

**DETAILED APPLICATION INSTRUCTIONS****M.L.A. / Ph.D.****Graduate Program – Fall 2010**

The Department of Landscape Architecture and Environmental Planning is transitioning to an electronic application process for the M.L.A. and Ph.D. Programs. Please read through the instructions below and e-mail the Graduate Admissions Assistant at [laegrad@berkeley.edu](mailto:laegrad@berkeley.edu) if you have any questions. Admission is for the Fall 2010 Semester only.

Please visit the Graduate Division's website (<http://www.grad.berkeley.edu/admissions/index.shtml>) for University admission requirements and useful tips on applying.

**Application Deadlines**

Programs and Degrees	Graduate Division Online Application Deadlines	Access to LAEP Intranet	LAEP Admissions Intranet Deadlines
Ph.D. program	<b>December 15, 2009</b>	December 16, 2009	<b>December 21, 2009</b>
M.L.A. program	<b>January 5, 2010</b>	January 6, 2010	<b>January 11, 2010</b>
Concurrent M.L.A. programs	<b>See dept. websites</b>	<b>See dept. websites</b>	<b>See dept. websites</b>

*Applicants are required to submit both the Graduate Division Online Application and all supplemental materials.*

**APPLICATION INSTRUCTIONS****Step 1 - Submit the UC Berkeley Graduate Division Online Application**

(<https://gradadm.berkeley.edu/grdappl/welcome>)

- **Statement of Purpose** – State the purpose in entering the graduate program, your proposed emphasis of studies, and any special interest(s) in the field. Statements should be clear and focused. For tips on writing a statement of purpose please see the following link:  
[http://www.grad.berkeley.edu/admissions/state\\_purpose.shtml](http://www.grad.berkeley.edu/admissions/state_purpose.shtml)
- **Three Letters of Recommendation** – Submit the names of your recommenders through the online application. The recommender is to provide a personal impression of the applicant's intellectual ability, aptitude in research or professional skills, character, and the quality of previous work and potential for future productive scholarship. ONLY online letters of recommendation are accepted.
- **GRE** - Domestic M.L.A. applicants and all PH.D. applicants must take the [Graduate Record Examination \(GRE\)](http://www.ets.org) (<http://www.ets.org>) and have their official scores reported to the Graduate Division by the Educational Testing Service (ETS). Only GRE scores taken after June 2005 are valid. School code: 4833. Department code: 4405.
- **TOEFL or IELTS** - Applicants from non-English-speaking countries must take the [Test of English as a Foreign Language \(TOEFL\) examination](http://www.ets.org) (<http://www.ets.org>) or the [International English Language Testing System \(IELTS\)](http://www.ielts.org/) (<http://www.ielts.org/>). M.L.A. applicants who take the TOEFL or IELTS are not required to take the GRE. The TOEFL and IELTS must have been taken after June 2008. Minimum required scores are 570 for the paper-based test, 230 for the computer-based test and at least 68 for the internet-based test (iBT). Minimum required IELTS score is a 7 on a 9-point scale. Foreign applicants

who have baccalaureate degrees from educational institutions in which instruction was in English must take the GRE rather than the TOEFL. Contact the Graduate Admissions Office by phone at 510-642-7405 or Email: [gradadm@berkeley.edu](mailto:gradadm@berkeley.edu) regarding questions.

## Step 2 – Mail Supplemental Material to Department

- Statement of Purpose
- Resume
- One set of official transcripts from all colleges or universities attended since high school.
- [M.L.A. Exhibit of Creative Work \(Portfolio\)](#) – first and second professional applicants ONLY.

