

University of California, Santa Barbara
Coversheet for Statement, Achievements, and Résumé/CV

Name _____ Quarter _____
Legal Family Name (Surname) First Name Middle Name

Proposed Department _____ Emphasis _____ Degree _____
(See <http://www.graddiv.ucsb.edu/programs/>)

Instructions:

- 1) Type each of the three required documents below on a separate sheet (i.e., three separate documents).
- 2) Make two copies of each document. Fill out two copies of this coversheet.
- 3) Put together two packets of documents. Each packet should contain the following: 1) Coversheet, 2) Statement of Purpose, 3) Personal Achievements/Contributions, and 4) Resume/CV. Staple each packet in the upper left hand corner. Please mail the two copies of your packet to your prospective academic department.

1. Statement of Purpose: Give a brief statement outlining your reasons for undertaking a graduate program, your particular area of specialization within the major field, your past academic work, and your plans for future occupation or profession. Also include any additional information that may assist the selection committee in evaluating your preparation and aptitude for graduate study at UC Santa Barbara.

2. Personal Achievements/Contributions: UC Santa Barbara is interested in a diverse and inclusive graduate student population. Please describe any aspects of your personal background, accomplishments, or achievements that you feel are important in evaluating your application for graduate study. For example, please describe if you have experienced economic challenges in achieving higher education, such as being financially responsible for family members or dependents, having to work significant hours during undergraduate schooling or coming from a family background of limited income. Please describe if you have any unusual or varied life experiences that might contribute to the diversity of the graduate group, such as fluency in other languages, experience living in bicultural communities, academic research interests focusing on cultural, societal, or educational problems as they affect underserved segments of society, or evidence of an intention to use the graduate degree toward serving disadvantaged individuals or populations.

3. Résumé or Curriculum Vitae: List your positions of employment or volunteer work/community service since high school, either full or part-time, including the hours per week worked and the nature and dates of employment or service.

If you have discussed your plans for graduate study with any UC Santa Barbara faculty, please list their names:

Signature: _____ Date: _____

Please mail two (2) copies of this packet with required Coversheets to your prospective department:**

Department of _____
Attn.: Graduate Program Assistant
University of California
Santa Barbara, CA 93106-____ (departmental 4-digit mail code)*
(USA)

*** Check your department Web site for their specific 4-digit mail code.**

**If you are applying to the Electrical & Computer Engineering or Media Arts & Technology Departments, do not send hard copy documents via mail. For these departments only, please follow the electronic submission procedures posted on their respective web pages.