



Department of  
**Spanish & Portuguese**

Graduate Student Handbook

**For Cohorts Admitted after Fall 2021**

**August 1, 2021**

*Updated September 2023*

## Welcome To Our Department!

Welcome to the UCLA Department of Spanish and Portuguese. This *Handbook* was created **for new and returning graduate students admitted after fall 2021**. This handbook is a summary of the major policies and information relative to 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 Affairs 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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## **Staff contact information and responsibilities:**

### **Kristina Magpayo Nyden**

Chief Administration Officer

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

310-825-4366 | Rolfe Hall 5305/Campbell Hall 3125C

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

### **Henry Hernandez**

Operations Manager

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

310-206-5451 | Rolfe Hall 5306

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

### **Danielle Goldsmith**

Academic Personnel Officer

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

310-794-3401 | Rolfe Hall 5308

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

### **Noelle Harris**

Front Office Coordinator

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

310-825-1036 | Rolfe Hall 5310

*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

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

310-825-1430 | Rolfe Hall 5304

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

### **Virginia Cortez-Carmona**

Undergraduate Student Affairs Officer

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

310-825-8289 | Rolfe Hall 5314

*Undergraduate enrollment, undergraduate advising*

### **Kevin Melendez**

Department Technology Analyst

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

310-206-3211 | Rolfe Hall 3310

*Computing & technology support.*

### **Director of Graduate Studies (2023-2024)**

#### **Professor Jorge Marturano**

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

310-794-5693 | Rolfe Hall 5321

*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.

The Department offers the Doctor of Philosophy Degree (Ph.D.) in Hispanic Languages and Literatures. Please note that the Master of Arts (M.A.) degree in Spanish and the Master of Arts (M.A.) degree in Portuguese is offered *en route* after completion of eleven graduate courses, a capstone or thesis plan, and demonstrated proficiency in Spanish and Portuguese, by the end of the sixth quarter of the Ph.D 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](#), [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 Ph.D.

Students who hold an M.A. degree in Spanish or Portuguese from another institution may petition to count courses toward their Ph.D. degree at UCLA. A maximum of six (6) 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 six (6) graduate courses can be transferred for credit toward the Ph.D. program requirements.

## Advising

During the first and second years of doctoral study, students in the Ph.D. program are advised by the Director of Graduate Studies. During this first stage of the graduate program, the student's choice of concentration is provisional. The Director of Graduate Studies assists students in developing a study program and conducts a regular review of the student's progress.

During the third year of doctoral study students choose an adviser, who becomes chair of the doctoral committee and director of the dissertation. Based on the selection of the dissertation topic or area, and in consultation with the adviser, students choose three other committee members, at least one from among the department faculty, whose interests and fields of expertise support research in the proposed area of the dissertation. These four faculty members constitute the advisory committee. It is the student's responsibility to meet with the advisory committee as early as possible during the third year, to determine a program of course work and directed research that leads to the doctoral qualifying examinations. This meeting must take place by the end of Spring Quarter of the third year. Until the departmental advisory committee is formed, students are advised by the Director of Graduate Studies.

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



# Ph.D. in Hispanic Languages and Literatures

The Department of Spanish and Portuguese offers the Doctor of Philosophy (Ph.D.) degree in Hispanic Languages and Literatures. The Master of Arts (M.A.) degree in Spanish and the Master of Arts (M.A.) degree in Portuguese is offered en route after completion of eleven graduate courses and a capstone or thesis plan, and demonstrated proficiency in Spanish and Portuguese, by the end of the sixth quarter of the Ph.D. program.

There are three major areas/tracks of study within the department:

## 1) Latin American and Iberian Literature and Culture

## 2) Afro-Luso-Brazilian Literature, Creative Writing and Visual Culture

## 3) Spanish and Portuguese Linguistics.

## Course Requirements

After the B.A., a minimum of 16 graduate courses is required, including directed research as appropriate. In addition, Spanish 495 (4 units), and Proseminar I and II (2 units each), all offered in the department, are required and may not replace the graduate courses. In the first year of the Ph.D. program, students take Proseminar I and regularly scheduled graduate courses (200-series). In the second year students take Spanish 495 and may take a combination of regularly scheduled graduate courses and directed research (596) courses. In the third year, students take Proseminar II and continue taking regularly scheduled graduate courses and directed research to complete the program requirements.

