

# Sociology Graduate Program Application Checklist

Updated July 2007

## **Deadline: December 10 - Fellowship Consideration**

It is the applicant's responsibility to make sure that ALL materials are received by the application deadline. Approximately, 2-3 weeks before the deadline, make sure to check your application status on-line. If you are re-applying, please notify the Graduate Program Office in writing using the address listed below or via email at [grad-soc@soc.ucsb.edu](mailto:grad-soc@soc.ucsb.edu).

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The following application materials should be mailed to:

Graduate Program Office  
Sociology Department  
University of California  
Santa Barbara, CA 93106-9430

- ✗ Complete the Graduate Division's Electronic Application (E-App), on-line at <https://www.graddiv.ucsb.edu/eapp/>
  - ✗ Submit Two (2) copies of your Statement of Purpose, including the Personal Achievements/Contributions and a resume or vita. See [Application Tips](#) for more information on how to organize your Statement of Purpose.
  - ✗ Three (3) letters of recommendation. It is strongly encouraged that applicants submit more than 3 letters so at least the 3 required letters are received by the deadline. Original letters are required and we will not accept faxed copies.
  - ✗ Official GRE scores (General test only) submitted directly from ETS to the UCSB Graduate Division. Use the Following code so that your OFFICIAL scores reach UCSB: UCSB institution code **4835**.
  - ✗ Official TOEFL scores (for international code 4835). TOEFL scores must be no more than two years old at the time of admission. Please include a copy of scores with application materials. TOEFL scores are not required if an international applicant received a bachelor's degree or graduate degree from a U.S. institution.
  - ✗ Two (2) Official Transcripts from each institution attended since high school or secondary school. Please make arrangements for these to be sent directly from your prior educational institutions.
  - ✗ Writing Sample – Students must submit directly to the Department of Sociology a sample of written work in sociology or in a closely related field. If a writing sample is submitted in excess of 15 pages, please designate which 10-15 pages of your work the Admission Committee should read.
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## **Non-Refundable Application Fee**

A non-refundable application fee must accompany the application. The application fee is **sixty dollars (\$60.00)**. Application fees can be paid on-line by using a Visa, Mastercard, check, or

international money order. Credit cards may only be used on-line during the application process, and cannot be used after your application has been submitted. If paying by check or money order, please ensure that your full name appears on the check or money order, that it is made payable to **UC Regents**, and that it is accompanied by the check/money order submission form found on the last page of the application or within your application status. International applicants paying by check or money order must send an International Money Order or a check drawn on a US bank in US funds. Do not send cash. An application fee paid to another University of California campus is not valid for an application to UCSB.

*Application fees are not refundable under any circumstance.*

Checks and Money Orders must be sent to:

Graduate Division  
Attn: Graduate Admissions  
3117 Cheadle Hall  
University of California  
Santa Barbara, CA 93106-2070