

PhD Admissions Checklist

Application Link: <http://grad.berkeley.edu/admissions/apply/>

Application Deadline: Thursday, December 1st, 11:59pm PST. The online application system will log out automatically at 12:00am on Friday, December 2nd. **Late applications will not be accepted under any circumstances.**

All application materials, including transcripts, written statements, letters of recommendations, and resume must be uploaded as PDFs into the online application. Paper copies will not be accepted.

Academic Preparation

- ◆ **Master's Degree:** Applicants should have a master's degree in social work or social welfare, or comparable academic preparation in a closely related field. Applicants must submit transcripts from **ALL** college-level course work. Transcripts may be unofficial but **must show** degrees conferred (if any), the institution's name, and the applicant's full name. Transcripts must be uploaded into the online application by the applicant. Transcripts must be legible.
- ◆ **Grade Point Average:** The University requires a minimum GPA of 3.0 for all coursework taken during both the master's degree and after the first two years (typically the first 60 semester units or 90 quarter units) of undergraduate degree.

Test Scores

All test scores should be sent immediately to UC Berkeley Grad Division (Institution Code 4833); they **do not** need to be sent to the School of Social Welfare. All test scores must be received by the application deadline: December 1, 2016.

- ◆ **General Graduate Record Examination [GRE]:** The GRE revised General Test is required for the PhD program. We do not require any GRE Subject Exams. Acceptable GRE scores are from tests taken between December 1, 2011 and November 18, 2016. There is no minimum GRE score required though previous successful admits typically score above the 70th percentile in the Verbal section and 50th percentile in the Quantitative section.
- ◆ **TOEFL:** International applicants from countries in which the official language is not English and who do not meet the [TOEFL exemption qualifications](#) must also take the TOEFL exam. Acceptable TOEFL scores are from tests taken between June 1, 2015 and November 18, 2016. GRE and TOEFL tests taken after November 18, 2016, will not be valid for admission into the 2017-18 academic year. For the TOEFL, a minimum score of 90 is required.

Written Submissions

Statements should follow general APA Style Guidelines. They should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. Please use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.

- ◆ **Statement of Purpose:** 3-5 page essay that describes your aptitude and motivation for graduate study in your area of specialization, including your preparation for the field of Social Welfare and your future career goals.
- ◆ **Personal History Statement:** 1-3 page essay that describes how your personal background has informed your decision to pursue a graduate degree. Please include information on how you have overcome barriers to access in higher education, evidence of how you have come to understand barriers faced by others, evidence of your academic service to advance equitable access to higher education for women, racial minorities and individuals from other groups that have been historically underrepresented in high education, evidence of your research focusing on underserved populations or related issues of inequality, or evidence of your leadership among such groups.
- ◆ **Sample of Scholarly Written Work:** Applicants may submit published articles, a master's thesis or portion thereof, papers written for graduate courses, or materials written in a professional capacity. The writing sample should give evidence of your ability to think critically and analytically; it should not be purely descriptive.
- ◆ **Resume/Curriculum Vitae:** Resumes/CVs should include contact information, educational background, relevant work/volunteer experience, teaching experience, and research experience, publications, and presentations. Previous successful admits have had 1-2 years of formal research experience. Applicants may format their resume/CV however they wish.

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Questions? Contact us at socwelf@berkeley.edu

PhD Admissions Checklist (Continued)

Letters of Recommendations

Three letters of recommendation (two academic and one professional) must be uploaded by the recommender to the online application by the application deadline of Thursday, December 1st, 11:59pm PST. The applicant is responsible for following up with their recommenders to ensure that all required letters have been uploaded.

Field of Study and Faculty Preferences

Applicants are asked to provide a short description of their intended field of study, as well as an explanation for their first and second choices for faculty advisors. It is highly recommended that applicants research and reach out to faculty before submitting an application. Applicants may find out more information about our faculty at:

<http://socialwelfare.berkeley.edu/faculty-profiles>.

Re-Applicants To All Program

Re-applicants to the program are required to re-submit all elements of the application. However, you may not need to submit all three letters of recommendation again. **At a minimum, one new recommendation letter must be submitted.**

If you applied for the Fall 2013 admission cycle or later, we may be able to additionally upload your previous letters of recommendation into your current application. In order to utilize this service, we must receive your request in writing to socwelf@berkeley.edu by **November 1, 2016**. Please include your full name as it appeared on your previous application. If your letters are available, we will then upload your previous letters of recommendation to your online application. If we are unable to retrieve your letters, you will be notified in time to request the letters again from your recommender. Requests are handled in the order that they are received. **If you do not make this request by the stated deadline, you will be expected to send in all new letters of recommendation.**

Last Updated: 6/3/2016

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