



Department of  
**Spanish & Portuguese**

Graduate Student Handbook

**For Graduate Students Admitted Prior to Fall 2021**

**October 15, 2020**

*Updated July 2021*

## Welcome To Our Department!

Welcome to the UCLA Department of Spanish and Portuguese. **This *Handbook* was created for graduate students admitted prior to fall 2021.** This handbook is a summary of the major policies and information relative to the various phases of our program, a PhD in Hispanic Languages and Literatures.

Whether you are a new or returning graduate student, you should familiarize yourself with this information and should refer to the handbook frequently as you progress through the program. This handbook will provide the answers to most of your questions. Although care has been taken to ensure the accuracy of the handbook, it is important to know that we are also bound by the policies of the UCLA Graduate Division. However, should you need clarification or further information, please speak with our Graduate Student Assistant Officer.

We also invite you to make suggestions for improving our graduate program to your elected representatives or to any faculty member.

We hope you find this handbook useful as you progress through the program.

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*DEPARTMENT MANAGER: financial management, HR management, contract & grant administration, gift policy administration, facilities & materials management, information systems management*

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Fund Manager

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*Billing, budget information, contract/grant information, equipment purchases, funding balances/allocations, software purchases*

### **Ana Ramirez**

Academic Personnel Officer

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*Academic personnel dossiers, faculty ID cards, non-student hiring and payroll, faculty searches, timesheets (GSRs, work study), UCPath*

### **Adriana Rosalez**

Front Office Coordinator

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*Catering, conference planning/guest speakers, copy machine codes, email lists, keys, parking permits, purchasing/reimbursement, student event planning, website updates.*

### **Gloria Tovar**

Graduate Student Affairs Officer

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*Graduate enrollment, fellowship information, graduate student financial inquiries, TA/GSR hiring, student payroll, student forms/academic progress, graduate student visas.*

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Undergraduate Student Affairs Officer

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### **VACANT**

Department Technology Analyst

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### **Director of Graduate Studies (2021-2022)**

**Professor Barbara Fuchs**

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*Program information, course requirements, advising for First-phase students, comprehensive exam*

# General Information

The Ph.D. program in Hispanic Languages and Literatures at UCLA offers an exciting and challenging education in research, writing, and teaching. The department supports a range of critical and theoretical approaches, and encourages interdisciplinary work that takes advantage of UCLA's many strengths across departments. Students take a broad distribution of courses in literature, linguistics, culture, film, and theory, followed by a rigorous specialization in their chosen field of study. Fields of study include Medieval and Early Modern Studies; Luso-Brazilian Literature and Studies; Latin American Literature and Culture; Iberian Literature and Culture; Transatlantic Studies; and Spanish and Portuguese Linguistics.

Alongside Spanish and Portuguese, graduate students have the opportunity to study languages such as Catalan, Basque, Quechua and Nahuatl in our department, as well as French, Italian, Korean, Latin,, Tagalog, and [over 40 more](#) at UCLA. All students are trained in pedagogy, and teach a variety of undergraduate courses in language, literature, and culture. Several have received university-wide Distinguished Teaching Awards over the past few years. Faculty work closely with graduate students, mentoring them from their acceptance into the program until their job placement.

Through joint appointments, cross-listed courses, and co-sponsored talks, our faculty also works closely with departments such as Anthropology, Art History, Chicana/o Studies, Comparative Literature, Digital Humanities, Education, English, European Languages and Transcultural Studies, Gender Studies, History, Linguistics, and Sociology to support the interests of our students and help them integrate a broader range of approaches and disciplines into their research.

In order to facilitate keeping track of your progress, we include a table that can be used by students who enter the program with a Master's degree, and another one for students without it.

The department does not offer a terminal M.A. The Ph.D. in Hispanic Languages & Literatures is awarded upon completion of the doctoral program.

# After being admitted to the Graduate Program:

## 1. Steps to take upon arriving in California (out of state and international students)

**Out-of-state students:** The Department of Spanish and Portuguese **requires** domestic students to obtain California residency classification by the second year of graduate study. Students must begin taking steps to obtain this classification immediately upon their arrival in California. For more information about how to obtain a residency classification, please consult [UCLA Registrar's residency requirements](#).

**International students:** Newly admitted international students must complete a visa check-in and orientation upon arrival at UCLA. For more information about visa check-in, orientation, and other steps to take upon arrival to the US, please consult [Dashew Center's information for newly admitted F-1 students](#), [F-1 student FAQs](#), [Dashew Center's information for newly admitted J-1 students](#), and [Dashew Center's resources for international students](#).

## Transfer of credit

### Counting courses toward the First Phase in Spanish or in Portuguese

Students may petition to count courses taken during graduate study at another institution toward their first-phase of the Ph.D. degree at UCLA. A maximum of two courses completed with a minimum grade of 'B' in graduate status at institutions other than UCLA may apply to UCLA master's programs. They may not fulfill the minimum five graduate course requirement or the academic residence requirement. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit. Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the bachelor's degree may not be applied toward a graduate degree at UCLA. Correspondence courses are not applicable to graduate degrees.

### Counting courses toward the Ph.D.

Students may also petition to count courses taken during graduate study at another institution toward their Ph.D. degree at UCLA. A maximum of nine (9) courses completed with a minimum grade of 'B' at institutions other than UCLA may apply to the Ph.D. program. Courses taken before the award of the bachelor's degree or courses dating more than five years before the time of the petition may not be applied toward the Ph.D. Correspondence courses are not applicable to graduate degrees.

## Process for petitioning to transfer courses

Students seeking transfer of credit for courses completed elsewhere are required to submit their petition to the department's graduate affairs office by Friday of the sixth week during the first quarter of graduate study in the department (Fall). After the first fall quarter, no transfer credit will be allowed. In their petitions, students must: (1) submit a statement that describes the courses for which they wish to receive credit (2) provide a syllabus and/or list of readings for those courses. The Director of Graduate Studies, in consultation with the Graduate Affairs committee, will review such petitions only during the fall quarter. Decisions are taken and are based on the student's academic needs and interests as well as the Ph.D. program requirements. Students receive the final decision in writing. Up to nine (9) graduate courses can be transferred for credit toward the Ph.D. program requirements.

## Advising

Students are advised by the Director of Graduate Studies until they pass their comprehensive exams and establish a doctoral committee. During this first portion of the program, the student's choice of concentration is provisional.

Once they have completed the comprehensive exams, students choose an advisor from among department faculty, who will serve as the chair of the doctoral committee and director of the dissertation. In consultation with the advisor, students choose at least two other committee members whose interests and fields of expertise support research in the proposed area of the dissertation. One of these must be from the Department of Spanish and Portuguese. These three faculty members are responsible for guiding student preparation for the doctoral exam and supervising the dissertation. Students also choose an additional faculty member who serves as the fourth member of the doctoral committee. Of the four members, two must be from the Spanish and Portuguese Department and three must be from UCLA (i.e. one member may be from a different institution).

The committee should be constituted in the year following the comprehensive exam. The doctoral committee is nominated by the department and appointed by the Graduate Division. It is the student's responsibility to meet with the doctoral committee as early as possible to determine a program of coursework and directed research that leads to the doctoral qualifying examinations.

For more information, visit: <https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/>

# First Phase of the Ph.D. in Spanish

The department offers two areas of concentration for the first phase of the Ph.D in Hispanic Languages and Literatures:

1) Literature and 2) Linguistics

## Course Requirements

Students in both concentrations must take eleven courses (44 units) for the first phase. Nine (36 units) of these must be graduate level. Up to two graduate courses may be taken in another department with the approval of the Director of Graduate Studies. Spanish 495 may count as one of the eleven courses, but cannot replace one of the nine graduate courses. Spanish 596 may be taken only once. Courses 597 and 598 do not count toward the degree.

### Literature Track

Students in literature must take one course in literary theory and criticism (M201A or M201B) and at least one course in each of eight different areas offered by the department: (1) Medieval Spanish literature; (2) Golden Age Spanish literature; (3) 18th and 19th century Spanish literature; (4) 20th century Spanish literature; (5) Colonial or 19th century Spanish American literature; (6) 20th century Spanish American literature; (7) Chicano literature; (8) 20th century Latin American literature (this includes Brazilian literature). The remaining two courses can be taken in any area offered by the department. Courses are selected in consultation with the students' advisor.

### Linguistics Track

Students in linguistics must take one upper division or graduate course in literature offered by the department and ten elective courses in linguistics. Courses are selected in consultation with the students' advisor.

## Language Requirement

Students in both concentrations must show proficiency in one language other than Spanish or English by passing a departmental reading exam or by passing a course of at least level 3. For more information on language requirements and exams, please see the section on [Foreign Language requirements](#).

# Comprehensive Examination

## Literature Track

The capstone plan in literature consists of (1) submission of two revised papers originally written for seminars taken during the first five quarters of graduate study and (2) an oral examination on the student's course work and the papers submitted. With the assistance of the Student Affairs Officer and the Director of Graduate Studies, students must demonstrate that they are on track to complete the course and language requirements for the first stage by the end of the 4th quarter.

Submission of revised papers: The committee consists of three faculty members from the Department of Spanish and Portuguese: the Director of Graduate Studies, a faculty member who will serve as the student's advisor, and a third faculty member of the student's choice. In consultation with this committee, students must submit two of their strongest seminar papers (20-25 pages each, after revisions) in different areas of study in the program. One paper must be written in English and one in Spanish. Students must submit the papers to the ad hoc review committee during the 6th quarter of the program and at least 2 weeks in advance of the oral exam.

