



GRADUATE ADMISSION & FELLOWSHIPS – 2010-2011 APPLICATION INSTRUCTIONS & CHECKLIST

INSTRUCTIONS

Please carefully read these application instructions in their entirety. These instructions should clarify several important steps of the application process for admission to our Ph.D. program. **Please note that we do not have a terminal Master's program.**

Our application deadline is **MONDAY, NOVEMBER 30, 2009**. The application, all letters of recommendation, and official exam scores must be submitted through the online UC Berkeley Graduate Application System no later than November 30, 2009. Transcripts and additional supplemental materials may be uploaded to the Department's Graduate Admissions System (ePsychology) beginning the second business day after you submit your UCB Graduate Application online and no later than **THURSDAY, DECEMBER 3, 2009**.

We recommend that you submit your application early. The earlier you submit your application, the sooner we will be able to give you access to the Department's Graduate Admissions System (ePsychology). You will not be able to upload transcripts and additional supplemental materials until you have submitted your online application. We encourage you to submit everything electronically and strongly prefer that you do not send admissions materials via postal mail to our department.

It may be useful to take the time to review the Graduate Division's tips for strengthening your application prior to beginning the application process: http://grad.berkeley.edu/admissions/application_tips.shtml.

STEP 1 – Complete the Graduate Application for Admission and Fellowships.

The instructions for creating an online account and a link to the online application are available at: http://www.grad.berkeley.edu/admissions/online_app_inst.shtml.

SEMESTER AND YEAR: Select **Fall 2010** for the semester and year for your application. We will not accept applications for Spring 2011.

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DEPARTMENT AND DEGREE PROGRAM: For the proposed department and degree program, all applicants should select **PSYCHOLOGY (PH.D.)**.

Please Note: **PSYCHOLOGY (CWO)** is for applicants who want to apply for course work only (CWO) which is for applicants who choose to study for one semester or one year and do not want to pursue the Ph.D. Please note that CWO applicants must meet the same requirements as applicants to the Ph.D. program and may be in competition with these applicants for quota spaces. If CWO interests you, we strongly recommend that you visit http://www.grad.berkeley.edu/admissions/admis_require.shtml#5 for more information.

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EMPHASIS: You may apply to only **one** area of emphasis. Enter the area of emphasis to which you are applying. The five areas of emphasis in the Department are listed below:

Behavioral Neuroscience (http://psychology.berkeley.edu/graduate/bn_program.html)

Change, Plasticity and Development (http://psychology.berkeley.edu/graduate/cpd_program.html)

Clinical Science (http://psychology.berkeley.edu/graduate/cl_program.html)

Cognition, Brain and Behavior (http://psychology.berkeley.edu/graduate/cbb_program.html)

Social/Personality (http://psychology.berkeley.edu/graduate/sp_program.html)



ACADEMIC INTERESTS – FACULTY INTEREST: Please review the research interests of the faculty in the area of emphasis to which you are applying. List **at least two (and at most four) Psychology faculty members** whose research is of particular interest to you. List the faculty members in order of preference with your first choice first, second choice second, etc. For each faculty member you list, provide a short explanation about why you selected that faculty member. You do not need to complete the Faculty Contact section.



TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL): If you completed your undergraduate degree in a non-English speaking country (e.g., People’s Republic of China) or region (e.g., Quebec), you are required to take the TOEFL in order to satisfy the English Language Proficiency requirement for admission to our graduate program. If you took the TOEFL before June 2008, you are required to take the TOEFL again even if your scores were reported to UC Berkeley. The minimum score required is:

- 68 for the Internet-based test
- 230 for the computer-based test
- 570 for the paper-based test

If you completed one year of full-time study at a U.S. university or college and earned an average grade of B- or higher AND were not studying a language, you are exempt from the TOEFL requirement. If you are required to take the TOEFL, the Department recommends that you take the TOEFL no later than October 24, 2009. To have your official TOEFL scores sent to us, use the institution code 4833 (a department/major code is not necessary).

If you took the International English Language Testing System (IELTS) exam instead of the TOEFL, please inform the Department at psychgradinfo@berkeley.edu and have your official Test Report Form sent to us.



GRADUATE RECORD EXAMINATION (GRE): We require all applicants to take the **GRE General Test** but do not have a minimum score requirement. (We do not require the GRE Subject Test in psychology). This requirement applies even if you have completed a master’s degree program or are in a master’s degree program that did not require the GRE General Test for admission. If you took the GRE General Test before October 2004, we require you to take it again. Unofficial scores are useful to us so please enter your unofficial scores in the online application if you have taken test before you apply, but note that we do require official scores from the Educational Testing Services (ETS). To have your official scores for the GRE General Test to us, use the **institution code 4833** and the **department/major code 2016**.



