

Graduate Application Checklist

All applicants:

- Graduate Division Application**
- Three (3) letters of recommendation**
- Transcripts**
- Writing sample**
- GSI application**

Additional requirements for international applicants:

- Transcripts in the original language and in English translation**
- TOEFL or equivalent**

**** Applications are due online no later than December 15. ****

Supporting documents that cannot be submitted online may be sent to the Department of German:

The Graduate Assistant
Department of German
5319 Dwinelle, #3243
University of California
Berkeley, CA 94720-3243

Graduate Division Application: The [online application](#) is available after September 6.

Letters of Recommendation: Submit three letters, preferably from faculty familiar with your academic work. You may request these with the online application and faculty can submit them electronically. We also accept letters submitted through Interfolio.

Transcripts: Transcripts should be submitted electronically with the online application for admissions review. When you are offered admission, we require from every college or university you have attended an official transcript in a sealed envelope, issued and sent by the school. A bachelor's degree or recognized equivalent from an accredited institution with a satisfactory scholastic average minimum GPA of 3.0 (B) is required for admissions consideration.

Writing Sample: Submit a sample of your academic writing that shows your thought process and argumentation style. The sample should be no more than 25 pages long, and can be in English or German. Upload and submit this with your online application.

Graduate Student Instructor (GSI) Application: It is recommended that you fill in the GSI application section with your online graduate application. All graduate students teach as part of our graduate program, and teaching positions are awarded at the time of admission. Teaching experience is **not** required to apply.

International Applicants: Your transcript(s)/academic record(s) *must be issued in the original language and accompanied by English translations* prepared by the issuing institution or an official government translator (see [Graduate Division guidelines](#)). International students educated in countries where English is not the official language must take the *Test of English as a Foreign Language (TOEFL) or equivalent* (see [Graduate Division guidelines](#)).