Oral examination: The oral exam is 2 hours long and consists of a discussion of the papers submitted, and the student's coursework. The oral exam is scheduled based on the student's committee availability. This usually happens in the third or fourth week of May. In consultation with the DGS, the student schedules the exam and the SAO sends confirmation to the committee of date/time/place of the oral exam.

## Linguistics track

The comprehensive examination in linguistics consists of four examinations that are each two hours long. Students choose four exam areas from the following: (1) Spanish syntax; (2) Portuguese syntax; (3) Spanish phonetics and morphology; (4) Spanish diachronic and synchronic language variation; (5) Spanish/Spanish-American literature; (6) Luso-Brazilian literature. Exams are based on reading lists for individual exam areas chosen by the student. Reading lists are provided by the department faculty when the exam areas are chosen. Exam takers should prepare to write at least one answer in English and at least one in Spanish. In addition to the four exams, students also submit a writing sample (a research paper written for a graduate course or seminar) before the second day of the exam.

# Thesis Plan

*Every thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research.*

In lieu of taking the comprehensive examination, students in either concentration may seek permission to present a thesis. Students must first complete five graduate courses, one of which must be a seminar. In order to endorse the petition, the graduate adviser and the guidance committee need to find evidence of exceptional ability and promise in term papers and course work.

Students interested in the thesis plan are required to submit the following to the Graduate Adviser:

- 1) A cover letter requesting to present a thesis in lieu of the exam; the letter should include
  - a) an explanation as to why your coursework and preparation qualifies you to substitute a thesis for the exam and
  - b) a short summary of the thesis to be completed as well as a statement that it is the result of original research completed after you entered the graduate program.
- 2) A prospectus for the MA Thesis of at least 1 page, single-spaced.
- 3) A letter from your Faculty Advisor.
- 4) All final papers completed for graduate coursework as "evidence of exceptional ability and promise".
- 5) No incompletes on record.

## Requirements for the Thesis

- 1) The thesis must be of publishable quality and a length of at least 80-100 pages for Literature fields; at least 60 for Linguistics.
- 2) The thesis will be evaluated via an oral defense before a committee consisting of three ladder faculty
- 3) The defense must occur before the Departmental discussion for the academic year in which the student will present the thesis.

## First Phase, Spanish Literature Progress report

NAME OF STUDENT:

\_\_\_\_\_

Eleven courses are required (of which nine must be at graduate level). Students in Literature take one course in literary theory and criticism (M201A or M201B), and at least one course in each of eight different areas of literature offered by the department. Up to two graduate courses may be taken in another department with the approval of the Director of Graduate Studies.

Literary Theory and Criticism

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

### **Spanish (Peninsular)**

(1) Medieval Spanish literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

(2) Early Modern Literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

(3) 18th and 19th century Spanish literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

(4) 20th and 21st century Spanish literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

### **Latin American**

(5) Colonial or 19th century Spanish American literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

(6) 20th and 21st century Spanish American literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

(7) Chicana/o literature

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

(8) 20th and 21st century Latin American literature, including Brazilian

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

*The remaining courses may be taken in any area offered by the department.*

Electives

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

Second foreign language ( Portuguese recommended as it's a requirement for next stage)

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

# First Phase, Spanish Linguistics Progress Report

NAME OF STUDENT:

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NAME OF ADVISOR:

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## Course requirements:

If you choose the Linguistics concentration, you must take an upper division or graduate course in literature offered by the department and ten elective courses. Up to two graduate courses may be taken in another department with the approval of the Director of Graduate Studies.

Literature course

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

Electives

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

Second foreign language ( Portuguese recommended as it's a requirement for next stage)

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

# First Phase of the Ph.D. in Portuguese

The department offers two areas of concentration for first-phase of the Ph.D. in Portuguese: (1) literature and (2) linguistics.

## Course Requirements

Students in both concentrations must take eleven courses (44 units) for the first-phase. Eight (32 units) of these must be graduate level. Up to two graduate courses may be taken in another department with the approval of the Director of Graduate Studies. Spanish 495 may count as one of the eleven courses, but cannot replace one of the nine graduate courses. Portuguese 596 may be taken only once. Portuguese 597 and 598 do not count toward the degree.

### Literature Track

Students in literature must take Portuguese M201A or M201B or an equivalent theory course as well as one upper division or graduate course in Portuguese linguistics. The remaining courses are selected in consultation with the graduate advisor, who considers the student's interests as well as necessary preparation for the comprehensive examination.

### Linguistics Track

Students in linguistics must take one upper division or graduate course in literature and ten elective courses selected in consultation with the graduate advisor, who considers the student's interests as well as necessary preparation for the comprehensive examination.

## Language Requirement

Students in both Portuguese M.A. concentrations must show proficiency in one language other than Portuguese or English by passing a departmental reading exam or by passing a course of at least level 3. For more information on language requirements and exams, please see section [Foreign Language requirements](#)

# Comprehensive Examination

## Literature Track

The comprehensive examination in the Portuguese literature concentration consists of four examinations of two hours each. Exams are chosen from the following six examination areas: (1) Colonial and 19th century Brazilian literature; (2) 20th century Brazilian literature; (3) Medieval through 18th century Portuguese literature; (4) 19th and 20th century Portuguese and Lusophone African literature; (5) Spanish or Spanish American literature; (6) Portuguese linguistics. Students must take three of their examinations in areas of Luso-Brazilian literature (ie: colonial and 19th century Brazilian, 20th century Brazilian, Medieval through 18th century Portuguese, 19th and 20th century Portuguese and Lusophone African). The exams are based on reading lists provided by the department. Exam takers should prepare to write at least one answer in English and at least one in Portuguese. In addition to the four exams, students also submit a writing sample (a research paper written for a graduate course or seminar) before the second day of the exam.

## Linguistics Track

The comprehensive examination in Portuguese linguistics consists of four examinations of two hours each. Exams are chosen from the following six examination areas: (1) Portuguese syntax; (2) Spanish syntax; (3) Portuguese phonetics and morphology; (4) Portuguese diachronic and synchronic language variation; (5) Medieval through 18th century Portuguese literature or 19th and 20th century Lusophone African literature (6) Brazilian literature. The examinations are based on reading lists for individual examination areas that are chosen by the student. Reading lists are provided by appropriate faculty members when the exam areas are chosen. Exam takers should prepare to write at least one answer in English and at least one in Portuguese. In addition to the four exams, students also submit a writing sample (a research paper written for a graduate course or seminar) before the second day of the exam.

## Thesis Plan

*Every thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research.*

In lieu of taking the comprehensive examination, students in either concentration may seek permission to present a thesis. Students must first complete five graduate courses, one of which must be a seminar. In order to endorse the petition, the graduate adviser and the guidance committee need to find evidence of exceptional ability and promise in term papers and course work.

Students interested in the thesis plan are required to submit the following to the Graduate Adviser:

- 1) A cover letter requesting to present a thesis in lieu of the exam; the letter should include
  - a) an explanation as to why your coursework and preparation qualifies you to substitute a thesis for the exam and
  - b) a short summary of the thesis to be completed as well as a statement that it is the result of original research completed after you entered the graduate program.
- 2) A prospectus for the MA Thesis of at least 1 page, single-spaced.
- 3) A letter from your Faculty Advisor.
- 4) All final papers completed for graduate coursework as "evidence of exceptional ability and promise".
- 5) No incompletes on record.

### Requirements for the Thesis

- 1) The thesis must be of publishable quality and a length of at least 80-100 pages for Literature fields; at least 60 for Linguistics.
- 2) The thesis will be evaluated via an oral defense before a committee consisting of three ladder faculty
- 3) The defense must occur before the Departmental discussion for the academic year in which the student will present the thesis.

# First-phase, Portuguese Progress Report

NAME OF STUDENT:

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NAME OF ADVISOR:

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## Course requirements:

Eleven courses, eight of which must be graduate level (numbered 200-290), are required for the preliminary stage of the doctoral degree. Course 495 may count as one of the upper division courses but not as a graduate course. Up to two graduate courses may be taken in another department with approval of the Graduate Affairs Committee. Portuguese 596 may be taken only once. If you choose the Literature concentration, you must take both M201A or M201B(Literary Theory and Criticism) and one upper division or graduate course in Spanish or Portuguese linguistics. If you choose the Linguistics concentration, you must take one upper division or graduate course in literature offered by the department and ten elective courses. You should choose your electives carefully and in consultation with a graduate advisor, keeping in mind the exam areas you are intending to cover in the preliminary examinations.

_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____
_____	Date Taken _____	Grade _____

Second foreign language (Spanish recommended, as it's a requirement for next stage)

\_\_\_\_\_ Date Taken \_\_\_\_\_ Grade \_\_\_\_\_

Note:

The quarter in which you are taking the preliminary examinations you must submit an Advancement to Candidacy Petition.