GRADE POINT AVERAGE (GPA):

Domestic Applicants: Calculate the requested GPAs (described below) only for courses taken under the A-F, four-point grading system. If you completed courses through a different grading system, do not include these courses in your GPA calculations.

Undergraduate GPA

- *Cumulative (overall)* – All undergraduate courses inclusive of undergraduate courses taken at institutions other than the one in which you completed or will complete your undergraduate degree.
- *After First 2 Years* – Courses taken after the first 2 years of your undergraduate program.
- *Upper Division Work* – All courses designed for junior and senior undergraduates (or 3rd and 4th year undergraduates). Upper division courses usually have one prerequisite course or more and are denoted by a range of course numbers. (e.g., at UCB, upper division courses are numbered 100-199). Please contact your university’s registrar if you are not sure which of your courses are considered upper division.
- *In Your Major* – Courses taken to satisfy a degree requirement after being admitted to your



major; this excludes courses taken to satisfy prerequisites for admission to the major.

Graduate GPA

- Cumulative (overall) – All graduate courses inclusive of graduate courses taken at institutions other than the one in which you completed or will complete your graduate degree.

International Applicants: You are not required to calculate any GPA or to enter GPA information.



STATEMENT OF PURPOSE: Complete the Statement of Purpose. Graduate Division instructions can be found at: http://grad.berkeley.edu/admissions/state_purpose.shtml. The Statement of Purpose is required and is a very important part of your application. It is usually about 1.5 to 2 pages in length, single-spaced, typed. Please describe the following in your statement of purpose:

- Your interest area in psychology; past research work and research interests for the future. You can include relevant coursework or reading, as they helped to generate your interests.
- Applied work experience: volunteer or paid work experience in a mental health or human services agency. (**Required for Clinical Science applicants**).
- Reasons for applying to UCB, including faculty member(s) with whom you wish to work.
- Plans for your future profession.



PERSONAL HISTORY STATEMENT: Complete the Personal History Statement: Graduate Division instructions can be found at: http://grad.berkeley.edu/admissions/personal_statement.shtml. The Personal History Statement is required and is an essential part of your application; it should not be combined with or repetitive of your Statement of Purpose. In your Personal History Statement, please describe how your personal background informs your decision to pursue a graduate degree. Please include information about:

- How you have overcome barriers to access in higher education;
- Evidence of how you have come to understand the 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 higher education;
- Evidence of your research focusing on underserved populations or related issues of inequality;
- Evidence of your leadership among underserved populations.



LETTERS OF RECOMMENDATION: Three letters of recommendation are required. Enter the name of each of your recommenders in the Recommenders section. At least two of your recommenders should be psychology faculty members or advanced psychology graduate students. Each recommender should be familiar with your academic talent and abilities. We highly prefer that each of your recommenders use the UC Berkeley online letter of recommendation system and not send us letters by mail. Be sure to indicate in the Recommenders section whether you waive your right or do not waive your right to examine each letter.



FELLOWSHIPS:

Domestic Applicants: The Domestic Student Fellowship section is to be completed if you are a U.S. citizen or permanent resident and want to be considered for any fellowship or award offered by the Graduate Division or Department of Psychology.



International Applicants: The International Student Fellowships section should be completed if you are an international applicant and want to be considered for financial assistance from UC Berkeley.

Free Application for Federal Student Aid (FAFSA): If you advance to the second round of the review of applications AND are a U.S. citizen or permanent resident, we encourage you to submit the FAFSA by the end of January 2010.



TRANSCRIPTS: Official transcripts from all college and graduate level institutions attended after high school are **required** from each applicant recommended by the Department for admission but cannot be submitted online through the UC Berkeley Graduate Application System. You may upload transcripts for the first round of application review through the Department's Online Admissions System (ePsychology). **See Step 4** (below) for additional information about submitting transcripts.

STEP 2 – Submit Your Application and Pay Your Application Fee no later than November 30, 2009.

You should receive an email to confirm that your application was submitted. If you do not receive an email after you submit your application from the UC Berkeley Graduate Application System, please log on to your application account and check that any required information is not missing and review the instructions for submitting your application.

STEP 3 – Register in the Psychology Department's Graduate Admissions System (ePsychology).

