

# PLI 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 applications will NOT be reviewed:**

**February 1** Principal Leadership Institute 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, [grad.ucla.edu](http://grad.ucla.edu). Complete Basic Information, Biographical Data, and Citizenship and Residency.

NOTE: Please be sure to select Education as Academic Program in Plans for Graduate Study.

- Select Education M.Ed. as degree objective. Save and continue.
- Select Principal Leadership Institute as GSEIS Academic Division.
- In **Interview Date and Time**, select a date and time for which you will participate in the Group Interview. All applicants to PLI **MUST** attend a Group Interview as part of the admissions process. Group Interviews will be held on February 20th and 27 at 10:00 a.m. or 1:00 p.m. in Moore Hall on the UCLA campus. You will select one date and time to attend.
- Complete additional sections (e.g., Academic History)
- Application Fee will be paid when you are ready to submit your application. The nonrefundable application fee (\$90.00 for U.S. citizens and Permanent Residents; \$110.00 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.

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

### Step 2:

The following items must be uploaded in each corresponding part of the application (We do NOT require a writing sample):

- **Copy of transcripts** (we do need an official transcript mailed in to the Office; see Step 4)
- **Statement of Purpose: Only one statement of purpose is required, which is uploaded (3-5 pages, double spaced, 12-pt. font).** Please address the following:
  - ♣ Why you want to become a social justice school leader in an urban community?

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- **Essay Response, 3 double-spaced pages, 12-pt font. This should be uploaded in the Additional Documents or Supporting Documents Upload. Please answer the following question:**

We would like to learn more about how you have been working for social justice. Please briefly describe (1 page or less) one project you have initiated in your classroom, school, or community. Then, explain (2 pages or less) what you have learned from this initiative about yourself, or about teaching and learning, or about school change, or about leadership. Note: the project you describe can be anything such as a curriculum unit, an effort to support struggling students, engagement with parents, an equity-focused professional development workshop, or on-going alliances with grassroots organizing groups.

- **Resume or Curriculum Vitae (CV)**

- **Official Graduate Record Examination (GRE) score report from the Educational Testing Service.** (This may be directly reported to UCLA. You may choose to upload this in the Supporting Documents upload section.)

UCLA's institution code for this exam is **R4837**, and the department code is **Other Education Fields**. Preferably, all prospective students to the PLI program should take the GRE exam by **January 1<sup>st</sup>**. Please include your Social Security Number during registration for the GRE in order to prevent misdirection of scores.

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### 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 addresses prior to submitting your application. **One recommendation must be from your current supervisor.** 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.

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### Step 4:

In addition to uploading copies, official transcripts must be mailed in. Send transcripts to:

**UCLA Graduate School of Education & Information Studies  
Office of Student Services**

**1009 Moore Hall, UCLA Box 951521  
Los Angeles, California 90095-1521**

- **One official transcript, in sealed envelope, from each institution an undergraduate bachelor's degree or graduate degree was earned or is in progress.**

Transcripts must be mailed in or delivered to the Office. **Failure to submit an official transcript by the deadline may result in your admission decision being delayed.**

**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 from my.UCLA.edu.

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**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](http://www.fafsa.ed.gov).