# Foreign Language requirements

**For first phase in Spanish Literature and Linguistics:** Students must show proficiency in *one* language other than Spanish or English by passing a departmental reading exam or a course of at least level 3. (Portuguese recommended, as it is a requirement for next stage in the program)

**For first phase in Portuguese Literature and Linguistics:** Students must show proficiency in *one* language other than Portuguese or English by passing a departmental reading exam or passing a course of at least level 3. (Spanish recommended, as it is a requirement for next stage in the program)

**For Ph. D. in Hispanic Languages and Literatures:** Besides proficiency in Spanish and Portuguese, students must demonstrate a reading knowledge of *one* other language, by passing a translation exam in those languages or a language course of at least level 3. See the next section for more information on translation exams.

## Translation exams

The department offers translation exams every quarter around week 6-7. On the exam, students will be required to translate a portion of a scholarly article from its original language to English, Spanish, or Portuguese.

If you are interested in taking the **language translation exam**, [please send the article that you'd like to translate to the Graduate Advisor \(Gloria Tovar\) by week 4 of the quarter.](#) You may get the article from one of the UCLA library databases, such as [JSTOR](#), [EBSCOhost](#), etc. You'll have one hour to complete the exam, which consists in translating a section of the article you sent. You may bring a dictionary and a blue book. No electronic devices are allowed in the room. Please come in 5 minutes before to the assigned room to check in.

### Language courses

Below are some languages offered by the department or related programs that fulfill the language requirement.

Quechua/Kichwa Language Program [website](#)

Basque Language Program [website](#)

Catalan Language Program [website](#)

Nahuatl Language Program [website](#)

# Ph.D. in Hispanic Languages and Literatures

## Course Requirements

A minimum of 20 graduate courses is required for the Ph.D. This applies to students in both Literature and Linguistics tracks. Spanish or Portuguese M201A or M201B Literature Theory and Criticism may be required if students have not previously taken it or similar courses elsewhere. Of the 20 courses, a total of four may be taken in other departments with the approval of the dissertation advisor. In the first year of the Ph.D program, students regularly take graduate courses and seminars (200-series, excluding 291). In the second year students may take a combination of regularly scheduled seminars and directed research (291 and 596) courses with the dissertation advisor. A maximum of 16 units of directed research is permitted. See section [Directed Individual Research \(Independent Studies\)](#) for more information on directed research.

## Directed Individual Research (Independent Studies)

Students can complete directed individual research, or independent studies, in which they undertake in-depth study of a scholarly topic defined in consultation with a faculty member. An independent study is not meant to replace any of the graduate seminars offered in the department. It is the student's responsibility to request an independent study with a faculty member. When approaching a professor with their request, students should present the subject and materials they wish to study.

If a faculty member consents to do an independent study, the student and faculty member agree on the work to be performed over the course of the quarter. The student must complete an Independent Study form and submit it for final approval before the second week of classes. This form requires a detailed description of the independent study, including an outline of the research topic, a bibliography, the projected number of meetings with the faculty member, and the written work to be completed in the course of the quarter.

The form must be signed by both the student and the faculty member and returned to the Graduate Advisor by the second week of classes to obtain the department Chair's final approval. After final approval, the Graduate advisor will email the student and faculty member and the faculty member will issue a PTE number to the student for enrollment. A maximum of 16 units can be counted toward the PhD requirements.

## Language Requirement

Besides proficiency in Spanish and Portuguese, students must demonstrate a reading knowledge of *one* other language, by (1) passing a departmental translation exam in those languages; (2) passing a language course of at least level 3; or (3) successful completion of two upper division literature courses in the foreign language. For more information on language requirements, please refer to the section on [Foreign Language Requirements](#).

## Qualifying examination

The qualifying examination consists of three parts:

1. Presentation of a 12-15 page **prospectus** that includes an overview of main questions, a summary of individual chapters, and a bibliography. Typically, a prospectus includes:
  - a. Introduction
  - b. Structure of the chapters (titles and brief descriptions)
  - c. References and working bibliography

Two weeks after submitting the qualifying paper and prospectus to the committee, the student undergoes a two-hour oral examination. The outcome may be "pass" or "no pass". A "pass" means the student has advanced to candidacy.

2. **Presentation** of a 40-60 page qualifying paper related to the dissertation
3. A **written examination** in the student's field of specialization.
  - a. Students concentrating in Spanish or Portuguese **literature** must complete a three-hour in-person examination.
    - i. Examination questions are based on a reading list prepared by the student and approved by the doctoral committee.
    - ii. All reading lists must include a minimum of 40 relevant texts. These may include, but are not limited to: primary sources (textual, visual, audiovisual, etc.); theoretical texts; and/or critical studies related to the student's field of specialization.
    - iii. Students must answer two out of three essay questions, in the language of their choice. All questions are prepared by the student's advisor in consultation with the rest of the doctoral committee.
  - b. Students concentrating Spanish or Portuguese **linguistics** must complete a 24-hour take home examination based on a reading list (approx. 40 titles) approved by the doctoral committee.
4. Completion of a 2-hour oral examination in which the qualifying paper, prospectus, and written exam are discussed with the doctoral committee.

## Guidelines for forming a committee, writing and defending the Dissertation

The Graduate Writing Center holds several programs during the summer to support graduate

students who are at the dissertation and dissertation proposal stages. Programs are free of charge to those who participate.

To apply, submit an application by the deadline indicated for the specific program. Space is limited, but the program tries to accept as many people as possible. Only UCLA graduate and professional students who have been registered during the academic year are eligible to apply. Participants must also be at the appropriate stage for the program to which they apply.

For more information please visit [UCLA Graduate Writing Center](#)

### **How to form a committee**

It is important to think carefully about the composition of your committee. Do some research: take a look at faculty cv's and lists of publications. Talk to them about the type of research they have done in the past, and other dissertations they are advising or have advised in the past. Crucially, take classes with them if you have not done so already. Go see them in office hours. Use your networks: talk to your advisor, and to your fellow students.

Once you have come up with a final list of potential candidates, ask them to serve on your committee. This is best done in person, in office hours. You might also start with an e-mail such as the one below

*Dear Prof. X.*

Please let me introduce myself. My name is \_\_\_ \_\_\_ and I am a doctoral student beginning my dissertation on \_\_\_\_\_. I am now putting together my dissertation committee.

Given your research on \_\_\_\_\_, I think that your membership on my committee would be very beneficial.

May I set up a meeting with you so that we can discuss this possibility?

Respectfully,

Student

*Make sure that, when forming the committee, it follows the Minimum Standards, Available here: [Minimum Standards for Doctoral Committee Constitution](#)*

### **Writing the Dissertation, Guidelines**

Please consult the following pages from the Graduate Writing Center for writing resources:

[Writing your proposal](#)

[Writing your thesis and dissertation](#)

[Filing your thesis and dissertation](#)

## Filing your dissertation

The University Archives Office (21560 Young Research Library; 310-825-4068) holds periodic instructional meetings on dissertation and filing. See Graduate Division's workshop [schedule](#) for meeting information. Graduate Division also provides the necessary forms and an instruction booklet on the regulations governing manuscript preparation and completion of degree, and can answer any questions you might have regarding the process. Please visit <http://www.gdnet.ucla.edu/current.html> for more information.

UCLA manuscript preparation guide: <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>

Deadlines: <https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>

## Events and Professional development planning

During the academic year, the Spanish and Portuguese Department organizes Professional Development roundtable meetings on topics of interest to graduate students. Recent graduates and faculty members are invited to share experiences in the job market as well as their best tips to navigate those waters. Recent examples include:

[Prospectus and Qualifying Exams](#)

[Campus visits, job talks, and interviews](#)

## Ph.D. Progress Report

The Ph.D. Progress Report can be found [here](#)

# Timeline

Students should complete the first phase of the program (coursework, language requirement, comprehensive examinations) within six quarters of admission. Students who are not appointed as teaching assistants are expected to complete at least seven courses per three-quarter period. Students who are appointed as teaching assistants are expected to complete at least five courses per three-quarter period. It is typical for students in the Department to complete the first phase in six quarters if they hold teaching appointments

For a full-time student taking three courses per quarter, optimal progress through the program is as follows: (a) from graduate admission to end of the first phase: six quarters; (b) from comprehensive exam to qualifying exam: three to six quarters; (d) from passing the qualifying exam (advancement to candidacy) to defense of the dissertation: three to six quarters; for a total from graduate admission to conferral of the Ph.D. (normative time-to-degree) of six years (18 quarters).

<i>Requirement</i>	<i>Standard Time to Completion</i>
Course work	By the 13th quarter in residence (usually Fall of the Fifth AY)
Comprehensive Examination	By the 6th quarter in residence (usually Spring of the Second AY)
Selection of Faculty Advisor	By the 7th quarter in residence (usually Fall of the Third AY)
Qualifying Examination (Advancement to Candidacy)	No later than the 13th quarter (usually Fall of the Fifth AY)
Dissertation Filed	End of the 18th quarter (usually Spring of the Sixth AY)

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
Ph.D.	13	18	30

# Graduate Assistantships / Research Assistantships

## Teaching Assistantship Requirements and Regulations

The Department offers funding to students by employing between 35 and 50 teaching assistants or ASE's (Academic Student Employees) every quarter. Teaching Assistantships are apprenticeships intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research. As a matter of University policy, teaching assistants are considered primarily as students being professionally trained. Graduate students who are recipients of teaching and research assistantships must meet all registration and enrollment criteria established by the Graduate Council and the department. They must also maintain satisfactory progress throughout their appointments.