Once your application has been submitted to the UC Berkeley Graduate Application System, you will receive instructions from us via email. You will then need to register in ePsychology in order to be able to upload your transcripts and any supplemental information. (Please allow 2 business days to receive this email from our department.)

STEP 4 – Upload Your Unofficial Transcripts to ePsychology.

Round One of Application Review – This year, we are **NOT** requiring applicants to mail us official transcripts for the first round of application review. Instead, for each college level institution you attended, please make a PDF version of your transcript and upload it to the Psychology Department's Graduate Admissions System (ePsychology). Details for how to upload transcripts are included in the registration instructions, which will be sent to you within 2 business days after you submit your application. **Please make sure to white out your U.S. Social Security Number and any other sensitive personal information from each transcript before you upload the transcript.**

If you are an international applicant, upload each transcript in the original language and the English translation (if the original language is not English). Also, for each transcript that does not include the date the degree was awarded, upload a record of the degree with the date the degree was awarded in the original language and the English translation (if the original language is not English).

Round Two of Application Review – Only applicants that are invited to Visitors' Day will be required to order official university transcripts and submit them to us in sealed envelopes by January 29, 2010.

STEP 5 – Upload Any Additional Supplemental Documents to ePsychology

Details for how to upload supplemental materials (CV, writing samples, etc.) are included in the registration instructions, which will be sent to you within 2 business days after you submit your application. Please make sure to 1) orient your documents so they are readable; 2) name your files according to the instructions provided; limit the file size to the specifications in the instructions. **Failure to follow the instructions will lead to delays in your application being reviewed.**



APPLICATION TIMELINE & IMPORTANT DATES GRADUATE ADMISSIONS – FALL 2010

Monday, November 30, 2009	Application Deadline
Thursday, December 3, 2009	Period Closes for Transcript and Supplemental Material Uploads to ePsychology
Monday, December 7, 2009	Admissions Committee begins Application Review
December 23, 2009 – January 6, 2010	UCB Campus Closed for Furloughs
January 13 – 23, 2010	Invitations Extended for Visitors' Day and Official Transcripts Requested from all Invitees
Monday, February 1, 2010	Applicants RSVP and Provide Official Transcripts
Friday, February 5, 2010	Applicants Who Have Not Received an Invitation by This Date Should Assume They Have Not Been Invited to Our Visitors' Day*
Thursday, February 18, 2010	Visitors' Day – Department-wide Events
Friday, February 19, 2010	Visitors' Day – Area-specific Events
March 1 – 19, 2010	Letters Sent to Applicants Admitted to the Program
March 15 – April 2, 2010	Letters Sent to Applicants Not Admitted to the Program*
March 22 – March 26, 2010	UCB Campus Closed for Furloughs
Thursday, April 15, 2010	Applicant Acceptance Deadline

Please Note:

* Given that the Psychology department receives between 600 to 700 applications each year, we are unable to respond to inquires regarding not receiving an invitation to Visitor's Day, not receiving admission to the program, and/or how to improve one's application.



APPLICATION CHECKLIST

This checklist is for you to use to ensure that you have completed each section, if applicable, of the graduate application for admission to our Ph.D. program. Please do not upload or forward the checklist to the Department.

_____ Degree Program – Psychology

_____ Degree – Ph.D. (or CWO for course work only)

_____ Emphasis – Behavioral Neuroscience; Change, Plasticity and Development; Clinical Science; Cognition, Brain, and Behavior; or Social/Personality

_____ Academic Interests – Faculty Interest (List 2-5 with reasons)

_____ Statement of Purpose

_____ Personal History Statement

_____ Letters of Recommendation (3 Recommenders)

_____ Grade Point Average (GPA)

Undergraduate Institutions

- (1) Cumulative GPA
- (2) GPA for courses completed after your first 2 years
- (3) GPA for upper division courses
- (4) GPA for courses in your major

Graduate Institutions

- (1) Cumulative GPA

_____ Transcripts (Upload Unofficial Only to ePsychology for Round 1 of Application Review)

_____ Graduate Record Examination (GRE) - General Test

- Took the GRE General Test
- Requested official scores be sent to UC Berkeley (Institution Code: 4833, Department/Major Code: 2016)

_____ Test Of English as a Foreign Language (TOEFL) – if Applicable

- Took the TOEFL
- Requested official scores be sent to UC Berkeley (Institution Code: 4833, Department/Major Code: N/A)

_____ Domestic Fellowship section (*U.S. citizens and permanent residents*)

_____ International Fellowship section (*International applicants*)