



UC MERCED  
WASHINGTON  
P R O G R A M

Application Session

# Components of UCDC Application

- Personal Statement: 2 Pages double spaced
- Resume
- Transcript (un-official transcript is acceptable).
- A five page writing sample.
- Two Letters of Recommendation (one must be from a Faculty or Executive Staff Member).
- Academic Advising Form signed by your Advisor.



# Personal Statement Questions (2 pages double spaced):

- ⌘ How studying in Washington, D.C. will help you achieve your academic goals.
- ⌘ How the UCDC Program fits with your graduation requirements.
- ⌘ The type of agency or organization with which you would like to intern.
- ⌘ The type of experience you expect to gain.
- ⌘ Your plans after graduation, and how the UCDC Program will help you achieve your goals.
- ⌘ Unique qualities you will bring to the UCDC Program.

Get Application Tips at:  
[ucdc.ucmerced.edu/application](http://ucdc.ucmerced.edu/application)

# Resumes

Please see Myra Fernandez for Resume help.

Social Sciences, Humanities and Arts Career Specialist  
At the Center for Career and Professional Advancement  
SSB 223

Email: [mfernandez29@ucmerced.edu](mailto:mfernandez29@ucmerced.edu)

Get Application Tips at:  
[ucdc.ucmerced.edu/application](http://ucdc.ucmerced.edu/application)



# Transcripts

- ⌘ Transcript submission: unofficial is acceptable.
- ⌘ To digitize your transcript: either scan an official copy, or copy and paste an unofficial copy from the UCM Portal into a Word document.

Get Application Tips at:  
[ucdc.ucmerced.edu/application](http://ucdc.ucmerced.edu/application)

# Writing Samples

- ⌘ Writing Sample can be anything written in a class that you are proud of.
- ⌘ If the sample is longer than 5 pages, please only submit the first 5 pages.
- ⌘ The sample demonstrates:
  - ⌘ Your ability to research a topic and analyze the data collected.
  - ⌘ Your ability to write clearly about your findings.

Get Application Tips at:  
[ucdc.ucmerced.edu/application](http://ucdc.ucmerced.edu/application)




# Letters of Recommendation

- ⌘ Two letters of recommendation are required for each applicant.
- ⌘ One letter must be from a UC Merced Faculty Member or Executive Staff Member.
- ⌘ Letters must be submitted by writers directly to the Program Coordinator, Rachel Seymour, at [rseymour3@ucmerced.edu](mailto:rseymour3@ucmerced.edu).
- ⌘ LETTERS ARE DUE at 11:59pm the same day of your application via email.

Get Application Tips at:  
[ucdc.ucmerced.edu/application](http://ucdc.ucmerced.edu/application)

UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

UNIVERSITY OF CALIFORNIA, MERCED  
5200 N. Lake Rd.  
Merced, California 95343  
(209) 228-4400

**UCDC Advising Checklist Form**

Thank you for your interest in the UCDC Program. It is important that you meet with your academic advisor to determine if the UCDC Program fits into your degree plan, as well as your overall academic and professional goals.

Program Prerequisites

- Junior or Senior Standing
- Good Academic Standing

Prior to submitting your application, please meet with your academic advisor and have this form signed.

Name: \_\_\_\_\_ UCM Email: \_\_\_\_\_

Major: \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

Talking Points with your academic advisor:

- Will the courses I take fulfill major, minor, or upper division unit requirements?
- Will I graduate on time?

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please scan and submit the signed form as a PDF with your application.

# Academic Advising Form

- Meet with your academic advisor and complete the Academic Advising Form



- Download here: [Academic Advising Form](#)
- You are required to meet with your academic advisor to determine if the UCDC Program fits into your degree plan, as well as your overall academic and professional goals.

Get Application Tips at:  
[ucdc.ucmerced.edu/application](http://ucdc.ucmerced.edu/application)



Apply today online at  
ucdc.ucmerced.edu

*Thank you for your interest in  
UCDC!*

Please contact Rachel Seymour with any  
questions you may have.

[rseymour3@ucmerced.edu](mailto:rseymour3@ucmerced.edu)

SSB 310