Students may be employed as teaching assistants for up to twelve (12) quarters. After the twelfth quarter, students must obtain approval to work as a teaching assistant before the start of the proposed appointment term. Students may obtain approval for a maximum of six (6) additional quarters (ie: they may not work more than 18 quarters). Approval to extend the 12-quarter limit will only be granted for students who have advanced to candidacy.

### 495 and 375 courses

During week 0, all of the incoming TAs are to have training with Center for the Advancement of Teaching (CAT) and with the Department in order to prepare to teach the first class; the rest of the training is accomplished through Spanish 495. Throughout the year, Teaching Assistants attend required *workshops* presented by the Department, such as, the *heritage language workshop*.

The objective of Spanish 495 is to discuss practical and theoretical issues about teaching in a specific discipline. 495 courses **DO NOT** apply toward minimum graduate course requirements; however, up to 4 units may be applied toward elective credit.

The Director of Language Programs may validate courses similar to Spanish 495 at their discretion. To be validated, the course should not only cover theoretical issues but also review practical observations to better facilitate classes with diverse student populations like the ones we serve at UCLA.

**Course 375** was created in 1982 by the Graduate Council as a mechanism for granting credit to teaching apprentices for their academic activities. Under the guidance of a faculty member, students typically receive guidance in preparing lessons and discussing teaching strategies,

laboratory protocols, and best practices for examinations. Practicum courses (375) do not count toward the minimum number of units of graduate courses required for master's degrees. Students must have an active Teaching Apprentice appointment to enroll. The campus-wide course description is as follows.

For more information click here: [Guidance 375, 495](#)

## Language vs. non-language TAs

Most ASE's are assigned to the Lower Division Program where we offer 35-50 sections of first- and second-year language classes. The Lower Division Program offers rigorous training for ASEs, providing strong pedagogical training to our graduate students to support excellent language instruction for our undergraduates .

We also employ ASEs in some of our large culture and literature courses (SPAN 42, SPAN 44, SPAN 120, SPAN/PORT M35, PORT 46). ASEs are responsible for leading small discussion sections. This experience gives the ASE an opportunity to observe and assist a professor in putting together a course and to help undergraduates better understand the material presented in class.

## Substitutions

A Substitute Approval Request form must be completed by an ASE who is performing approved substitute work for another ASE. Substitute work is defined as any additional work being performed by an ASE outside of their current assignment and in order to cover another ASE's duties. The substitute work may include but is not limited to: preparation time, classroom time, grading, and office hours. Substitution work must be compensated as per Article 30 of the UAW-BX Contract, which governs wages.

## Types of appointments

Academic Student Employees are appointed and paid using a salary scale based on their years of experience. For more information, please visit: [Teaching Salary Scales](#).

The department adheres to the official UCLA policies and procedures for the appointments of graduate students to all academic personnel titles as described in the [Academic Apprentice Personnel Manual for Graduate Students](#). This manual contains information on how to find appointments, minimum requirements for appointments, terms of employment, benefits, tax information, TA training programs, fee deferments, offsets, and remissions.

## Summer TAs

The department offers opportunities for graduate students to teach summer courses. These courses are held either on campus, online, or overseas as part of one of the department's summer study-overseas programs. For all types of TAs, students must submit an application during the winter quarter indicating their previous teaching experience, preferred courses, and reasons for applying.

For more information, please visit the department's [criteria for language appointments](#)

## Campus/online TAs

Summer teaching positions are limited. Whereas the Department strives to employ as many TAs as possible during the Summer Sessions, it cannot guarantee that all graduate students will be employed.

TAs who teach during the summer enjoy a high degree of independence and, thus, need to be ready to teach autonomously. Special consideration is given, therefore, to graduate students with at least two years of instructional experience and with an excellent teaching record.

Most graduate students teaching language courses during the summer will be assigned to Spanish 1-3, as only a few sections of SPAN 4-5, SPAN 7A/7B, SPAN 10, SPAN 25/27, and PORT 13 are offered in the Summer Sessions.

The Undergraduate Affairs Committee of the Department will consider the following general criteria when assigning summer positions:

- i) Breadth of teaching experience: Instructors who have taught all the levels of first- and second-year language are preferred
- ii) Teaching record: Instructors with a strong teaching record as evidenced by student evaluations, DLP observations, and teaching awards are preferred
- iii) Opportunity: All things being equal, priority will be given to students who have not previously taught in the summer.

For more information, please visit the department's [assignments of language courses during the summer session](#)

## Study Abroad TAs

The Department encourages TAs to apply to our Summer Travel Abroad Programs. The experience of teaching abroad represents a unique professional training which combines on-the-ground mentoring, experiential knowledge, and first-hand insight into how to organize a Study Abroad program. The Undergraduate Affairs Committee reviews and

discusses the applicants' records and, in consultation with the Director of the Program, recommends the selected candidates to the Department Chair, who makes the final decision.

For more information, please visit the department's [criteria for summer travel abroad TAships](#)

## Teaching opportunities outside of the department (CUTF)

The Collegium of University Teaching Fellows (CUTF) is a program that allows graduate student teaching fellows to develop and teach a lower-division seminar in their field of specialization. This experience serves as a “capstone” to the teaching apprenticeship, preparing them for the academic job market and their role as future faculty.

For more information, please visit: <https://teaching.ucla.edu/gradstudent-programs/cutf/>

## Union

UAW Local 2865, UCLA Unit represents Academic Student Employees (ASEs) – TAs, Tutors, and Readers - at the University of California, Los Angeles. For more information, please visit <http://uaw2865.org/>

The UAW Local 2865 signup form can be found here: [Union UAW2865 form](#)

## Graduate student researchers

Research assistants are appointed to the title Graduate Student Researcher (GSR) and assist faculty with scholarly research under the direction and supervision of a faculty member. They may or may not collaborate in the publication of research results as determined by supervising faculty members. GSRs may not be assigned teaching, administrative or general assistance duties.

There are multiple centers on campus that offer graduate research assistantships, including the [Center for 17th- & 18th- Century Studies](#), the [Center for Medieval and Renaissance Studies](#), and the [Institute for American Cultures](#). Other research assistantship opportunities at UCLA can be found [here](#). Students can also seek research assistantships by reaching out to faculty who may have research funds to hire GSRs.

### **Minimum Appointment Restrictions**

GSRs are appointed at “steps” or salary levels. Students who have completed all of the requirements for the first phase, and/or have relevant prior experience as research assistants may not be appointed below Step 3.

Students who have formally advanced to candidacy for the doctorate and have a minimum of two years of relevant research assistant experience may not be appointed below Step 5.

For more information, and the table for the different type of salaries as a GSR visit: [working as a GSR](#) or send an email to Sherman Chew in the Graduate Fellowships and Financial Services Office at [schew@grad.ucla.edu](mailto:schew@grad.ucla.edu)

# Funding Opportunities

## Graduate Summer Research Mentorship Program (GSRM)

The GSRM Program is designed to provide summer financial support for UCLA doctoral students who have not advanced to candidacy. GSRM awardees are expected to complete and submit a draft of an essay (either single-authored by the student or co-authored with the faculty mentor) by the end of the summer through the GSRM Program Evaluation.

To be eligible, students must be in year one, two or three of UCLA doctoral study at the time of application, must not be advanced to doctoral candidacy, and must be US citizens, permanent residents, or international or registered California AB540 students (for international students, funding is subject to fellowship eligibility in regards to visa type). They must also be continuously enrolled during the previous Spring and following Fall quarters and must hold a cumulative 3.0 GPA. For more information, program dates and deadlines, visit: [GSRM info](#)

## Graduate Research Mentorship Program (GRM)

The Graduate Research Mentorship (GRM) Program is designed to assist students in acquiring and developing advanced research skills under faculty mentorship.

The program is open to UCLA doctoral students who are in year one, two or three of their program at the time of application and have not yet advanced to candidacy. **Applicants must be U.S. citizens or permanent residents or registered California AB540 undocumented students.** In addition, applicants must have a cumulative 3.0 GPA at time of award and must be enrolled in 12 units throughout the term of award.

For more information on how to apply and how to prepare a strong proposal, please visit: [GRM UCLA website](#)

## Foreign Language and Area Studies (FLAS) Fellowship

The U.S. Department of Education Foreign Language and Area Studies (FLAS) Fellowships program provides academic-year and summer fellowships to support undergraduate and graduate students with training in modern foreign languages and related areas or international studies.

The purpose of the program is to enrich the nation's pool of area and international specialists. Applicants should be planning to use their training to teach, to serve in government or international agencies, or to engage in other work that advances American understanding of other countries.

Note that, starting AY 2020-2021 only the UCLA Center for Near Eastern Studies (Languages: Arabic, Armenian, Hebrew, Persian, Turkish) and the Center for Southeast Asian Studies (Languages: Indonesian, Filipino/Tagalog, Khmer, Thai, and Vietnamese) were awarded FLAS. Students can contact those centers for more information and to see if the funding for the languages they offer would be available.

To apply for a FLAS fellowship, **students must be U.S. citizens or permanent residents.** New and continuing graduate students in all disciplines may apply for academic-year and summer awards.

For more information, please visit: [FLAS Fellowship](#)

## Ben and Rue Pine Travel Award

Two to four awards of up to \$3,000 will be given to graduate students for research-related travel to Spain, Portugal, Latin America, or other appropriate locations, subject to the availability of funds. Applications are open to international students, and are due in late February. The Graduate Affairs Committee will review applications and make a final selection. Successful candidates must submit a written report of their research activities to the Director of Graduate Studies (DGS) and dissertation director within one month of travel and present the research results in a Department seminar/brown bag within one academic year after the travel has been completed.

