

**Detailed Application Instructions**  
**Department of City and Regional Planning (DCRP)**  
**College of Environmental Design (CED)**  
**University of California Berkeley**

**Fall 2010 Admissions Timeline & Important Dates**

**December 7, 2009**

Deadline for applicants to submit the online admissions application and supplemental materials. (MCP/MPH Deadline is **December 1<sup>st</sup>**; MCP/ M.ARCH Deadline is **December 17<sup>th</sup>**)

**December 11, 2009**

Deadline for applicants to submit required electronic supplemental materials. (MCP/MPH Deadline is **December 11<sup>th</sup>**, MCP/ M.ARCH deadline is **December 20<sup>th</sup>**)

**December 22, 2009 through February, 2010**

Admissions committees review applicant files and make final admissions decisions.

**Early March**

Applicants will be notified of their admission status.

**Mid-March 2010**

The Fellowship Committee will meet and award fellowships to top applicants.

**April 15, 2010**

Deadline for admitted students to accept or decline their offers of admission.

This deadline is a national deadline for all schools that are a part of the Council of Graduate Schools. (<http://www.cgsnet.org/portals/0/pdf/CGSResolutionJune2008.pdf>)

**Admission Instructions**

This year, the application process for the Department of City and Regional Planning (DCRP) is almost electronic process. Non electronic materials received by DCRP (with the exception of transcripts) will not be processed.

You may find it helpful to take time to review the following websites before you begin the application process:

- DCRP admission [FAQ's \(Frequently Asked Questions\)](#).
- Graduate Division's [tips for strengthening your application](#).
- [Diversity at Berkeley](#)
- Graduate Division [Admission Requirements](#)
- [Admission Requirements for International Applicants](#)
- [Fellowship Resources on the Web](#)

**STEP 1 – Submit the Graduate Division [Online Application for Admission](#)**

Complete **ALL** sections of the Graduate Division Online Application for Admission

- **Proposed Degree Program:**
  - Select the degree program you are applying for (MCP, Ph.D., MCP/MLA, MCP/MS, MCP/M.Arch, MCP/MPH, MCP/JD).
  - **Note:** Applicants who apply through the [Study Abroad Program](#) should select the Course Work Only (CWO) option. All other applicants are required to choose a degree program.
  - Enter the concentration(s) you are interested in and list the names of faculty whose research area is of particular interest to you.
- **Personal Information:**
  - If you do not currently have a U.S. social security number, please leave the field blank.
- **Educational History:**
  - List every college-level school you have attended since high school, including those attended for summer sessions, community colleges, and extension programs.
  - Please be sure to enter both dates in the "Date Attended" fields for each school that you list. Incomplete date fields for any school will result in an error message being displayed for all schools listed.
  - **Do not enter** a degree in the "Degree Conferred or Expected" box for schools where you only attended courses. This field should **only** be completed for the schools where a degree has been, or will be, received.
- **Language Proficiency:**
  - Use your judgment to evaluate and determine your foreign language proficiency level.
- **Exam Scores:**
  - Only enter scores if you have received the Examiner's Score Report for your GRE or TOEFL; otherwise leave blank.
  - ***It is important that you register and take the tests by late October to ensure that the scores arrive before the admissions committee review. Incomplete applications will not be referred for admission.***
  - There is not a minimum GRE score requirement
- **GPA:**
  - Domestic applicants should use the GPA calculator on our website to calculate the GPA and should only include courses and grades listed on their undergraduate transcripts. Courses taken abroad, at junior/ community colleges, or summer sessions that are not listed with a grade on your transcript should not be calculated into your GPA.  
**Note:** International applicants are not required to enter GPA information.
  - If you have a mixture of semester and quarter units, translate quarter units to semester units using the following formula: Quarter units multiplied by 2/3 = semester units.

- U.C. Berkeley's Graduate Division defines upper division courses as those taken after the first two years of college work, OR courses with prerequisites of at least one lower division course in a given subject. Lower division courses are those that are open to first and second year college students and that are usually basic introductory courses (i.e. 100 level courses are considered upper division, versus 0-99 courses which are considered lower division).
  - Students from undergraduate institutions that do not issue letter grades may leave this section blank
  - Students who transferred from a JC for their last two years should only include JC courses in their GPA if the grades are listed on their transcript.
- **Personal Statements:**
    - Applicants are required to save and upload their documents as PDF documents.
  - **Recommendations:**
    - All letters of recommendations MUST be submitted on-line, with the exception of letters from career or other letter services. Non electronic letters of recommendation will NOT be processed.
    - Once you select the online letter of recommendation option on the graduate division on-line application, your recommender will receive an email directing them to a website that will allow them to submit their recommendation electronically (either as an attachment or copy and paste). Please make sure that the emails you enter for recommenders are current and accurately spelled!

