



Application Checklist

The application for admission to the Master of Public Policy Program can be accessed online beginning in September 2020.

Deadline: January 10, 2021

Late applications will be accepted but may not receive full consideration for funding. Contact the department for more information.

1. *Complete the UCLA Application for Graduate Admission 2020-21.*

- Complete the online application at <https://grad.ucla.edu/admissions/>. You do not have to complete at all at one time. Every application requires a unique email address and password which you will set up the first time you log into the site.

*Please be sure to select the correct major/academic
on your application: Master of Public Policy*

- Pay the \$120 application fee (\$140 for international applicants). You can pay the application fee by credit card online. Your application will not be processed until payment is received.

2. *Send official transcripts to:*

MPP Admissions
UCLA Department of Public Policy
3250 Public Affairs Building, Box 951656
337 Charles E. Young Dr. East
Los Angeles, CA 90095-1656

** Be sure to specify “MPP Admissions,” otherwise your transcripts may be delivered to one of the other Departments at the UCLA Luskin School of Public Affairs and the processing of your application will be delayed. You may also send e-transcripts as well. Please send e-transcripts to kfranco@luskin.ucla.edu.

The Public Policy program requires applicants to submit the following via the UCLA Graduate Application for Graduate Admission 2020-21. You will be required to upload the following documents to the site: (Please assign the appropriate label under “Material” when uploading)

- *Statement of Purpose*

The statement of purpose should concisely address the following in your own words: 1) your personal, educational, and professional background, 2) your motivation to seek an MPP degree and why you wish to study at UCLA, and 3) the specific skills and questions you hope to explore in the program. Please be as specific as possible. Your statement may be up to 800 words. Please see [guide](#) for tips on how to write your statement of purpose.

- *Curriculum Vitae/Resume*

Your curriculum vitae or resume should provide a complete accounting of your educational, research, volunteer, and paid work experience. Publications and conference papers should be fully cited. While there is no page limit, the CV/Resume should keep any narrative descriptions to a minimum.

- *Three Letters of Recommendation*

You should request letters from people who are familiar with your academic, scholarly, and/or professional work and who are in a position to evaluate your promise for master’s study. At least **one** of your references should themselves be academics or researchers. The letters and accompanying evaluations are submitted directly by referees, as prompted by the web-based application system.

- *Academic Transcripts*

“Unofficial” transcripts from each college or university attended in the U.S. or abroad (whether or not a degree was awarded) should be uploaded to the application. In addition, a hardcopy of one “official” transcript from each of your bachelor’s and master’s degree-granting institution(s) is required to be sent to UCLA Department of Public Policy via regular mail. If your institution sends digital transcripts, have them sent to kfranco@luskin.ucla.edu.

- *Personal History Statement*

Unlike the Statement of Purpose, the Personal History Statement is a chance to provide a more narrative description of your background outside of your research interests. While not specifically

evaluated by the faculty, this statement provides the opportunity to share more about yourself in your application, and may be used for certain diversity-based fellowship consideration. This should be limited to 500 words.

- *Official GRE Scores*

Graduate Record Examination scores (for exams completed within the last five years) are required for all applicants. Be sure to indicate the correct GRE institution code (UCLA is R4837) code on your GRE registration materials.

- [*Quantitative Training Form*](#) (also available on the online application)
- [*Policy Interest Form*](#) (also available on the online application)
- [*GPA Worksheet*](#)
- *TOEFL and IELTS Scores (for international applicants only)*

Test of English as a Foreign Language scores are required for all international applicants. The minimum score required for admission is 100. Be sure to indicate the correct TOEFL institution code (UCLA is 4837) on your registration materials. If you have completed or are enrolled in an accredited academic degree program that runs for two years or more in an English-speaking country, the TOEFL is not required. An IELTS score of 7.5 or higher may be used in place of the TOEFL.