

# Berkeley Social Welfare

## Preparing Your PhD Admissions Application Statements

**Three written statements are required as part of your application to the Berkeley PhD Program:**

- Statement of Purpose
- Personal History Statement
- Sample of Scholarly Written Work

All written statements must be uploaded as PDF files to your online graduate admissions application.

### **General Guidelines for Written Statements**

Your admissions application written statements are one way of assessing your writing and critical thinking skills. As such, we do suggest you practice communicating clearly and concisely in your essays.

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.

Suggested lengths are noted below for each statement; however, there is no official page length requirement or limitation.

### **#1: Statement of Purpose**

**Suggested Length:** 3-5 double-spaced pages

**Where to Upload:** "Statement of Purpose" section of online application

Your **Statement of Purpose** should describe 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. You should be specific about why UC Berkeley would be a good intellectual fit for you. For more essential tips see "Writing the Statement of Purpose" from Berkeley Graduate Admissions online at <http://grad.berkeley.edu/admissions/apply/statement-purpose/>.

### **#2: Personal History Statement**

**Suggested Length:** 1-3 double-spaced pages

**Where to Upload:** "Personal History Statement" section of online application

Your **Personal History Statement** should describe how your personal background and experiences have informed your decision to pursue a graduate degree. Your personal statement should present a compelling image of you as a person, and your

potential for success as a member of the Berkeley Social Welfare graduate academic community. Your personal statement is also the place to highlight your understanding of or experiences with a non-traditional educational background, or groups historically under-represented in higher education. Direct reviewers' attention to the evidence in your admissions application of your promise for higher education. For more essential tips see "Writing the Personal Statement" from Berkeley Graduate Admissions online at <http://grad.berkeley.edu/admissions/apply/personal-statement/>.

### **#3: Sample of Scholarly Written Work**

**Suggested Length:** Any

**Where to Upload:** "Social Welfare Program" section of online application

For your **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.