

FALL 2010 APPLICATION CHECKLIST

Department of City and Regional Planning (DCRP), University of California Berkeley

Application Deadline: December 7, 2009

Supplemental Material Deadline: December 11, 2008

Graduate Application for Admissions

http://www.grad.berkeley.edu/admissions/grad_app.shtml

*Includes: Statement of Purpose, Personal History Statement, Letters of Recommendation, and Fellowship Information

Electronic DCRP Supplement.

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 (you will only receive this email if you submitted the Graduate Application for Admission before or on December 7, 2009). Please note that the deadline to upload any supplemental materials (required or non-required) is **December 11, 2009** for **M.C.P. only applicants**. (**MCP/ M.ARCH** concurrent degree applicants will have until **December 22, 2008** to submit supplemental materials).

Electronic Portfolio (*recommended for applicants to the Urban Design Concentration; required for MCP/ M.ARCH applicants and MCP/MLA Urban Design Applicants*)

A week after submitting the Graduate Division online application, you will receive an email with instructions on how to upload 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 11, 2008**. (**MCP/ M.ARCH** concurrent degree applicants will have until **December 22, 2008** to submit supplemental materials).

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.

Transcripts:

One official copy of your transcript(s) sent directly to the department by **December 7, 2009 (postmark deadline)**. Transcripts must be submitted in sealed envelopes as issued by the institution. **Do not break the seals.**

One unofficial electronic copy of your official transcript(s) scanned, in PDF format, and uploaded to the DCRP intranet server by **December 11, 2009**.

Three electronic letters of recommendation (minimum), submitted on-line via the Graduate Application for Admission. **Paper copies will not be accepted.**

Official GRE (Graduate Record Examination) General Test scores which must be received by **December 11, 2009**. The institution code is 4833 and the department code is 4402.

Official TOEFL (Test of English as a Foreign Language) scores which must be received by **December 11, 2009**. The TOEFL is required of all international applicants who earned their bachelor's or master's degrees in a country where the official language is not English. The department's TOEFL code is 97.