MURP APPLICATION CHECKLIST FOR ENTRY IN FALL 2017

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.

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

- 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.

- 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.

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

- 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.

- 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.

- 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.

- 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.

- 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.