**For the track in the Latin American and Iberian Literature and Culture:** of the 16 graduate courses, one must be a theory course. Within the department, two courses must be pre-1700s, two courses must be post-1700s, and three courses must be outside the main field of expertise (i.e., Latin Americanists take courses on Iberian and vice-versa). A total of three courses (the theory course may be one of them) may be taken in other departments with the approval of the Adviser. A maximum of two courses (8 units) of directed research is permitted.

**For the track in Afro-Luso-Brazilian Literature, Creative Writing and Visual Culture:** of the 16 graduate courses, one must be a theory course, one course must be pre-1900s, one course must be creative writing and/or translation studies, and one course must be on visual culture. A total of six courses (24 units) may be taken in other departments and/or as directed research (596).

**For the track in Spanish and Portuguese Linguistics:** of the 16 graduate courses, one must be phonology, one must be syntax, one must be historical linguistics, and one must be in literature. A total of four (16 units) may be taken in other departments. A maximum of four courses (16 units) of direct research (596) is permitted.

Students who hold an M.A. degree in Spanish or Portuguese from another university may petition for up to six graduate courses to count toward the Ph.D. degree.

## Foreign Language Requirement

In addition to proficiency in Spanish and Portuguese, students must have a reading knowledge of one other foreign language, to be chosen with the approval of their advisor. Students fulfill this requirement by (1) passing the University reading examination in the language; (2) successful completion of a University course of at least level 3; or (3) successful completion of two upper division literature courses in the foreign language. Students must fulfill the requirement no later than the eight quarter of graduate study.

- **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](#)

## Comprehensive Examination (a.k.a. Capstone Plan)

The examination for the first stage of the program consists of submission of two revised papers written for courses taken during the first five quarters and an oral examination on course work and seminar papers completed while in our graduate program. With the assistance of the SAO and the Director of Graduate Studies, by the end of the 4th quarter of the program, students must demonstrate that they are on track to complete the course work (11 required courses) and the Spanish and Portuguese language requirement for this first stage of the program. Additionally, by the end of the 4th quarter, students must nominate an ad hoc review committee of three faculty members from the department: the Director of Graduate Studies, the faculty member who will serve as the student's adviser, and a third faculty member. These requirements must be completed by the 5th quarter of the program for a student to maintain satisfactory degree progress.

In consultation with the ad hoc review committee, students are required to submit two of their strongest seminar papers, 20-25 pages each (with revisions). For literature students, one paper must be written in English and one in Spanish or Portuguese. Students must submit the papers to the ad hoc review committee during their 6th quarter in the program and at least two weeks in advance of the oral exam.

The oral exam is two hours in length and consists of a review of the papers submitted and questions addressed to the student. Questions are aimed at reviewing and synthesizing what the student has learned in graduate seminars, focusing on methodology and research questions, as expressed in their papers.

The outcome of the exams and ensuing recommendation is made by the ad hoc committee as follows: (1) Pass with permission to continue in the Ph.D., (2) Pass with reservations and specific recommendations for improvement, or (3) Fail without permission to continue in the Ph.D. program.

The examinations for the first stage of the program are administered only in spring quarter (6th quarter).

# 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.

## Directed Individual Research (Independent Studies)

Students can complete directed individual research, or independent studies (Spanish or Portuguese 596), 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.

## Qualifying Examination (a.k.a Advancement to Candidacy)

The qualifying examination consists of four 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
2. Presentation of a 40-60 page **qualifying paper** related to the dissertation. Some students find it helpful to think of this paper as a first draft of a dissertation chapter.
3. A three-hour in-person **written examination** in the student's field of specialization.
  - 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.
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](#)

# Timeline

For a full-time student taking three courses per quarter, the following figures are optimal: (a) from graduate admission to completion of the first stage of the program: six quarters; (b) from completion of the first stage to authorization to form a guidance committee: one quarter; (c) from formation of a guidance committee to qualifying examinations: two quarters; (d) from passage of qualifying examinations (advancement to candidacy) to presentation of the dissertation: three to six quarters; (e) from graduate admission to award of the Ph.D. degree (or normative time-to-degree): five years (15 quarters).

Requirement	Standard Time to Completion
Course work	By the 9th quarter in residence
Completion of first stage	By the 6th quarter in residence
Selection of Faculty Adviser	By the 7th quarter in residence
Oral Qualifying Examination (Advancement to Candidacy)	By the 9th quarter
Dissertation Filed	By the 15th quarter



## Ph.D. Progress Report

The following pages contain the progress reports for the three different tracks of our Ph.D program.