### **Step Two –Supplemental Materials**

On December 8, 2009, you will receive an email with instructions on how to upload required supplemental materials to the City and Regional Planning Admissions intranet server. **Please note that the deadline to upload any supplemental materials (required or non-required) is December 11th, 2009 (with the exception of M.C.P./ M.Arch applicants). All supplemental materials must be in a digital format.**

- **Departmental Supplement**

The departmental supplement is a list of all college courses you've taken, grouped by subject rather than in chronological sequence. This summary gives the admissions committee a quick overview of an applicant's academic profile. The form also includes a self-review of prerequisites and questions that give you the opportunity to highlight interesting educational or work experience. You may also attach a resume to further call attention to your background.

File names must be all lower-case, must use **only** the characters a-z, 0-9, and hyphen ("-"), and must be in the following format: "supplement", last name, first name, sequence number if uploading multiple files, then the ".pdf" extension. Separate each with an underscore character ("\_").

Example: supplement\_rodriquez\_martha.pdf

- **Transcripts**

The Graduate Division requires applicants to submit official transcripts of all college-level work.

One set of official transcripts must be sent to the department via post (Official transcripts must be in sealed envelopes as issued by the school(s) you have attended. Request a current transcript from every post-secondary school that you have attended, including community colleges, summer sessions, and extension programs.) The official transcript(s) should be sent to:

Department of City and Regional Planning  
Attn: Graduate Admissions  
228 Wurster Hall #1850  
University of California, Berkeley  
Berkeley, CA 94720-1850

In addition to the official transcript(s) that you are required to submit via post to the department we also require for every college that you attended, please make a PDF version of your transcript and follow the directions for uploading them into our system. **Please make sure to cross out your social security number, student ID number, address and any other sensitive personal information that may appear on your transcript before you upload it.** Applicants who attended a university in a non-English speaking country should upload a copy of the English translation of their transcript as well as the one in their native language.

File names must be all lower-case, must use **only** the characters a-z, 0-9, and hyphen ("-"), and must be in the following format: "supplement", last name, first name, sequence number if uploading multiple files, then the ".pdf" extension. Separate each with an underscore character ("\_").

Examples: transcript\_oski\_bear.pdf, transcript\_oski\_bear\_1.pdf, or transcript\_ucb\_oski\_bear.pdf, transcript\_jrcollege\_oski\_bear.pdf

- **Portfolios** (*recommended for applicants to the urban design concentration; required for MCP/ M.ARCH and MCP/MLA urban design applicants*)

Portfolio files must be in PDF format and no larger in size than 10 MB. **Please note: The upload server will reject your file if it is even slightly larger than 10 MB.** If you have tried compressing your file and it is still larger than 10 MB, you may break up the file and upload it in multiple PDFs. However, for viewing purposes the admissions committee prefers that your portfolio be a single document.

File names must be all lower-case, must use **only** the characters a-z, 0-9, and hyphen ("-"), and must be in the following format: "portfolio", last name, first name, sequence number if uploading multiple files, then the ".pdf" extension. Separate each with an underscore character ("\_").

Example: portfolio\_smith\_john.pdf OR portfolio\_smith\_john\_1.pdf

## **Additional Information**

### **Funding Graduate Education:**

Applicants do not need to apply separately for departmental fellowships as most fellowships are by faculty nomination only (the only fellowship applicants can apply for is the Foreign Language and Area Studies Award – FLAS). Graduate students can apply for merit- and need-based fellowships, as well as for Graduate Student Instructor (GSI) and Graduate Student Researcher (GSR) positions (<http://research.chance.berkeley.edu/main.cfm?id=4>). We do our best to allocate fellowship funds equitably, both with student need and merit in mind.

We encourage applicants to seek financial support that is independent of university sources. If you are an international student, look for fellowships from your home country or through international agencies.

**NOTE:** All applicants who are U.S. citizens or permanent residents must apply for need-based financial aid, which requires the Free Application for Federal Student Aid (FAFSA) <http://www.fafsa.ed.gov/>, in order to receive fellowship support through the University.

### **University fellowships for graduate students:**

- Departmental Blockgrants
- UC Transportation Center Fellowships
- Departmentally Restricted Fellowships
- Foreign Language and Area Studies Award (FLAS). **Applicants should complete this section of the application only if they are applying for the FLAS Fellowship.**
- Graduate Opportunity Program Fellowship (GOP)
- International House Fellowships

**In addition, select applicants to the Ph.D. program may be nominated for Graduate Division Fellowships, such as:**

- The Berkeley Fellowship (multi-year)
- The Chancellor's Fellowship (multi-year)
- Cota Robles Fellowship (multi-year)
- Foreign Language and Area Studies Award (FLAS). **Applicants should complete this section of the application only if they are applying for the FLAS Fellowship.**
- Rafael Rodriguez / Golden Age Foreign Student Scholarship (multi-year)

### **Need-Based Financial Aid**

The FAFSA (Free Application for Federal Student Aid) form is the application for need-based aid. The most common forms of need-based aid are loans and work study. U.S. citizens and permanent residents should seriously consider applying for need-based aid, regardless of present income or assets. All fellowship applicants who are U.S. citizens or permanent residents must submit the FAFSA. The U.C. Berkeley Title IV code for the FAFSA is 001312. You can complete and submit your FAFSA form on the web at [www.fafsa.edu.gov](http://www.fafsa.edu.gov).