PhD Admissions Checklist For Admission Fall 2016

**Application Link:** [http://www.grad.berkeley.edu/admissions/index.html](http://www.grad.berkeley.edu/admissions/index.html)

**Application Deadline:** Thursday, December 3rd 11:59pm PST. The system will log out automatically at 12:00am on Friday, December 4th. **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 by the application deadline. Paper copies will not be accepted.

**Written Submissions**

- **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.

- **Resume/Curriculum Vitae:** You may format your resume/CV in any way that you wish. Please include contact information, your educational background, and any relevant work and/or volunteer experience. You may also consider including any relevant research and/or teaching experience.

- **Letters of Recommendation:** At least three letters of recommendation (two academic and one professional) must be uploaded to your application by the application deadline of Thursday, December 3rd, 11:59pm PST.

- **Sample of Scholarly Written Work:** You may submit published articles, a master’s thesis or portion thereof, papers written for graduate courses, or material 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.

- **Field of Study and Faculty Preference:** Applicants will be 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.

**Academic Preparation**

- **Master’s Degree:** Applicants must also have a master’s degree in social work or social welfare, or comparable preparation in a closely related field.

- **Grade Point Average:** The University requires a minimum GPA of 3.0 for all coursework taken during your master’s degree and in the last two years (or last 60 units) of undergraduate study.

- **General Graduate Record Examination [GRE]:** Applicants are required to take the GRE. Acceptable GRE scores are from tests taken between December 3, 2010 and November 26, 2015. There is no minimum GRE score required. International applicants from countries in which the official language is not English and who do not meet the [TOEFL exemption qualifications](http://www.grad.berkeley.edu/admissions/index.html) must also take the TOEFL exam. Acceptable TOEFL scores are from tests taken between December 3, 2013 and November 26, 2015. GRE and TOEFL tests taken after November 26, 2015, will not be valid for admission into the 2016-17 academic year. For the TOEFL, a minimum score of 90 is required. Send scores to UCB Grad Division (institution code 4833).

**Note to Re-Applicants**

- **Re-applicants must re-submit all materials, including at least one new letter of recommendation. If you applied for the Fall 2013-2015 admission cycles, we may be able to 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, 2015.**