For more information and the form to be completed, please visit: [Ben and Rue Pine Travel](#)

## Shirley Arora Graduate Mentorship Fellowship

The Shirley Arora Graduate Mentorship Fellowship is a one-year fellowship offered, on a competitive basis, to one doctoral student per year in Hispanic Languages and Literatures. The successful candidate must have demonstrated excellence in both teaching and research and must be planning to advance to candidacy by the end of the academic year in which the application is submitted.

### Eligibility

The fellowship is open to international students but is limited to Spanish and Portuguese graduate students who:

- 1) are currently in the second or third year in the Hispanic Languages and Literatures program;
- 2) have not held an academic-year fellowship since entering the program;
- 3) have not yet advanced to candidacy;
- 4) are in good academic standing.

**Note: Graduate students who have held a year-long fellowship since entering the program are not eligible to apply.**

**Expectations:** At the end of the academic year, the awardee is expected to submit a brief report of research activities undertaken. The awardee is also expected to advance to candidacy by the end of the fellowship year.

**Funding:** The recipient will receive a \$23,000 stipend plus standard tuition and fees for the academic year. This stipend will be disbursed in three quarterly installments.

### How to Apply

Applications should be submitted via email to [gtovar@humnet.ucla.edu](mailto:gtovar@humnet.ucla.edu) Required documents include:

- A cover letter that offers a clear plan for developing a coherent research agenda and preparing for the Ph.D. qualifying examination;
- Resume/CV;
- Recommendation letter\* from the advisor. The letter must address the specific mentoring activities proposed to advance the student's preparation for the qualifying exam and dissertation. *Recommenders should email their letter directly to [gtovar@humnet.ucla.edu](mailto:gtovar@humnet.ucla.edu)*

## Mellon Foundation Pre-dissertation Fellowships

These fellowships are intended to support graduate students from across the humanities to advance their research during one quarter of their pre-dissertation year (i.e., the year prior to the one in which they would hold a Dissertation-Year Fellowship [DYF]). These funds may be used to provide a stipend for one academic quarter or to support legitimate research and travel expenses. Fellowships will be for UP TO \$8,000. In normal circumstances, the quarter in question will fall during the regular academic year, since the intent of this program is to free students from the demands of working as a TA during a portion of the academic year preceding their dissertation year. Nevertheless, applications for summer support will be considered, though such applications should also include a note from the student's advisor or department chair, explaining (a) why support for a summer fellowship is preferable, and (b) what the student's support package will involve (TA-ship, RA-ship, fellowship, etc.) during the academic year.

Please consult with your department Student Affairs Officer (Gloria Tovar) on the process for being nominated for this fellowship. Both domestic and international students may receive these fellowships.

## Harry and Yvonne Lenart Graduate Travel Fellowships

These fellowships provide funds for travel and living expenses to conduct research in foreign countries. Awards typically range from \$2,000 to \$8,000 each, depending on the extent of the research proposed. Awards can cover a period of up to one year. These fellowships are meant for research only and are not to be used for activities such as enrolling in foreign institutions.

Application should include:

- 1) A CV
- 2) A description of no more than 2 pages of the student's proposed project, including: a budget breakdown specifying the length of time to be spent abroad; an explanation of the need to travel abroad; information about the archival holdings and locations to be consulted; evidence that the project can be carried out, such as supporting letters from archives abroad.
- 3) A letter of recommendation from the student's advisor or other suitable faculty member.

Please consult with your department Student Affairs Officer (Gloria Tovar) on the process for being nominated for this fellowship.

## Eugene V. Cota-Robles Fellowship

For entering doctoral students who are interested in a career in college or university teaching and research. Individuals from cultural, racial, linguistic, geographic and socioeconomic backgrounds that are currently underrepresented in graduate education are especially encouraged to participate in the program. The intent of this fellowship is to provide access to higher education for students who might otherwise find it difficult or impossible to successfully pursue graduate study.

**Award** Minimum of four years of funding from the Graduate Division and awardee's home department

Applicants must be nominated by their home department

**Eligibility** U.S. citizens, permanent residents, or undocumented students who qualify for nonresident supplemental tuition exemptions under AB 540

For more information, please visit: [Cota-Robles Fellowship](#)

## Dissertation Year Fellowship (DYF)

This program is intended to support doctoral students in completing their dissertations. Approximately 200 fellowships are awarded under this program yearly.

The program is open to UCLA doctoral students in all fields of study who:

- 1) Are officially advanced to doctoral candidacy at the time they are nominated by their departments (usually one month after the student deadline).
- 2) Will file their dissertations within 12 months of beginning their fellowships.
- 3) Are U.S. citizens, permanent residents, international or registered California AB540 students. For international students, funding is subject to fellowship eligibility in regards to visa type. For those under AB540, funding will be provided only if AB131 is still in effect for the duration of the fellowship.

In addition to the Graduate Division's DYF requirements and the student's qualifying exams materials, DYF applicants in the department of Spanish and Portuguese will have to submit completed portions (i.e. one chapter) of their dissertation. Faculty should provide in the letter of recommendation a statement commenting on the progress made by the student since the Qualifying Exams. The student should submit the chapter, which is different from the qualifying paper, to the recommenders and to the Graduate Affairs Committee when applying to the DYF.

### **Award**

Program participants will receive a \$20,000 stipend plus standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition).

For more information, please visit: [Dissertation Year Fellowship](#)

## Conference funding

The department provides travel awards up to \$800 per fiscal year (July 1- June 30) for graduate students to present papers, preferably related to the dissertation topic, at 1 or 2 academic conferences, subject to the availability of funds. Spanish and Portuguese students at the second stage of the program (Ph.D. level) have priority.

Note: Apply as soon as you have all the supporting documents, at least 45 days before the conference dates. You should not make any travel arrangements dependent on this funding until your application is approved by the Vice-Chair of Graduate Studies. If the conference is in the summer, apply as soon as you have all supporting documents in the Spring.

If student is a TA, a note from the teaching supervisor (i.e. Dr. Armando Guerrero's signature for language classes or the faculty supervising you as TA in lecture classes) confirming that the student has made arrangements to cover teaching responsibilities is required. In accordance with the Spanish and Portuguese TA Responsibilities stipulated at the moment of hiring, "all TAs must be present at the scheduled time and place to proctor exams."

For more information and forms, click here: [Requirements and Form](#)

## UCLA Doctoral Student Travel Grants for Conferences, Professional Development and Off-Campus Research (DTG)

\$1,000 (\$100 minimum for each reimbursement request) for eligible UCLA doctoral students to present their work and network at conferences in their field, to support travel associated with off-campus research and to enable students to take advantage of off-campus professional development opportunities.

Each eligible new and continuing UCLA doctoral student will be provided up to \$1,000 total reimbursement that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activities meet the eligibility requirements.

For more information for eligibility and submission procedures, please [visit this link](#)

## Post-doctoral Fellowships

### President's Postdoctoral Fellowship Program

The current program offers postdoctoral research fellowships and faculty mentoring to outstanding scholars in all fields whose research, teaching, and service will contribute to diversity and equal opportunity at the University of California.

The contributions to diversity may include public service towards increasing equitable access in fields where women and minorities are underrepresented. In some fields, the contributions may include research focusing on underserved populations or understanding inequalities related to race, gender, disability or LGBT.

**Award:** The award includes a salary starting at approximately \$50,760 depending on field and experience, benefits including health insurance and paid vacation/sick leave, and up to \$5,000 for research-related and program travel expenses.

Each award is for a minimum of 12-months and may be renewable for an additional term upon demonstration of academic/research productivity.

For more information click here: [President's postdoctoral fellowship](#)

### Chancellor's Postdoctoral Fellowship Program

The Chancellor's Postdoctoral Fellowship Program (CPFP) offers postdoctoral research fellowships and faculty mentoring to outstanding scholars whose research, teaching, and service will contribute to diversity and equal opportunity at the University of California.

UCLA awards CPFP fellowships each year. The program is administered in parallel with the UC President's Postdoctoral Fellowship Program (PPFP). To be considered for a CPFP fellowship, all interested candidates MUST first apply to PPFP; applicants who identified potential mentors at UCLA and received a top-tier rating from PPFP reviewers will be considered for the CPFP.

CPFP Fellows receive the same benefits, mentoring, and terms of appointment as the President's Postdoctoral Fellows, including eligibility for the hiring incentive for tenure-track faculty appointments.

**Award:** Starting salaries begin at approximately \$50,760, depending on the field of study and level of experience, plus benefits and up to \$5,000 for research-related and program travel expenses. Each award is for 12 months and may be renewable for an additional term upon demonstration of academic productivity.

For more information click here: [Chancellor's Postdoctoral fellowship](#)

## UCLA Spanish and Portuguese Faculty Fellows Program

The Faculty Fellows program is designed to provide new Department of Spanish & Portuguese PhD graduates with appointments that offer mentored training and experience to design and conduct instructional courses and research. This program also provides high-quality teaching of undergraduate courses to help accommodate areas of high demand or to expand/enhance the Department's course offerings. The number of Assistant Adjunct Professors to be awarded each year in the Faculty Fellows Program will depend on available funding.

