25. To complete the application, select “Application Fee/Review My Application” to pay the application fee, then “Submit” to finalize the process.