

# Applying to the College of Creative Studies - Math

Applying to CCS is a **two-step process**. You must apply **both** to UCSB and to CCS.

## Step 1: Apply to UCSB

If you're not already enrolled at UCSB, you will need the UC Undergraduate Application, the standard form used to apply to any UC campus, available on the web at:

[www.universityofcalifornia.edu/admissions/](http://www.universityofcalifornia.edu/admissions/).

Follow the instructions and the dates indicated so that you meet the deadlines.

You may also contact:

Office of Admissions  
University of California  
Santa Barbara, CA 93106-2014  
phone: 805 - 893 -2881  
fax: 805 - 893 - 2676  
email: [admissions@sa.ucsb.edu](mailto:admissions@sa.ucsb.edu)  
[www.admissions.ucsb.edu](http://www.admissions.ucsb.edu)

## Step 2: Apply to CCS Mathematics

Although CCS Mathematics applications are reviewed on an ongoing basis, priority for Fall 2011 admission is given to applications completed by FEBRUARY 7, 2012.

Students already enrolled at UCSB and subsequently applying to CCS Mathematics may submit an application at any time, noting the CCS regulation requiring six quarters of residency for graduation from CCS. Your application should be completed and submitted by the middle of the quarter proceeding the quarter for which you are applying.

Your application to CCS must include the following items (see below for further explanation):

- application form
- letter of intent
- high school transcript
- college transcripts, if any
- work in evidence of talent (optional)
- letters of recommendation (2 letters minimum required)

If you have questions about your CCS application, and particularly if your circumstances do not seem to fit the standard application process, please email us for advice on what to do. We want to help.

- email: [mbueno@math.ucsb.edu](mailto:mbueno@math.ucsb.edu)

## Overview of How to Apply:

1. Download the CCS Application Form (pdf) from the following weblink:  
<http://www.ccs.ucsb.edu/physics/CCSapplDist.pdf>
2. Save the form to your computer.
3. Complete the form, save it to your computer, and email it to: [frank.bauman@ccs.ucsb.edu](mailto:frank.bauman@ccs.ucsb.edu)
4. Print the application, sign and date it, and mail it along with supporting documentation (unofficial transcripts, letter of intent) to:

Maribel Bueno  
College of Creative Studies  
University of California  
Santa Barbara, CA 93106-6110

## How to Complete the Application Form

To expedite your application, we ask that you download our application form as a "PDF file" and fill it out on a computer using Adobe Reader software (which is a [free download](#)).

### Overview of what you'll need to do

1. Download Adobe Reader (version 7+ or later) if you don't already have it (see detailed instructions below)
2. Download the CCS Application Form using the link above, and save it to the hard drive of your computer.
  - o On Windows, and choose "save link as" (Firefox) or "save target as" (Internet Explorer)
  - o On Mac, hold down the Control button while clicking, and choose "Save Link as" (Firefox) or "Download Linked File as" (Safari)
3. Open the form in Adobe Reader and fill out the fields (except for signature, social security number and date)
  - o See below for more detailed instructions
4. Save the file to your hard drive again.
5. Print a paper copy to mail in with your application (you'll sign and date this one)
6. Send the completed PDF file as an email attachment to [frank.bauman@ccs.ucsb.edu](mailto:frank.bauman@ccs.ucsb.edu)

**Note:** PLEASE do not use any non-Adobe software to fill out the form, as other kinds of software can damage the form.

## Getting Adobe Reader

You only need Adobe Reader (7+ or later) in order to use this form. Adobe Reader is available for free download at [www.adobe.com](http://www.adobe.com)

- To the right of "Products and Solutions," there is a button labeled "Get ADOBE READER."
- Versions of Adobe Reader earlier than 7 can't save the form with the data.
- This form was created with Adobe Acrobat 8; It should also work with Adobe Acrobat 7, but might not work with earlier versions of Adobe Acrobat.

## Help with filling out the form

To Enter your data use the "Tab" key to go from box to box.

If anything that the form asks for doesn't apply to you (e.g., you don't have a middle name), please just leave that box blank.

## Troubleshooting for Macintosh Users

We have had one complaint of Adobe Reader 7 not working on a Mac, so if the form isn't working as it should, and you're using Adobe reader 7, try getting a later version (the latest version is 9).

The "Preview" software that comes with Mac OS will damage the form, so please don't use it. When you first download the form onto your computer, it will ask you whether you want to open it with Preview or save it; you want to choose the "save it..." option, then open it with Adobe Reader or Adobe Acrobat.

If you don't have Adobe reader, and don't want to get it, the only workaround we've been able to come up with for using Preview is to fill out the form (what's left of it) as in the instructions, but put "QQ" in all of the spaces which would otherwise be blank.

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## Letter of Intent

Write a letter to the attention of the faculty in the CCS major to which you are applying, stating your academic interests, your reasons for wanting to study at CCS, and your background in your intended emphasis. This letter is separate from the essay required in the UC application. Letters should be typed.

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## Letters of Recommendation

Letters of recommendation are required for applications in biology, chemistry and biochemistry, computer science, mathematics, music, and physics. Submit at least two letters from persons well acquainted with your academic background and your ability in the area you wish to enter. Please list your recommenders as part of your application so that we know when we have all of their letters.

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## Transcripts

In addition to the copies you send to the UCSB Office of Admissions, you must also send copies of your transcripts from every high school and college you have attended directly to CCS. Transcripts sent to the College of Creative Studies do not need to be official. If you are currently enrolled at UCSB you may submit an unofficial transcript available from the Office of the Registrar ([www.registrar.ucsb.edu](http://www.registrar.ucsb.edu)) as a record of work completed at UCSB.

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## Instructions for Work in Evidence of Talent

Although work in evidence of talent is not required, it helps to give us a more complete idea of your skills and interests. If possible, submit examples of independent research, scientific reports or projects, or any other work that shows your ability and interests.

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## Apply for Financial Aid

Aid is granted according to your financial need and the monies available for state and Federal grants, long-term loans, scholarships, or work-study opportunities. Recorded information from the UCSB Financial Aid office is available at 805 - 893 - 2432, or on their website at: [www.finaid.ucsb.edu](http://www.finaid.ucsb.edu)

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## Decision by the College

When the college has received all items required for your CCS application, an individual application file is created and circulated to faculty members in your chosen CCS major. For fall UCSB applicants, the College of Creative Studies cannot inform applicants of decisions on their CCS applications until the University of California Santa Barbara has mailed the campus's admission/deferral letters in March. CCS decision letters follow immediately thereafter. A denial from CCS does not negatively affect your admission to one of the other colleges at UCSB. If you are already a registered UCSB student applying to Creative Studies, you will be informed of the decision on your CCS application as soon as possible after all required items are received and your file is circulated for faculty review. This process normally takes three to four weeks during the fall, winter, or spring quarters while instruction is in session. If you are a registered UCSB student, you may also take Creative Studies classes even if you are not enrolled in CCS, on a space-available basis.