The goals of the Faculty Fellows Program are:

- to provide a small number of new Department of Spanish & Portuguese PhD graduates with appointments that offer mentored training and experience to design and conduct instructional courses and research;
- to provide high-quality teaching of undergraduate courses to help accommodate areas of high demand, expand, and/or enhance our course offerings.

Faculty Fellows (official payroll title: Assistant Adjunct Professor) must be recent PhDs who demonstrate promise of excellence in both research and teaching, as well as a commitment to fostering diversity.

For more information, please contact the Graduate Student Affairs Officer. The application is normally available between January-March.

## Other Scholarships

Can be found in the following links:

[Hispanic Association of Colleges and Universities](#)

[UCLA scholarships and grants](#)

[Graduate Division Fellowships](#)

For Mexican nationals:

[CONACYT becas al extranjero](#)

# Tax information

Graduate fellowships are considered taxable income by the Internal Revenue Service (IRS) and California Franchise Tax Board (FTB), although a portion of fellowship income may be excludable from your gross income. Fellowship payments, such as fees, nonresident tuition, and stipend awards, which are given to you through the Graduate Student Support Office and which are not wage payments for your services are considered “true scholarship.” Within the category of fellowship support, your income can be divided into two distinct groups: “qualified scholarship”, which is excludable, and nonexcludable stipend. Your fee awards, nonresident-tuition awards, and teaching-assistant/ research-assistant fee remissions are considered “qualified scholarship” and are not subject to tax. Salary you receive for your services, such as teaching-assistant/research-assistant paychecks, are not included in the category “true scholarship” and cannot be excluded.

International students and nonresidents of the United States who receive stipend payments must access the online Glacier tax compliance system in order to determine tax status. Nonresidents receiving fellowship payments are required to submit the [GLACIER Tax Summary Report](#) and supplemental information to [Payroll Services](#) for processing.

Most tax statements are mailed by January 31 of each year to University employees, students, vendors, and annuitants. Each form is used by the recipient to file Federal and State income tax returns as required by Federal and State law.

Tax return forms are available from the following websites:

- Internal Revenue Service at [www.irs.gov](http://www.irs.gov) for Federal filing
- California Franchise Tax Board [www.ftb.ca.gov/](http://www.ftb.ca.gov/) for State filing

For further information, please visit UCLA Grad Division’s tax information [website](#).

# Certificate Programs

Much exciting work at UCLA happens in interdisciplinary spaces, through specialized centers and programs. Several of these offer interdisciplinary programs that can enhance your research and offer additional credentials.

## Gender Studies Concentration

(Open to all students (Master's and PhD) at UCLA)

The UCLA Department of Gender Studies offers a Concentration Certificate in Gender Studies to allow graduate students enrolled in UCLA departments, programs and professional schools to acquire expertise and a credential in Gender Studies. The requirements for the Gender Studies Concentration are in addition to requirements in the primary department or school, and should be completed before advancing to candidacy. Upon completion of the requirements, a Certificate is issued by the Department of Gender Studies.

### Coursework

Four courses (16 units) as follows:

A minimum of **two** Gender Studies core courses (8 units) selected from:

GS 201, GS 202, GS 203, GS 204

Two additional courses (8 units), choosing from the GS core courses listed above, GS 205 Subfields in Gender Studies (elective), or electives offered in other departments that relate to gender studies, subject to departmental approval. Samples of Gender Studies and outside electives can be reviewed [here](#).

### Enroll

Click [here](#) to access the registration form and send by email to the Graduate Coordinator, Jenna Miller-Von Ah.

For more information, please visit [Gender studies concentration](#)

# Urban Humanities Initiative

(Open to all students (Master's and PhD) at UCLA)

The Urban Humanities offers an innovative cross-disciplinary curriculum that bridges design, urban studies, and the humanities, leading to a Graduate Certificate in Urban Humanities to complement your primary degree program. Students explore research methodologies for critical urban analysis and representational techniques that foreground new forms and models of inquiry for imagining the city.

The Initiative begins with a required 4-unit Urban Humanities seminar in the Fall, followed by four research methods workshops during the Winter and Spring, and culminates with a Capstone research project under the direction of an Urban Humanities Associate Professor.

## **Admission requirements:**

- Statement of interest in the Urban Humanities Graduate Certificate (300-600 words)
- A resume or curriculum vitae
- A digital copy of academic transcripts for all postsecondary schools attended (unofficial transcript is sufficient)

[Simple application form, available for download here.](#)

## **Coursework**

Fall: Urban Humanities Seminar A: Critical Spatial Practice (4 units)

Winter & Spring: Four Research Methods Workshops (4 units)

Spring: A research-based Capstone Project (4 units)

Two 4-unit elective courses from the pre-approved list of courses related to urbanism

For additional information, please visit the [Urban Humanities Initiative website](#)

# Experimental Critical Theory Program

(Open to all students (Master's and PhD) at UCLA)

The UCLA Program in Experimental Critical Theory is meant to galvanize, coordinate, and expand research and teaching in critical theory across departments and disciplines at UCLA. The Program also sponsors the annual ECT Colloquium, which meets twice a quarter, and various lectures and conferences.

The rubric “Experimental Critical Theory” is meant to emphasize three correlated imperatives: “Theorize,” “Criticize,” and “Experiment.” The fundamental project of “theory” is to articulate models of analysis, interpretation, and conceptualization that express the general conditions of particular objects, relationships, or situations. Theory describes the systems and structures of knowledge, power, symbolic representation, and material exchange that operate within a wide range of social, political, and cultural fields.

## **Contact**

[ECT Humanities](#)

[uclacomplit@humnet.ucla.edu](mailto:uclacomplit@humnet.ucla.edu)

(310) 825-7650

# Program in Digital Humanities

(Open to all graduate students at UCLA)

The graduate certificate in Digital Humanities prepares students to work in a new environment of scholarly research by providing them with knowledge about the tools, methods, and theoretical issues central to the emerging field of digital humanities. These include text analysis, data mining, visualization, modeling and simulation, geo-spatial and mapping, multimedia storytelling, information design, network analysis, interface design.

The certificate emphasizes principles and concepts that will transfer across software programs and platforms, with the conviction that digital technologies will continue to emerge, but that certain intellectual, technical, and research design principles will remain central to this rapidly changing field. Applications are accepted all year. Apply [here](#)

## Requirements

- DH 201: Core Seminar in Digital Humanities (usually offered during the Fall quarter).
- DH 299: Graduate Capstone Seminar (usually offered during the Spring quarter).
- Three graduate-level electives, selected from a list of approved courses. (Two of these three can overlap with the requirements for your department.)
- Creation and juried review of a Digital Research Portfolio.

## Contact

Contact by scheduling a meeting or checking out the [frequently asked questions](#).

Ashley Sanders Garcia, Ph.D  
Digital Humanities Program Vice Chair  
[asandersgarcia@ucla.edu](mailto:asandersgarcia@ucla.edu)

# American Indian Studies Certificate

(Open to all students (Master's and PhD) at UCLA)

The UCLA Interdepartmental Program of American Indian Studies offers a Concentration Certificate in American Indian Studies to allow graduate students enrolled in UCLA departments, programs and professional schools to acquire expertise and a credential in American Indian Studies. The requirements for the American Indian Studies Concentration are in addition to requirements in the primary department or school, and should be completed before advancing to candidacy. Upon completion of the requirements, a Certificate is issued by the Department of American Indian Studies.

## Coursework

Coursework is composed of four courses (16 units) as follows:

- A minimum of two AIS core courses (8 units) selected from American Indian Studies 201-208 series
- Two additional courses (8 units), either from the AIS core course list above, or non-American Indian Studies electives, subject to departmental approval.

For more information, please visit [American Indian Studies](#)

# Graduate Certificate in Writing Pedagogy

(Open to all graduate students at UCLA)

The Graduate Certificate in Writing Pedagogy addresses the need of UCLA graduate students for more specialized training in undergraduate teaching and professional development. The certificate provides opportunities for graduate students in all fields of study to enhance their teaching abilities, their theoretical knowledge of language and composition pedagogies, and their job market potential.

[Requirements and Application](#)

If you have not taught with Writing Programs before, we recommend that you contact us at [wpgradcert@ucla.edu](mailto:wpgradcert@ucla.edu) before applying.

For more information, please visit [Graduate Certificate in Writing Pedagogy](#)

# Graduate Certificate in Early Modern Studies

(Open to all graduate students at UCLA)

This interdisciplinary certificate is administered by the UCLA Center for 17th- & 18th-Century Studies and the Department of Spanish & Portuguese.

## **Certificate Requirements**

Successful completion (3.0 GPA or above) of four 200-level graduate seminars on interdisciplinary early modern topics, pre-approved by the Certificate Core Committee. View our 2020–21 list of approved seminars [2020–21 list of approved seminars](#).

One 25-page paper on an early modern topic of interdisciplinary breadth. The Center for 17th- & 18th-Century Studies awards competitive summer mentorships to participating Certificate program students for the completion of this requirement, based on the strength of their proposed projects. Both the proposed research topic and the completed paper are subject to approval by the Certificate Core Committee. Learn more about the [summer mentorship guidelines](#).

Attendance at and brief responses to at least three affiliated lectures held at UCLA or the Clark Library, located off-campus in the historic West Adams District.