**Seminars or Independent Studies (total of three may be taken in other departments and two independent study courses is permitted)**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

**Two Foreign Languages**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

**CAPSTONE PLAN (sixth quarter in residency)**

By the end of the 4th quarter, students must nominate a review committee of three faculty members from the department: the Director of Graduate Studies, the faculty member who will serve as the student’s adviser, and a third faculty member. Please list them below.

\_\_\_\_\_

**WRITTEN AND ORAL QUALIFYING EXAMINATIONS (ninth quarter in residency)**

During the third year of doctoral study students choose an adviser, who becomes chair of the doctoral committee and director of the dissertation. Based on the selection of the dissertation topic or area, and in consultation with the adviser, students choose three other committee members, at least one from among the department faculty, whose interests and fields of expertise support research in the proposed area of the dissertation. These four faculty members constitute the doctoral committee. Please list them below.

Chair/co-Chairs of the Advisory committee \_\_\_\_\_

Doctoral Committee Members

\_\_\_\_\_

**Department of Spanish and Portuguese  
University of California, Los Angeles  
Track in Afro-Luso Brazilian Literature, Creative Writing and Visual Culture**

NAME OF STUDENT: \_\_\_\_\_

A minimum of 16 graduate courses is required, including directed research as appropriate. In addition, Spanish 495 (4 units), and Proseminar I and II (2 units each), all offered in the department, are required and may not replace the graduate courses. For the first stage of the program, eleven graduate courses are required.

**Proseminar I** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Proseminar II** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Spanish 495** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Literary Theory and Criticism** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Pre-1900s Seminar within the Department**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Creative Writing and/or Translation Studies Seminar within the Department**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Visual Culture Seminar within the Department**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Seminars or Independent Studies (total of six may be taken in other departments and/or as independent study courses)**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

**Two Foreign Languages**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

**CAPSTONE PLAN (sixth quarter in residency)**

By the end of the 4th quarter, students must nominate a review committee of three faculty members from the department: the Director of Graduate Studies, the faculty member who will serve as the student’s adviser, and a third faculty member. Please list them below.

\_\_\_\_\_

**WRITTEN AND ORAL QUALIFYING EXAMINATIONS (ninth quarter in residency)**

During the third year of doctoral study students choose an adviser, who becomes chair of the doctoral committee and director of the dissertation. Based on the selection of the dissertation topic or area, and in consultation with the adviser, students choose three other committee members, at least one from among the department faculty, whose interests and fields of expertise support research in the proposed area of the dissertation. These four faculty members constitute the doctoral committee. Please list them below.

Chair/co-Chairs of the Advisory committee \_\_\_\_\_

Doctoral Committee Members

\_\_\_\_\_

**Department of Spanish and Portuguese  
University of California, Los Angeles  
Track in Spanish and Portuguese Linguistics**

NAME OF STUDENT: \_\_\_\_\_

A minimum of 16 graduate courses is required, including directed research as appropriate. In addition, Spanish 495 (4 units), and Proseminar I and II (2 units each), all offered in the department, are required and may not replace the graduate courses. For the first stage of the program, eleven graduate courses are required.

**Proseminar I** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Proseminar II** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Spanish 495** Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Literature Seminar within the Department**  
\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Phonology Seminar within the Department**  
\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Syntax Seminar within the Department**  
\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**One Historical Linguistics Seminar within the Department**  
\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

**Seminars or Independent Studies (total of four may be taken in other departments and a total of four as independent study courses)**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_\_

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\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

**Two Foreign Languages**

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

\_\_\_\_\_ Quarter Taken \_\_\_\_\_ Grade \_\_\_\_

**CAPSTONE PLAN (sixth quarter in residency)**

By the end of the 4th quarter, students must nominate a review committee of three faculty members from the department: the Director of Graduate Studies, the faculty member who will serve as the student’s adviser, and a third faculty member. Please list them below.

\_\_\_\_\_

**WRITTEN AND ORAL QUALIFYING EXAMINATIONS (ninth quarter in residency)**

During the third year of doctoral study students choose an adviser, who becomes chair of the doctoral committee and director of the dissertation. Based on the selection of the dissertation topic or area, and in consultation with the adviser, students choose three other committee members, at least one from among the department faculty, whose interests and fields of expertise support research in the proposed area of the dissertation. These four faculty members constitute the doctoral committee. Please list them below.

