The application for admission to the PhD program in urban planning can be accessed online beginning in September 2016. Please use the online application checklist for the latest information on applying: http://luskin.ucla.edu/content/application-checklist.

**Deadline: December 10, 2016**
Late applications will be accepted but may not receive full consideration. Contact the department for more information.

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

- Complete the online application at [https://grad.ucla.edu/admissions/](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 which you will set up the first time you log into the site.

  *Please be sure to select the correct *major/academic program* on your application: Urban Planning PhD*

  Current UCLA master’s students *should not* submit the online application.

- **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.

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**2. Complete the Supplemental Urban Planning Application.**

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

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**3. Send official transcripts to:**

Urban Planning Admissions  
UCLA Luskin School of Public Affairs  
3250 Public Affairs Building  
Los Angeles, CA 90095-1656
2017-2018 UCLA Luskin Urban Planning PhD Application Checklist

- **Personal/Research Statement**
  The personal/research statement should concisely address the following in your own words: 1) your personal, educational, and professional background, 2) your motivation to seek a PhD degree in Urban Planning and why you wish to study at UCLA, and 3) the specific research topics and questions you hope to explore in your doctoral program. Please be as specific as possible about your research interests and UCLA Urban Planning faculty with whom you would like to work. Your statement should run about 1,000 words; excessively long statements will not be considered in their entirety.

- **Curriculum Vitae/Resume**
  Your curriculum vitae/resume should provide a complete accounting of your educational, research, volunteer, and paid work experience. Publications and conference papers should be fully cited. While there is no page limit, the CV/Resume should keep any narrative descriptions to a minimum.

- **Three to Four Letters of Evaluation**
  You should request letters from people who are familiar with your academic, scholarly, and/or professional work and who are in a position to evaluate your promise for doctoral study. At least two of your referees should themselves be academics or researchers. The letters and accompanying evaluations are submitted directly by referees, as prompted by the web-based application system.

- **Academic Transcripts**
  “Unofficial” transcripts from each college or university attended in the U.S. or abroad (whether or not a degree was awarded) should be uploaded to the application. In addition, a hardcopy of one “official” transcript from each of your bachelor’s and master’s degree-granting institution(s) is required to be sent to UCLA via regular mail.

- **Undergraduate Jr/Sr GPA Worksheet**
  While we consider all aspects of your academic transcripts, we ask that you complete the worksheet for calculating your Junior and Senior year undergraduate grade point average at [http://luskin.ucla.edu/content/application-checklist](http://luskin.ucla.edu/content/application-checklist). Upload to the application in the "Supporting Documents Upload" area as Document #1.

- **Official GRE Scores**
  Graduate Record Examination scores (for exams completed within the last five years) are required for all applicants. Be sure to indicate the correct GRE institution code (**UCLA is R4837**) code on your GRE registration materials.

- **TOEFL Scores (For international applicants only)**
  Test of English as a Foreign Language scores are required for all international applicants. The minimum score required for admission is 600 (paper-based)/250 (computer-based)/100 (Internet-based). Be sure to indicate the correct TOEFL institution code (**UCLA is 4837**) on your TOEFL registration materials. If you have completed or are enrolled in an accredited academic degree program that runs for two years or more in an English-speaking country, the TOEFL is not required.

- **Writing Sample**
  Upload one piece of written research work solely authored by you that you believe best displays your skills and potential as a scholar. This could be a research article, a conference paper, a professional report, or a class term paper. The work must be written in English and must be uploaded to the application site; the file cannot exceed 2500 KB in size. Do not mail hard-copies or CDs.