

UNIVERSITY OF CALIFORNIA, SANTA BARBARA SUMMER LANGUAGE INSTITUTES

APPLICATION CHECKLIST

1. PLEASE APPLY ONLINE USING THE UCSB GRADUATE DIVISION WEBSITE: www.graddiv.ucsb.edu.

2. AFTER SUBMITTING THE ELECTRONIC APPLICATION, MAIL TO THE GRADUATE DIVISION:

- Check/Money Order Submission form if paying by check or money order
- The \$70 non-refundable application fee (payable by Check, Money order or online with Credit card)
- Official GRE Scores (sent electronically via ETS)

3. MAIL THE FOLLOWING SUPPORTING DOCUMENTS TO THE INSTITUTE IN THE SUMMER SESSIONS OFFICE:

- STATEMENT OF PURPOSE. Two copies. Typed in English and attached to form provided on our website.
- WRITING SAMPLE. Two copies. Typed in French or Spanish and attached to form provided on our website.
- LETTERS OF RECOMMENDATION. Three copies. Please ask your recommenders to attach their letters to the form provided on our website and send to us. Be sure and complete the top part of the form before giving it to the recommender. **NOTE: These letters should be current and not over three years old.**
- OFFICIAL TRANSCRIPTS: Two from each institution. **Domestic:** from all post-secondary institutions and programs you have attended, including degree certificates if degree is not posted on transcript. The transcript must come from the school to be considered official. **International Transcripts:** all foreign applicants are required to submit official records from each academic institution attended after secondary school. They must be issued by the institution. Certified copies and notarized documents are not acceptable. The records must be issued in the original language and be accompanied by **English translations** prepared by the issuing institution or government or official translators with their stamp or seal. They must be complete and exact word for word translations of the original documents. Grades must not be converted to a U.S. scale.
- Applicants must also submit official evidence of the conferral of all degrees, diplomas or professional titles and the date of the formal conferral.
- PERSONAL INFORMATION SHEET. Please write your institution names and dates attended as well as degree earned.
- AUDIO RECORDING IN SPANISH (**HISPANIC INSTITUTE ONLY**). First-year applicants are required to submit a 5 minute recorded/taped extemporaneous presentation in Spanish.
- Request GRE scores to be sent to UCSB. Apply online at (<http://www.gre.org>). Scores no later than five years.
- Send TOEFL scores to UCSB. (**INTERNATIONAL STUDENTS ONLY**). Apply online at (<http://www.toefl.org>).

4. FINANCIAL AID:

A Financial Aid Information Sheet is available on the web to inform you about financial aid details and deadlines for the Summer of 2009. The 2008-2009 FAFSA information can be found on the web at www.fafsa.ed.gov. If you plan to apply for financial aid, forward the Federal Student Aid Form (FAFSA) to the Mt. Vernon, IL Student Aid Programs Office or apply online at: <http://fasfa.ed.gov>.

GENERAL INFORMATION for STANDARDIZED TESTS

GRADUATE RECORD EXAMINATION (GRE)

Applicants are required to take the GRE **General Test** for graduate admission. If you have not taken the GRE within the last five years, you can register on-line at <http://www.gre.org>. The computerized GRE offers year-round testing at over 600 test centers around the world and is the one you should plan to take. Plan on taking the GRE no later than **March** so that your test scores will be available for admissions to the Institute. The GRE scores are used in conjunction with your admission documents for evaluation purposes. Please request the Educational Testing Service (ETS) to mail the GRE scores directly to the University of California, Santa Barbara. **The Institutional Code for UC Santa Barbara is 4835.**

If you have taken the GRE General Test within the last five years, you do not need to retake the exam. Official GRE scores are those submitted directly from ETS to the UCSB Graduate Division database.

Your admission is not complete until the scores are received by the University. **Please do not hold up your application submission by not taking the test.**

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Applicants whose native language is not English are required to take the TOEFL unless their language of undergraduate or graduate instruction was in English. You can register online at (<http://www.toefl.org>). The minimum score for consideration is 80 when taking the new internet-based test, 550 when taking the paper-based test, and 213 when taking the computer-based test. Have the Educational Testing Service report the scores to UCSB Graduate Division. **The Institutional Code is 4835.** A department code is not required. TOEFL scores must be within two years old at the time the application is submitted.

GENERAL INFORMATION

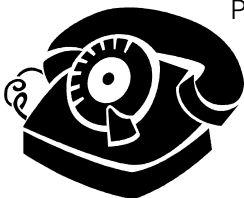
International applicants who have completed their post-secondary education outside of the United States must have completed a degree program equivalent to that of the University of California (usually a minimum of four years of university work) and show above-average scholarship.

For information about other graduate programs, refer to the UCSB General Catalog at (<http://www.catalog.ucsb.edu>).

Your file is incomplete and will not be reviewed until all materials are received. **APPLICATION DEADLINE IS APRIL 1.** Plan to apply early and have all your materials in by April 1. Please send your supporting documents to:

UCSB Summer Sessions
Language Institutes
2214 SAAS Building
Santa Barbara, CA 93106-2010

QUESTIONS?



Please contact the Program Manager in the Summer Language Institute Office at (805) 893-7053 or by e-mail at language.institutes@summersessions.ucsb.edu. You can also go to our Summer Sessions website and click on the Language Institute at www.summer.ucsb.edu.