Chair/co-Chairs of the Advisory committee \_\_\_\_\_

Doctoral Committee Members

\_\_\_\_\_

# Graduate Assistantships / Research Assistantships

## Teaching Assistantship Requirements and Regulations

The Department offers funding to students by employing between 30 and 40 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 course

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 are required but **DO NOT** apply toward the 16 graduate course requirements. This course is offered in the fall quarter.



## Language vs. non-language TAs

Most ASE's are assigned to the Lower Division Program where we offer 30-40 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 30B 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 university experience. For more information, please visit [the UAW contract](#)

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 TAships

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 TAships, 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](#)

## Summer campus/online TAships

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 TAships

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/>

## 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.

The Graduate Student Researchers Unit is a systemwide bargaining unit comprised of Graduate Student Researchers, Graduate Student Research Assistants, Fellows, and Trainees who are employed by the University (collectively referred to as GSRs). For more information about the unit please visit <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html>

# 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 2022-2023 the UCLA Center for Near Eastern Studies, the Center for Southeast Asian Studies, and the UCLA Latin American Institute were awarded FLAS.

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](#)

## Latin American and Caribbean Studies Graduate Student Research Grants

Research Grants up to \$2,000 for research conducted about Latin America or communities of Latin American descent in the United States or elsewhere. While applications that include a travel component (domestic or international) will receive priority consideration, applications that involve remote research (surveys, translation, document requests, etc.) are also welcome. Please visit the [LAI website](#) for more information.

## Ben and Rue Pine Travel Award

Two to four awards of up to \$4,000 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 please contact our department student affairs officer Gloria Tovar at [gtovar@humnet.ucla.edu](mailto:gtovar@humnet.ucla.edu)

## 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 yet advanced to candidacy;
- 3) are in good academic standing.

**Note: priority will be given to students who were not eligible to apply to the GRM program**

**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 \$32,000 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 \$1,200 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. Juliet Falce-Robinson'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](#)

## Graduate Student Research Support Program

The Spanish & Portuguese Department's Graduate Student Research Support program provides funding to graduate students for specialized research expenses that contribute to academic progress and promote general professional growth. Strong preference is given to work directly related to the dissertation or potential publications.

The department will provide research funding up to \$1,000 total at any time through the graduate student's seventh year in the doctoral program. Funding is approved by the Director of Graduate Studies (DGS), in consultation with the Graduate Affairs Committee as needed.

### **Eligible Expenses**

This funding is specifically for specialized and higher-cost expenses. You may request funding for the expenses outlined below:

- Research-subject participation incentives for approved IRB research
- Archive-related expenses, such as digitizing materials
- Specialized software not covered by UCLA for a digital humanities project
- Specialized equipment such as audio or recording devices (all equipment purchased with University funds belong to the department and must be returned after completion of project or separation from department)
- Tickets to performances
- Books/Films that libraries, including ILL services, will not or cannot obtain

These funds cannot be used for travel expenses, expenses that can be addressed or purchased through other sources of funding, and/or equipment/books that can be borrowed. Funding for Conference Travel should be requested through the department's separate funding opportunity.

### **More information and how to apply:**

Submit the [Application for Graduate Student Research Support](#) to the Director of Graduate Studies (DGS) for approval.

Please submit all requests at least 3 weeks\* in advance of when funding is needed. This will ensure that the department staff are able to complete all necessary paperwork to process the funding. If you submit a late request, the department will not guarantee funding or reimbursement of funds paid out of pocket.

## 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 \$53,460 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 \$53,460, 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](#)  
[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 Program and Research Groups

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)

## **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.

For more information, please visit the [Digital Humanities Program website](#)

## 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 [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 the list of approved seminars [2023–24 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](#)

## 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/>

# 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](#), 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

### 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 Education Fellowships Office

1228 Murphy Hall

The Graduate Education 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 Education financial support, please visit Graduate Education'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, please visit the Ashe Center's [website](#).

- Ashe Student Health & Wellness Center (24hr Nurse Line) *Available After Hours*: 310-825-4073 (Option 2)
- For general information about COVID-19 Services: testing, Tracing and more, please [click here](#)

### 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](#)

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](#).

# Graduate Student Journals and 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).

## 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 2023-2024**

### **President**

Claudia Molina

### **Vice-President**

TBA

### **Secretary**

Sarai Jaramillo

### **Treasurer**

TBA

### **Humanities Council Representative**

Erin Mauffray

### **TA Representative**

Cristina Vazquez

### **Motus Sodalis**

Nylsa Martinez

Eduardo Diaz

### **Undergraduate Liaisons**

Adelaida Rama

Jose Galindo

# 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.