

How to Apply to the URP Graduate Program

You are required to submit materials to both the University Admissions Office and to the Department of Urban and Regional Planning. Please pay close attention to the procedures and deadlines for all required materials. **Incomplete applications will not be considered.**

University Required Documents

The University's online application form, application fees, and two copies of **official** transcripts from all institutions of higher education that you have attended must be sent from the originating institution directly to the Cal Poly Admissions Office (the Department is not permitted to forward transcripts to the Admissions Office.)

**Graduate Admissions Office
California Polytechnic University, Pomona
3801 W. Temple Avenue
Pomona, CA 91768**

- University Application Form: <http://www.csupomona.edu/~admissions/>
- Deadline: (<http://www.csupomona.edu/~admissions/deadlines/graduate.html>)

Department Required Documents*

PLEASE MAKE SURE YOUR NAME, ADDRESS, HOME PHONE, DAY PHONE, E-MAIL ADDRESS APPEAR ON ALL DOCUMENTS SUBMITTED TO THE DEPARTMENT

- **Three letters of recommendation***: Letters from individuals, not necessarily planners or educators, who can address your scholarly or professional abilities and can address your potential for success in graduate study. **Letters should be submitted on letterhead.**
- **Statement of Purpose***: Your statement should indicate your reasons for seeking a Master of Urban and Regional Planning degree. The statement should be one to two pages in length and typed, in which you discuss your interest and career goals. (The online application has a space for a statement of purpose; however the department requires a separate submission of your statement as noted above.)
- **A copy of your University application*** (the pages which shows your contact information and schools attended).
- **Unofficial transcripts (one copy)***.
- **GRE Results***: Applicants with an undergraduate grade point average between 2.5 and 3.0 will be considered for admission on the basis of scores on the Graduate Record Exam (GRE). A minimum grade point average (GPA) score for all college work is **3.0**. The entrance requirements for Urban and Regional Planning are a combined score of no less than 1000 on the verbal and quantitative sections, with no less than 450 on either section. **Have a copy of your test results mailed to the department office.** (Applicants with an undergraduate grade point average of 3.0 or better are not required to take the GRE.)
- **TOEF Examination Results***: If English is not your first language, you must submit the results of the TOEFL examination. The required minimum score on this examination is 237 (computer based exam) or 580 (paper based exam).
- **Portfolio***: Students with a scholarly or professional background in design or graphic communication should prepare a portfolio of their work. Portfolio reviews are done in the Fall quarter and may allow a student to substitute another planning course for the required course in graphic communication. Students with non-design undergraduate degrees are not expected to have a portfolio of design work.

***Must arrive on or before the application deadline. Send directly to the department office.**

**Graduate Coordinator
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