

Fall 2010 Application Check List

School of Public Health, University of California, Berkeley
TWO APPLICATIONS REQUIRED! – SOPHAS & UC Berkeley Graduate Division Applications

This checklist is for applicants who are enrolled in Stanford Medical School's Scholarly Concentration in Community Health.

***THE DEADLINE TO APPLY FOR THE FALL 2010 SEMESTER IS DECEMBER 1, 2009.
MAILED MATERIALS MUST BE POSTMARKED BY NOVEMBER 24, 2009.**

Be sure to follow **ALL FOUR STEPS** below. Until you have done so your application will be incomplete. *For complete application instructions and further information, please consult the School of Public Health Web site at <http://sph.berkeley.edu/admissions/>*

Online Applications

- Fill out the **Graduate Application for Admission and Fellowships 2009**; available online September 7, 2009 at www.grad.berkeley.edu/prospective. **If you want to be considered for financial aid, you must fill out the appropriate portion of the UC Berkeley Graduate Application.** The **UC Berkeley Graduate Application Fee** will be waived for current Stanford medical students. For information about Graduate Application fee waivers please visit www.grad.berkeley.edu.
- When designating your degree and area of concentration on the UC Berkeley Graduate Application, you should choose "Public Health" as your Program and either Epidemiology, Interdisciplinary, or Maternal & Child Health as your Emphasis.
- Fill out the **SOPHAS Application 2009**; available online August 26, 2009 at www.sophas.org. You should designate one of the 11-month MPH programs in Epidemiology, Interdisciplinary, or Maternal & Child Health.
- Be sure to answer the Additional Questions that are linked from your UC Berkeley school designation on the SOPHAS Application. You will need to enter your **7-digit document ID number**, which is available on the top left-hand corner of your UC Berkeley Graduate Application.
- Please check the status of your application on the SOPHAS portal frequently throughout the admissions cycle. **IMPORTANT: If your application appears as "Undelivered" at any time, immediately contact SOPHAS at sophasinfo@sophas.org to rectify the situation.**

Letters of Recommendation

- Contact your three **Letter of Recommendation** writers before entering their contact information into the SOPHAS application. You must designate whether each reference will be submitted electronically or through the mail. Letters of Recommendation must be electronically submitted through SOPHAS by **December 1, 2009** and/or mailed to SOPHAS and postmarked by **November 24, 2009**.
- List the names and addresses of your letter of recommendation writers on the appropriate section of the UC Berkeley Graduate Application. Do not enter their e-mail addresses. Do not follow the instructions for Graduate Division online recommendations. Do not follow the instructions for the Alternate Method of Submitting Letters of Recommendation. **ONLY SUBMIT YOUR LETTERS THROUGH SOPHAS.**

Essays

- Compose your UC Berkeley-specific **Statement of Purpose** (limit 18,000 characters; suggested length = 1-2 pages single-spaced). Please see program-specific instructions for the Maternal & Child Health program, available online at sph.berkeley.edu/admissions/apply.html.
- Submit your Statement of Purpose on both the SOPHAS Application and the UC Berkeley Graduate Application.
- Compose your **Personal History Statement** (limit 1500 characters). Although this second essay is optional, it is highly recommended. **It is required if you are applying for funding.**
- Submit your Personal History Statement under the "Additional Questions" portion of the SOPHAS Application. You are not required to submit this essay on the UC Berkeley Graduate Application.

Transcripts

DOMESTIC APPLICANTS:

- Request that one (1) copy of your transcripts for all courses taken since high school be sent to SOPHAS at:
SOPHAS
P.O. Box 9111
Watertown, MA 02471-9111

- Request that two (2) copies of your transcripts for all courses taken since high school be sent directly to you. You will need to open one of those copies and use it to fill out the "Coursework" section of the SOPHAS Application. Should you be recommended for admission, we will request that you send the unopened set of all of your transcripts to the School of Public Health immediately via priority mail, so it is vital that you have these documents on hand. **Do not send us your transcripts until you have been admitted.** Unsolicited materials will be destroyed.

INTERNATIONAL APPLICANTS (applicants who attended undergraduate institutions outside of the United States):

- Send to SOPHAS **one official transcript from each institution attended beyond high school.** Official transcripts must be submitted **DIRECTLY** from the institution in a sealed envelope with the signature/stamp of the institution.

Materials required for the SOPHAS application should be sent to:

SOPHAS
P.O. Box 9111
Watertown, MA 02471-9111

- Send to the UC Berkeley School of Public Health **one official transcript and official degree certificate from each institution attended beyond high school.** Official transcripts must be submitted **DIRECTLY** from the institution in a sealed envelope with the signature/stamp of the institution. Do not mail any other materials to the School of Public Health unless expressly advised to do so. Official transcripts from international applicants must be postmarked by **November 24, 2009.** Unsolicited materials will be destroyed.

International Applicants should have their official transcripts sent directly to:

Admissions 2010 (International Applicant)
School of Public Health
University of California, Berkeley
50 University Hall, #7360
Berkeley, CA 94720-7360
USA

MCATs

- Submit your **MCAT scores** to SOPHAS; instructions are available at <http://www.aamc.org/students/mcat/sendscores/releasingscores.htm>.

Misc. Requirements

- Notify Evelyn Ho (MSOB x375, 650-725-8799, evelynh@stanford.edu) of your intention to apply for the program by November 1, 2009.
- Request that the Stanford School of Medicine Registrar submit **a letter verifying good academic standing** to Evelyn Ho by November 24, 2009.

***Application Deadline**

- Both the SOPHAS Application and UC Berkeley Graduate Application may be electronically submitted as late as **11:59pm on December 1, 2009.** However, all supporting materials must be postmarked by **November 24, 2009.**
- Official MCAT scores must be reported to SOPHAS no later than December 1, 2009.
- If using the electronic method, your references must submit their Letters of Recommendation to SOPHAS no later than December 1, 2009.
- If using the paper method, your references must have their Letters of Recommendation postmarked by **November 24, 2009** at the latest.
- Official transcripts sent to SOPHAS must be postmarked by **November 24, 2009** at the latest.
- **International Applicants only:** Official transcripts sent to the UC Berkeley School of Public Health must be postmarked by **November 24, 2009.**
- **If any components of your application are postmarked after November 24, 2009 or electronically submitted after December 1, 2009, your application will be considered incomplete. Submitting an incomplete application will put you at a disadvantage in the admissions review process.**

To apply for financial aid, submit the Free Application for Federal Student Aid (FAFSA). FAFSA forms are available at www.fafsa.ed.gov. We recommend that you complete and submit a FAFSA by March 1, 2010. The University of California, Berkeley Title IV code for the FAFSA is **001312**. For further information, contact:

Financial Aid Office, Graduate Unit
201 Sproul Hall #1960
University of California, Berkeley
Berkeley, CA 94720-1960.
E-mail: fao_grad@berkeley.edu
On the Web at <http://students.berkeley.edu/fao/graduate/default.htm>

For more information, contact:

Liz Reid, Admissions Coordinator at the UC Berkeley School of Public Health at lizreid@berkeley.edu or 510-642-7675