APPLICATION INSTRUCTIONS
(For Fall 2017 admission)
Jurisprudence and Social Policy

APPLICATION DEADLINE: December 15, 2016

Dear Applicant:

Thank you for your interest in the graduate program in Jurisprudence and Social Policy at U.C. Berkeley. The student affairs office of the Jurisprudence and Social Policy Program oversees the application process, i.e. receiving the completed application and materials, and providing answers to your questions regarding the submission of your application. You can contact our office by e-mail at jsp@uclink.berkeley.edu or phone at (510) 642-3771, or, if necessary, by fax at (510) 642-2951. E-mail correspondence is preferred because that will provide us with a written record. The student affairs office is usually available 8:30 a.m. - 12 and 1:30 - 5 p.m. except Tuesdays. I regret that departmental budget considerations do not allow us to return calls to distant area codes except under exceptional circumstances.

Most, but not all, departmental decisions regarding student support and admissions will be made by the JSP Admissions and Fellowships Committee by mid-March. **All** supporting documents need to be uploaded and/or received in the department by December 15, in order to be used in fellowship considerations. The Committee will review incomplete applications to the best of it's ability if the items lacking do not greatly affect the profile of the applicant, but it is important to remember that incomplete applications may not only leave out information essential to it's review of your file but may adversely affect your chances for a university multi-year fellowship.

We wish to bring certain parts of the main application to your attention in order to avoid administrative delays that might affect the review of your application.

• The deadline for submission of applications for admission and fellowship consideration for Fall 2017 is **December 15, 2016**.

• We require submission of a writing sample, a statement of purpose, personal statement, three letters of recommendation, and GRE scores (general test only) for all applicants. The ETS GRE code for Berkeley is 4833. The department code is 2202. (Please note that the JSP program uses the old criminology department code)

• It is important that you be aware of our application review schedule. When applications are submitted by the deadline, it leaves a very short time to receive, sort and record them. If items are missing, it is often difficult to notify you in time for you to send or request the items in time for our faculty review. Applications are generally first reviewed at the beginning of January.

• Be sure to include transcripts from every institution that you list on the application form. This includes junior college courses and summer study, both in the U.S. and abroad. It is acceptable for U.S. applicants to omit original transcripts from Education Abroad programs **only** if both units and grades for these courses are shown in the transcript from your home institution. Though courses taken for one semester that did not relate to your major are not important to our departmental review, the Graduate

Division does require transcripts for these courses and may delay admission or possibly prevent full consideration for a university fellowship until missing materials have been provided. If you only have an unofficial copy, **do** upload a photocopy along with your main application.

• The Jurisprudence and Social Policy Program does require that all applicants attending U.S. colleges and universities calculate their grade point averages as described. We only need the "Cumulative (overall)" and the "All course work after the first two years" G.P.A. scores.

• Students who will be submitting transcripts from foreign institutions should pay very close attention to the instructions for International Applicants in the main application instructions regarding required records and acceptable degrees. Unofficial copies of transcripts are acceptable for department review. Please inform the Graduate Office **as early as possible** of problem situations so that a solution can be found before it is time for your application to be reviewed.

• International students should make arrangements to take the TOEFL exam as early as possible, since it can take a long time for these scores to arrive. Applicants who receive direct notification of a late score should inform us of the score so we will have something to work with until our official copy arrives.

• Financial aid and fellowships: All American citizens and permanent resident students who apply for need-based and/or diversity fellowships must also submit a Free Application for Federal Student Aid (FAFSA) form to the Department of Education (see main application for instructions and deadlines).

• If you will not be reachable during a crucial time of the application process, you may wish to formally designate another person to handle your application in your absence. Be sure to indicate this person's name and, preferably, phone or e-mail address on page A of the application.

• Hard copy materials may be sent directly to the Graduate Office, Jurisprudence and Social Policy Program, 2240 Piedmont Avenue, #2150, U.C. Berkeley, Berkeley, CA 94720-2150. Materials that are sent in advance of your application will be filed under your name while we await your full application.

Please contact me if you have any questions or concerns.

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