Mail Materials to:

(Please include all supplemental materials in one packet. Materials must be postmarked by the admission deadline)

Graduate Admissions Committee  
Department of Landscape Architecture & Environmental Planning  
University of California, Berkeley  
202 Wurster Hall #2000  
Berkeley, CA 94720-2000

## Step 3 - Upload Supplemental Materials to the LAEP Admissions Intranet

Applicants who have submitted the UC Berkeley Graduate Division Online Application by the deadline will be given access to the LAEP Admissions Intranet. Applicants will receive a detailed e-mail with instructions on how to upload all required Supplemental Application Material. All documents including the design portfolio must be converted into a PDF document and uploaded into the departmental admissions system. File names must be all lower-case, must **only** use characters a-z, 0-9, hyphen (“-”), and underscore (“\_”), and must be in the following format:

*Example:*        *applicant-name\_program\_document-type*  
                         john-smith\_mla2d\_resume

### Supplemental Application Materials:

- [Departmental Application](#)
- Statement of Purpose
- Resume
- Unofficial Transcript(s) – Note: Before uploading your unofficial transcript please *remove your Social Security number and date of birth.*
- [Exhibit of Creative Work](#) (First & Second professional applicants)
- Recent Publication (Environmental Planning applicants)
- 5 to 7 page Proposed Research including methodology (PH.D. applicants)
- Recent Publication or Report (PH.D. applicants)

### **M.L.A. ENVIRONMENTAL PLANNING PROGRAM**

Submit a recent publication or report that reflects your writing and/or analytical skills, and some aspects of your environmental interests. Electronic submission (PDF). There is no page requirement. Environmental Planning applicants are not required to submit an Exhibit of Creative Work (portfolio).

### **PH.D. PROGRAM IN ENVIRONMENTAL PLANNING**

There are two additional requirements for application to the PH.D. program: (1) a 5 to 7 page statement describing your proposed research (please include research methodology and be as specific as possible; and, (2) at least one publication or report that reflects your writing and/or analytical skills. Electronic submission (PDF). There is no page requirement. In addition, **international PH.D. applicants must take both the GRE and TOEFL exams.**

When applying to the Ph.D. program, you are strongly advised to contact individual faculty members before applying to discuss potential research topics and their relationship to faculty research interests. Faculty members can be contacted via e-mail.

### **CURRENT BERKELEY GRADUATE STUDENTS**

Current Berkeley graduate students are not required to submit the UC Berkeley Graduate Division online Application. Please contact the Graduate Admissions Assistant at [laepgrad@berkeley.edu](mailto:laepgrad@berkeley.edu) regarding access to the LAEP Admissions Intranet. In addition, it is recommended to contact your current Department for copies of your unofficial transcripts and letters of recommendation (if applicable).

#### Required Materials:

- [Departmental Application](#)
- Statement of Purpose
- Resume
- Three Letters of Recommendation
- Unofficial Transcript(s)
- Official GRE or TOEFL/IELTS scores
- [Exhibit of Creative Work](#) (First & Second professional applicants)
- Recent Publication (Environmental Planning applicants)
- 5 to 7 page Proposed Research including methodology (PH.D. applicants)
- Recent Publication or Report (PH.D. applicants)

### **STEP 4 - CONFIRMATION OF SUBMITTAL**

The Graduate Division will send you an e-mail confirmation after submittal of the online University Application. Please keep this confirmation for your records.

Once you have successfully uploaded all of your supplemental material to the LAEP Admissions Intranet please notify the Graduate Assistant at [LAEPadmission@berkeley.edu](mailto:LAEPadmission@berkeley.edu). Your file will be reviewed and you will be sent an e-mail confirmation when complete. Due to the volume of applications being processed please do not call the Graduate Office to confirm receipt of materials.

## VISITS ON CAMPUS

*The Department does not conduct admission interviews.* However, visits to the Berkeley campus are strongly encouraged. We recommend you make appointments with the Student Affairs Officer and specific faculty members at least two weeks prior your visit. The Student Affairs Officer may be contacted at [laepgrad@berkeley.edu](mailto:laepgrad@berkeley.edu). For faculty appointments please refer to the website for contact information: <http://laep.ced.berkeley.edu/people/faculty>. Faculty members manage their own calendars and it is not possible for departmental staff to set up appointments. Faculty members are available during the months of September, October and November (Fall Semester) and February, March, and April (Spring Semester).

The University also has a Visitor Services Office that offers daily campus tours and other visitor related services. <http://visitors.berkeley.edu/>. Please contact their office for more information.