

# Ph.D. in Hispanic Languages and Literatures

## Application Checklist

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### WELCOME

The Office of Graduate Student Services of the UCLA Department of Spanish and Portuguese (S&P) looks forward to assisting you with the application process.

Although the Department offers both the M.A. and Ph.D., the graduate program is essentially a Ph.D. program. The M.A. degree in Spanish or Portuguese is awarded upon successful completion of the first phase of the doctoral program.

Applications are accepted for Fall quarter only.

**The postmark deadline for submitting your application is December 31, 2019**

The application process involves various elements. Please use this checklist to ensure that you have submitted all the necessary application materials. Incomplete applications will not be considered. We recommend that you start as early as possible.

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### Step 1:

Start the Graduate Admissions Application on the Graduate Division website, <https://grad.ucla.edu/admissions/admission-application-for-graduate-admission/>

Complete Basic Information, Biographical Data, and Citizenship and Residency.

**NOTE:** Please be sure to apply for the correct major. Select **Hispanic Languages and Literatures** under Plans for Graduate Study.

Complete additional sections (e.g., Academic History, Professional Experience)

• Pay application fee when you are ready to submit your application. The nonrefundable application fee (\$120.00 for U.S. citizens and Permanent Residents; \$140.00 for all other applicants) can be paid by credit or debit card.

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

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### Step 2:

The following items must be uploaded:

**Official Graduate Record Examination (GRE) score report from the Educational Testing Service**, which may be sent directly to UCLA.

- UCLA's institution code for this exam is **R4837**, and the department code is **2608**. If scores are not received by December 31, 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.

*International Students: see additional instructions below regarding the required TOEFL exam.*

**Statement of Purpose** (up to 500 words in length; approximately 1- page, single spaced, using 1 inch margins and 12pt font). Make sure you include the reasons why you wish to pursue graduate study as well as your goals, academic interests, preparation in the field you propose to study, and anything else you think will offer an accurate picture of yourself for the admissions committee. Please follow the prompts indicated in the Statement of Purpose section of your online application.

**Personal Statement** (up to 500 words in length; approximately 1- page, single spaced, using 1 inch margins and 12pt font). Family background and personal information not included in your Statement of Purpose that have shaped your academic journey may be included. This information may be used to consider candidates for fellowships. Please follow the prompts indicated in the Personal Statement section of your online application.

**THREE letters of recommendation, submitted via online access.**

The website provides instructions on how letters of recommendation are to be submitted. You will submit the names and email addresses of three recommenders. 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. completed and submitted

**ONE copy of transcripts**

While you may upload unofficial copies of your transcripts as part of your application, you are required to submit the originals to the department (see step three below).

**Writing Sample (Evidence of Research and Writing-up to 20 pages)**

This may be a published work, a master's thesis, or a research paper written in English, Spanish, or Portuguese. Upload as your Writing Sample.

A writing sample has become increasingly important in the evaluation process and you should choose something you are proud of and consider representative of what you can do. Think carefully, however, when choosing a paper to submit. If you indicate that you are interested in pursuing graduate studies in Golden Age Spanish literature but submit a paper in 20<sup>th</sup>-century Spanish American, it may be a good idea to explain your reasons for choosing this paper.

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

**Fellowship Application for Entering Graduate Students, (optional)**

You complete this form in the graduate admissions online application under the fellowship section. The department application deadline for scholarships or fellowships for entering students is December 31, 2019. You may also find more information on other possibilities of funding by visiting: [www.gdnet.ucla.edu/asis/entsup/finsup.htm](http://www.gdnet.ucla.edu/asis/entsup/finsup.htm)

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

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**Step 3:**

In addition to uploading a copy of your transcripts, please send **ONE** original transcript, (either via mail or electronic), from each institution attended. Transcripts should be sent directly from the registrars of the academic institutions you have attended (beyond secondary school or community college), or you may request official copies and send them yourself via mail in a sealed envelope to the department. Please note that submitted records become the property of the University and cannot be returned.

If you are a university or college senior, do not wait for senior-year grades before submitting your application and transcript.

UCLA undergraduates please note: You do not need to submit official copies of UCLA transcripts.

Send transcripts to:

UCLA Department of Spanish and Portuguese  
Box 951532  
Los Angeles, CA 90095-1532

Send electronic transcripts to:

UCLA Department of Spanish and Portuguese  
[sgradoffice@humnet.ucla.edu](mailto:sgradoffice@humnet.ucla.edu)

*International Students: see additional instructions below regarding transcripts.*

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***For International Applicants only:***

**TOEFL**

In addition to the GRE, 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**. More details can be found at [www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM](http://www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM) . The overall minimum score for TOEFL is 87. If scores are not received by December 31, your application may be considered incomplete. Please plan accordingly.

**TRANSCRIPTS**

All applicants are required to submit official records from each academic institution attended to the department.

Official records are defined as original documents issued by the institution -- not photocopies -- which bear the actual signature of the Registrar and the seal of the issuing institution. If you have attended more than one institution, separate official records should be submitted by each institution.

If an academic record cannot be replaced, obtain a properly certified copy; keep the original for yourself. Never send a document to UCLA that cannot be replaced, as submitted records become the property of the University and cannot be returned.

Unless academic records and diplomas are routinely issued in English by the institution, **the official records in their original language must be submitted with an authorized, complete, and exact certified English translation.**

For further information about requirements for international Applicants, please visit <https://grad.ucla.edu/gasaa/admissions/INTLREQT.HTM>