

# MURP APPLICATION CHECKLIST FOR ENTRY IN FALL 2017

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The application for admission can be accessed online beginning September 2016. Please use the online application checklist for updated information: <http://luskin.ucla.edu/content/application-checklist>.

**Deadline** for admission and fellowship consideration: **January 5, 2017\***

*\*In addition to the online application, all supplemental materials are due by this date, including official transcripts, test scores, and letters of recommendation.*

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## 1. Complete the UCLA Application for Graduate Admission 2017-18.

- o Complete the online application at <https://grad.ucla.edu/admissions/>. You do not have to complete it all at one time. Every application requires a unique email address and password. \*Please note that payment of the application fee is not the same as application submission. Be sure to HIT SUBMIT!

*Please be sure to select the correct **major/academic program** on your application to the Graduate Division:  
Urban and Regional Planning – MURP  
Or appropriate Concurrent Degree*

Current UCLA master's students who are applying to join the concurrent degree program, **should not** submit the online application. Contact the department for specific instructions.

- o **Pay the \$90 Application Fee (\$110 for international applicants).**  
You can pay the application fee by credit card online. Your application will not be processed until payment is received.

## 2. Complete the Supplemental Urban Planning Application.

- o Available as part of the UCLA Application for Graduate Admission.

## 3. Send official transcripts\* to:

UCLA Luskin School of Public Affairs  
Urban Planning Admissions  
3250 Public Affairs Building — Box 951656  
Los Angeles, CA 90095-1656

\*must be received on or before January 5 deadline

## 2017-2018 UCLA Luskin MURP Application Checklist (continued)

### o **Jr/Sr GPA Worksheet**

Complete the Worksheet for Calculating Jr/Sr GPA at <http://luskin.ucla.edu/content/application-checklist> (Grade Point Average). Upload to the application in the "Supporting Documents Upload" area as document #1.

### o **Statement of Purpose**

The statement of purpose should be no longer than three double-spaced pages. It should include a concise description of past and present education and employment experiences and how these experiences have led to the choice of urban planning as a career objective, as well as the reasons for seeking admittance to UCLA Luskin's Urban Planning program.

### o **Current Resume**

Relevant planning-related experience is highly recommended. There is no page limit.

### o **Three Letters of Recommendation**

Letters should be from individuals familiar with the applicant's academic, scholarly, and/or professional work. At least one reference should be academic. Evaluations and letters are submitted directly by referees, as prompted by the application.

### o **Transcripts**

Unofficial transcripts from **each college** or university attended in the U.S. or abroad should be uploaded to application. Junior colleges may be listed as "Other Institution" if school name cannot be found. One **official transcript** from your bachelor's degree-granting institution (and Master's, if applicable) is required to be sent through regular mail, received no later than January 5.

### o **Official GRE Scores**

GRE scores (taken within the last five years) are required for all applicants. Be sure to indicate the correct **GRE institution (R4837)** code on your GRE registration materials. Joint-degree applicants to the Law or Business schools may submit the LSAT or GMAT (respectively) in lieu of the GRE. Electronic score reports are preferred and do not require a department code in order to reach us. Scores must reach the department by the January 5 deadline.

### o **Work Sample (Optional)**

Work samples such as reports, research papers, etc., are acceptable. No more than two samples should be submitted, and work in a language other than English will not be considered. Upload to the application in the "Writing Sample" area; the file cannot exceed 2500 KB in size. Do not mail hard copies or CDs.

### o **TOEFL Scores (For international applicants only)**

The minimum score required is 600 paper-based/250 computer-based/100 internet-based. The TOEFL institution code for UCLA is **4837** and the department code is **97**. If you have completed or are enrolled in a minimum two-year degree program in an English-speaking country, the TOEFL is not required.