

## Application Checklist

<input checked="" type="checkbox"/>	Item Description	Date Requested/Status	Comments
	<b>Completed Application Packet</b> <ul style="list-style-type: none"> <li>▪ Did you sign &amp; date the application form?</li> </ul>		
	<b>Statement of Purpose</b> <ul style="list-style-type: none"> <li>▪ One-page, typed, single-spaced</li> </ul>		
	<b>Two Letters of Recommendation</b> <ul style="list-style-type: none"> <li>▪ The first letter must be from a relevant UC Berkeley professor. You may submit a letter of recommendation from a Graduate Student Instructor (GSI) but it <u>must</u> be co-signed by a professor.</li> <li>▪ The second letter may be from any individual, in or outside of the University, and might include a former employer or research advisor.</li> <li>▪ The letters of recommendation are confidential and must arrive in sealed envelopes. The individual who wrote the letter should place his/her initials on the back flap of the envelope.</li> </ul>		
	<b>Unofficial Transcript &amp; List of Courses</b> <ul style="list-style-type: none"> <li>▪ BearFacts is ok to submit</li> <li>▪ Include a list of currently enrolled courses.</li> </ul>		
	<b>Resume</b> <ul style="list-style-type: none"> <li>▪ Please contact the Career Center for resume support. <a href="http://career.berkeley.edu/Tools/Resume.stm">http://career.berkeley.edu/Tools/Resume.stm</a></li> </ul>		

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