

The UCLA Department of Spanish and Portuguese

Readmission application guidelines

Eligibility:

In accordance with *Standards and Procedures for Graduate Study at UCLA*, University requirements state that unless granted a formal leave of absence, continuing graduate students who fail to register are considered to have withdrawn from the University and must compete for readmission with all other applicants. Thus, applicants who were previously registered at any time as graduate students at UCLA, whether having completed a graduate program or not, must submit an online application with the application fee. A formal application for readmission is not required for students who are returning from an official leave of absence.

Readmission applicants should have been in good academic standing by the time that they have withdrawn from the University such as timely progress toward the degree and excellent performance in program requirements. Excessive Incompletes and/or Unsatisfactory grades will have a strong negative impact on prospects for readmission.

Deadline:

The department will re-admit applicants to start in the first quarter of the academic year (Fall). Applicants should submit their applications the previous academic year, but no later than April 15th. Readmission decisions will be announced before June 15th.

Applicants re-applying to the Ph.D. program in Hispanic Languages and Literatures need to submit the following in the online application:

<https://grad.ucla.edu/admissions/admission-application-for-graduate-admission/>

- 1- Submit official transcripts
- 2- A statement that explains the reasons for the temporary withdrawal from the program
- 3- Provide a timetable for completion of the program and the names of the dissertation committee members.
- 4- Students at the dissertation-writing stage of the program should indicate that they are in the later stages of the dissertation completion. Applicants need to submit: already completed chapters of the dissertation and other completed portions, table of contents and bibliography formatted following the Graduate School handbook guidelines.
- 5- Students at the qualifying exam stage of the program need to submit reading lists for the qualifying exams, finished prospectus, and qualifying paper.
- 6- Submit one letter of recommendation from the prospective dissertation advisor. The letter should express clear and strong support for readmission and the advisor's reasons for supporting the case. It should also comment on the state of the dissertation so far, specifying strengths and weaknesses. The letter should also emphasize academic accomplishments, degree progress and feasibility of completing the dissertation within the timetable period proposed by the applicant.
- 7- Students applying should reconstitute the dissertation committee at the time of application and include brief letters of support from each of the other members of the committee.

Please note that the department of Spanish and Portuguese adheres to the UCLA Graduate Council's "*Guidelines for the Graduate Admissions Process and Codification of the Policies and Procedures Governing Graduate Admissions*" and the "*Standards and Procedures for Graduate Study at UCLA*".