For more information, please visit: [Graduate Certificate in Early Modern Studies](#)

## Lamar Program (Center for Medieval and Renaissance Studies)

The Center for Medieval and Renaissance Studies (CMRS) at UCLA serves as the locus for the cooperation and scholarly exchanges across disciplines. The CMRS sponsors renowned visiting scholars (for periods of two weeks or longer), lectures, workshops, conferences, and research projects in all areas of medieval history and culture. The CMRS also provides graduate students with fellowships and research assistantships on a competitive basis. Additionally, the History Medieval program participates in the LAMAR (late Antiquity, medieval and Renaissance) initiative. The LAMAR program offers an interdisciplinary graduate seminar every year and summer funding and fellowships to medieval graduate students.

The maximum amount of the LAMAR summer fellowship is \$5000. Applications from LAMAR participants who have not previously benefited from a LAMAR summer fellowship are particularly encouraged.

Eligibility: The award is open to UCLA graduate students who:

- Were enrolled in and received a passing grade in a LAMAR/CMRS Methodology Seminar or a LAMAR/CMRS Research Seminar in the last two academic years (2019-2020, 2018-19).
- Are working in the area(s) of late antique, Byzantine, medieval, Renaissance, or early modern (before 1675) studies.

For more information, please visit: [LAMAR Program](#)

# Certificate in Advanced Quantitative Methodology in Educational Research

(Open to all graduate students at UCLA)

Through focused quantitative coursework, along with participation in relevant seminars and talks, AQM certificate fellows pursue the in-depth study and applications of statistics, measurement, or research design.

For more information please visit: [Certificate in Advanced Quantitative Methodology in Educational Research](#)

# Resource Centers and Campus Services

## Academic Resources

### Career Center

The Career Center assists graduate students in preparing for their careers by offering appointments, workshops, networking events, and other services designed specifically for advanced-degree students. For more information, please visit the Career Center's [graduate website](#).

Other popular resources offered by the Career Center are [HANDSHAKE](#), [Occupational Outlook Handbook](#), [Imagine PhD](#), [Career Preparation toolkit](#), and [University LinkedIn](#).

### Graduate Student Resource Center (GSRC)

The Graduate Student Resource Center works to understand graduate and professional student needs, to connect graduate and professional students to resources and services, and to advocate for their well-being and success. They offer services such as free printing and graduate student advocacy, and also house the Graduate Writing Center. For more information, please visit the GSRC [website](#). You can also email [gsrc@saonet.ucla.edu](mailto:gsrc@saonet.ucla.edu) for general questions or contact the Assistant Director, Sarah Valdovinos ([svaldovinos@saonet.ucla.edu](mailto:svaldovinos@saonet.ucla.edu)), for questions about student services, challenges, or support.

### Graduate Writing Center (GWC)

The Graduate Writing Center offers free appointments with writing consultants, workshops, and a variety of online resources to all UCLA graduate and professional school students. During COVID-19 social distancing, all GWC appointments, workshops, writing groups, and other programs will be online. For more information or to make an appointment, please visit the Graduate Writing Center [website](#).

### Graduate Student Association (GSA)

GSA is the official graduate student government at UCLA. They are a student-run and student-elected organization that advocates on behalf of students and creates programs that enhance student experience at UCLA. GSA also hosts socials, movie screenings, and other events that brighten up the UCLA graduate student experience. For more information, please visit GSA's [website](#).

### Dashew Center for International Students and Scholars

The Dashew Center serves UCLA's international students and scholars at UCLA. They are the central hub for resources, support and advocacy for the international community. The purpose

of Dashew Center programming is to provide an opportunity for students, scholars, faculty, staff and community members to facilitate their cross-cultural learning, cultural adjustment, and language improvement, all while building friendships with people from across the globe. For more information, please visit the Dashew Center's [website](#), visit their [events page](#), or email [intlprograms@saonet.ucla.edu](mailto:intlprograms@saonet.ucla.edu).

## Graduate Division Fellowships Office

1228 Murphy Hall

The Graduate Division Fellowships Office administers fellowship applications, award processing, and other financial processes and transactions. *Fellowship Services* can help with university and extramural fellowship, Graduate and Postdoctoral Education Support (GRAPES), and fellowship directories. *Financial Services* can help with Academic Apprentice Personnel Requirements and Fee Remissions, [Graduate Work-Study](#) Program, Fellowship Contracts (Offer of Graduate Student Support), Fellowship Payments, Tuition, Nonresident Supplemental Tuition and Stipends, TA Advance Loans, and TA/GSR Fee Deferral.

To learn more about Graduate Division financial support, please visit Graduate Division's finances [website](#) or search for funding opportunities [here](#).

## LGBTQ Campus Resource Center

The UCLA LGBTQ Campus Resource Center provides a range of education and advocacy services supporting intersectional identity development as well as fostering unity, wellness, and an open, safe, and inclusive environment for UCLA's LGBTQ community. The LGBTQ CRC affirms folks of all sexual and gender identities and serves the entire UCLA community – undergraduate students, graduate students, faculty, staff, and alumni.

For more information, follow the LGBTQ CRC via [this listerv](#), or visit their [website](#), [Instagram](#), and [Facebook](#) (@uclalgbtq).

## Ombuds Services (Mediation and Dispute Resolution Services)

The Office of Ombuds Services assists members of the UCLA community with conflict resolution, disputes, or complaints on an informal basis. The office is independent, neutral, and confidential. The Ombudspersons facilitate communication and assist parties in reaching their own mutually acceptable agreements when conflicts arise. The Ombudspersons can collect information about complaints, clarify issues, expedite processes or, when appropriate, initiate mediation. The response of the office considers the consent of the visitor and is tailored to fit the dynamics of the situation. For more information, please visit the Ombuds services [website](#).

### **Location & Hours**

Strathmore Building

501 Westwood Plaza

Suite 105

Phone: 310 / 825-7627

8 am–5pm, Monday–Friday or by appointment

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy.

### **Campus Human Resources, Staff Diversity and AA/EEO Compliance Office**

Email: [StaffDiversity@chr.ucla.edu](mailto:StaffDiversity@chr.ucla.edu) | Phone: (310) 794-0691 | Fax: (310) 794-2800

For more information about how to file a complaint, please contact the [Complaint Resolution Officers](#)

# Student Health

## Ashe Center

The Arthur Ashe Student Health and Wellness Center (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. For general information about the Ashe Center, please visit For more information, please visit the Ashe Center's [website](#). To see information on the Ashe Center's response to COVID-19, please visit [here](#).

- Ashe Student Health & Wellness Center (24hr Nurse Line) *Available After Hours: 310-825-4073 (Option 2)*
- COVID Hotline *Available After Hours: 310-206-6217*

## CAPS

Counseling and Psychological Services (CAPS) supports students' mental health needs as they pursue their academic goals. Their services are designed to foster the development of healthy well-being necessary for success in a complex global environment. They offer a variety of services including crisis counseling, emergency intervention, individual counseling and psychotherapy, group therapy, psychiatric evaluation and treatment, psychoeducational programs and workshops for students, staff and faculty, and campus mental health and wellness promotion.

24/7 crisis support is always available by phone at 310-825-0768

For more information, please visit the CAPS [website](#). For information about beginning treatment, please visit [here](#).

## UCSHIP

UCSHIP is a systemwide plan providing enhanced health benefits to all enrolled students. All registered students are automatically enrolled in UCSHIP, but if you have comparable insurance and you do not want to keep UCSHIP as dual coverage, you must submit a request to waive enrollment by the specified deadline. Before seeking medical or mental health treatment anywhere outside of the Ashe Center or CAPS (e.g. out of state/out of country) you must receive a referral.

For fees and eligibility, click [HERE](#)

Download your UC SHIP ID card on your phone, click [HERE](#)

Undergraduate, graduate and professional students who are enrolled in UC SHIP have the option to enroll eligible dependents in a voluntary insurance plan. The plan provides Anthem Blue Cross PPO medical insurance with the option to purchase Delta Dental and Vision benefits. For more information, please visit [here](#). For the summaries of medical benefits and pharmacy benefits for dependents, click [here](#). For additional information, please contact AHP at 855-428-0727.

Dependents are required to provide proof of dependent status; the following documents will be accepted:

- For spouse, a marriage certificate
- For same sex domestic partner, a declaration of independent partnership issued by the state of California
- For a natural child under the age of 26, a birth certificate showing the student is the parent of the child

## CAE

The UCLA Center for Accessible Education (CAE) is responsible for the administration of UCLA's commitment to ensuring access and participation for all students with qualifying disabilities or medical conditions. The CAE facilitates academic accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), and the ADA Amendments Act of 2008 (ADAAA). The ADA stipulates that postsecondary institutions are responsible for providing necessary accommodations when a student discloses a disability. For more information about seeking accommodations for you or accommodating your students, please visit CAE's [website](#).

## COVID-19 Information

Students are encouraged to regularly visit UCLA's [website for COVID-19 resources](#) to check for university updates regarding COVID-19.

### **COVID-19 Hotline (310) 206-6217**

If you are experiencing symptoms consistent with COVID-19 or have had close contact with someone who was diagnosed with the virus, call the COVID-19 Hotline at (310) 206-6217 to speak with an Ashe Center clinical provider.

The Ashe Center clinical provider will help you determine the need for testing, treatment, quarantine, and/or isolation. Please self-isolate until after you have spoken with someone from The Ashe Center.

**The Ashe Center COVID-19 Hotline is available seven days a week, including weekends (except holidays). We will return your call within (1) hour between 8am-4:30pm. Messages left after 4:30pm will be returned by 9am the next day.**

When Calling the COVID-19 Hotline:

- Please speak loud and clearly, and be sure to include your full name, UID number, and a callback number where we can reach you.
- A member of our staff will call you back as soon as possible to collect information about your symptoms, such as duration of symptoms and temperature.
- Please try to be near your phone and ready to respond.

Note: We can only provide general information to parents and families. Students with COVID-19 concerns must call directly to discuss their protected health information.

Hours

Mon - Thurs:	8am - 4:30pm
Fri:	9am - 4:30pm
Weekends:	8am - 4:30pm

## Graduate Student Organizations

### Mester

*Mester* is the journal of the graduate students of the Department of Spanish and Portuguese at the University of California, Los Angeles.

We are dedicated to publishing work that reflects the highest level of scholarship while pushing the limits of accepted views and convenient categories. Since 1970 we have built a reputation as one of the best student-run journals in North America, publishing articles by established scholars alongside the best work of graduate students. We publish critical articles, interviews and book reviews in the fields of Spanish, Portuguese, Spanish American, Brazilian and Latino/a literature and linguistics. *Mester* also welcomes articles in Comparative Literature, Critical Theory and Cultural Studies. Submissions may be written in Spanish, Portuguese or English.

The journal is now published annually, and it is indexed in the MLA International Bibliography of Books and Articles on the Modern Languages and Literatures. For more information, please visit our [website](#), visit *Mester* on [Facebook](#), or email [mester@ucla.edu](mailto:mester@ucla.edu).

## Párrafo

[Párrafo](#) is a literary, artistic, and cultural magazine produced by the students of the Department of Spanish and Portuguese at UCLA. Their most recent publications are [The On Screen Issue](#) (2019), [The Animal Issue](#) (2016) [The Horny Issue](#) (2015) and [The Los Angeles Issue](#) (2014). Their forthcoming edition is titled *On Screen Issue*. If you are interested in publishing your work in the forthcoming edition of Párrafo or on our blog: [Párrafo 451](#), please send collaborations to [parrafomagazine@gmail.com](mailto:parrafomagazine@gmail.com).

They accept a maximum of three original images per person (photographs, reproductions of art, engravings, etc.). For the print edition of Párrafo they require non-compressed images of at least 2,000 pixels with a minimum resolution of 300. They also publish stories, poems, literary reports, and non-academic essays, all with a maximum length of two double spaced pages in English, Spanish, or Portuguese.

For more information, please visit Párrafo on [Facebook](#), Twitter ([@ParrafoMagazine](#)), and Instagram ([@ParrafoMagazine](#)) or email [parrafomagazine@gmail.com](mailto:parrafomagazine@gmail.com).

## 1st Gen Latinx

1st Gen Latinx advocates for the building of a community and network among first generation Latinx undergraduate and graduate students through bilingual informational programming and social events that creates a system of support for their academic and professional careers. Although our workshops cater towards members of the first-gen student and latinx demographic they welcome all students that feel lost in the U.S. university system.

First-generation student: a student whose parents/guardians have not received a four year degree from a U.S. university

For more information, please email [1stgenlatinucla@gmail.com](mailto:1stgenlatinucla@gmail.com), or visit 1st Gen Latinx on Facebook ([1st Gen Latinx – UCLA](#)) and Instagram (@1stgenlatinx).

## Hebrew Aljamiado Research Group

This research group transcribes texts written in Hebrew Aljamiado into Romance languages. They also study the most important aspects of each work. They have developed a transcription system, and are preparing a joint publication on the findings of their research.

“Aljamiado” is the word used to describe texts in an Ibero-Romance language written using either the Arabic or Hebrew writing systems. During the Middle Ages, Jews in the Iberian Peninsula spoke Romance languages, but sometimes turned to the Hebrew alef-bet when it came to writing that language. Hebrew Aljamiado is much more than a writing system: it is a material testimony to the complex reality lived by the Jewish community, both in the Iberian Peninsula and in the Sephardic diaspora — after the expulsion of the Jews from Castile in 1492. This writing system is not only relevant to people who study “old things,” it is still very much alive and kicking, the manifestation of a culture that has survived to this day. Post-expulsion, Sephardic Jews continued using the Hebrew alef-bet to write and read in Judeo-Spanish.

For more information, visit their [website](#).

## Diversifying the Classics

The UCLA working group ***Diversifying the Classics*** brings together academics, playwrights, translators, directors, and actors to translate and promote Hispanic classical theater, under the direction of Professor Barbara Fuchs. Since January 2014, the group has translated one play a year, with additional plays translated by individual members of the workshop. All translations are available for download [here](#) and in print from Juan de la Cuesta. They welcome the use of their translations in performance and have published a bilingual anthology of monologues for actors: *90 Monologues from Classical Spanish Theater*.

In addition to translating, the group collaborates with the UCLA Theater Department and companies in Los Angeles and beyond on dramaturgy, with theater educators on developing curriculum for the plays, and with various local and international partners on the biennial LA ESCENA festival of Hispanic classical theater.

Graduate student participants develop significant experience in public humanities, including liaising with a variety of cultural institutions; writing grant applications, blog posts, and a range of materials related to the plays; planning festivals and other events; and presenting our work to a wide variety of audiences.

They have undertaken translations with the primary goals of making the plays easy to perform in English. They have attempted to make the language fluent to read and texts easy to adapt. To this end, they have chosen to translate every line of each play; to translate from verse into prose (with occasional exceptions); to include brief but vital footnotes; and to offer the original Spanish texts. Each play's introduction offers plot summaries, key themes, performance histories, and additional information on editions consulted and other particulars. They hope that these efforts assist theater practitioners to read, adapt, stage, and direct these plays for modern audiences.

For more information, please visit <http://diversifyingtheclassics.humanities.ucla.edu/home-2-2-2/home-2-2/>

## Graduate Outreach and Advising Link

Graduate Outreach Advising Link (GOAL) is a resource for undergraduate students pursuing majors and minors in the Department of Spanish and Portuguese. GOAL is intended to offer motivation and support for undergraduates as they complete their BAs, including assistance in applying for scholarships and fellowships, seeking research opportunities, and preparing for graduate and professional degree programs. Participants will be paired with a graduate student mentor from the Department of Spanish and Portuguese who will offer one-on-one support. These mentor positions offer a small stipend.

If you are interested in the GOAL program, please contact [ucla.goal@gmail.com](mailto:ucla.goal@gmail.com)

## SPGSA

The Spanish & Portuguese Graduate Student Association (SPGSA) acts as a bridge between graduate students, our faculty colleagues, and the wider UCLA community.

### **Board Members 2020-2021**

#### **President**

Esther Claudio    estherclaudio@g.ucla.edu

#### **Vice-President**

Isabel Benvenuti    isabelben@g.ucla.edu

#### **Secretary**

Adelmar Ramirez    aaramirezm@ucla.edu

#### **Humanities Council Representative**

Gaby Barrios    gabybarrios6@g.ucla.edu

#### **TA Representative**

Julia González Calderón    juliagon@ucla.edu

#### **Motus Sodalis**

Paula Thomas    paulaathomas@ucla.edu

Julian Espinal    jespinal@ucla.edu

#### **Undergraduate Liaisons**

Eduardo Díaz    vloski@ucla.edu

Angelica Waner    awaner@ucla.edu

# Housing

## UCLA Housing

Single graduate students and students with families may apply to live in University Apartments. UCLA offers a variety of accommodations both in Westwood, the area adjacent to campus and in the Palms/Mar Vista area, which is about 5 miles south of campus. The links below provide more information about UCLA's housing program.

### **Housing is NOT guaranteed for everyone**

For more information, please visit [UCLA Housing](#)

## Student Family Housing

University Village provides student community living for married students, domestic partners, and single parents. These complexes are located approximately 5 miles south of campus in the Palms/Mar Vista area. Units consist of unfurnished one, two and three bedrooms.

A shuttle service operates around these units to help residents commute to campus.

The on-site rental office for this building is:

University Apartments South (UAS) Administration Office  
3200 Sawtelle Blvd.  
Los Angeles, CA 90066  
(310) 398-4692

For more information please visit: [UCLA Housing](#)

## University Cooperative Housing Association

The University Cooperative Housing Association (UCHA) provides reasonably priced housing to qualified students, visiting scholars and faculty of UCLA and other nearby educational institutions. The student co-op is located just two blocks from campus (within walking distance).

For more information, please visit <http://www.uchaonline.com/>

## Living outside of university housing

If you decide to live outside of campus, take into consideration the distance you are going to travel to the University. Some web pages and apps that can help you decide where you want to live are:

<https://www.westsiderentals.com/>

<https://ucla.uloop.com/housing/>

<https://losangeles.craigslist.org/>

<https://www.facebook.com/groups/1414484008814397/>

<https://www.roomsurf.com/ucla-roommates>

<https://www.zillow.com/>

Beginning in the 2020-2021 academic year, all registered graduate students are eligible to receive a transportation pass through the [Bruin Grad Pass](#) program. This program allows unlimited, fare-free rides on Los Angeles Metro bus and rail lines, Santa Monica Big Blue Bus, and Culver CityBus during the academic year. Commuting students may also use the pass for one commuter line that serves campus.