APPLICATION CHECKLIST
ONLINE MS DEGREE

☐ MAKE NOTE OF THE APPLICATION DEADLINE

- Summer Semester apply by March 15
- Fall Semester apply by July 1
- Spring Semester apply by October 1

Note that in order to meet the application deadline, your complete application and all supporting documents must be received by the due date.

☐ APPLY ONLINE

Review the University of Florida Graduate School admissions process information prior to completing your application. Submit your online application and pay the $30 fee plus a $7 processing fee. On the applications:

- For “Location” choose “Distance Education”
- For “Program of Study” search “Family, Youth and Community Sciences”
- If you know which concentration you are interested in please choose it, if not select “none” (you can change your concentration later)
- Leave the “Specialization” and “Departmental contact name” blocks blank

☐ COLLECT AND SUBMIT YOUR SUPPORTING DOCUMENTATION

Once your application is submitted, your statement of purpose, three letters of recommendation, professional resume, and writing sample may be submitted via the online application system. See below for details.

☐ GRE Scores

GRE scores should be sent to UF using ETS test score code 5812 at least two weeks before the application deadline. Test scores need to be received by the application deadline to ensure that the application is completed.

☐ Resume

Your 1-2 page resume must be submitted using the online application, and should highlight your educational and professional experiences.
☐ **Statement of Purpose.**

The Statement of Purpose is your opportunity to make a compelling case that you are a strong candidate for the master’s program. This document should be submitted through the online application system. It must focus on the following and be no longer than 400-500 words:

- What previous experience or educational background do you have that will contribute to your ability to achieve an advanced degree in Family, Youth, and Community Sciences?
- What contributions do you feel that you can make to this department and to the University of Florida as a member of our graduate student body?
- Considering the department’s specific coursework and/or individual faculty members’ research areas, what makes you a good fit for the master’s program?

☐ **Letters of Recommendation**

A minimum of three letters of recommendation are required. These should be from faculty members who are familiar with your past performance as a student, or professional references familiar with your performance (we prefer professional references come from a person who held a supervisory role over your work). Letters of recommendation should be submitted via the online application process. If the recommender cannot submit online, the letter should be sent directly to the Distance Education Coordinator, Nicole Sloan. Letters of recommendation need to be received by the application deadline, so follow up with recommenders to ensure that the deadline is met.

*Please note that blind letters of recommendation (letters that are not read by the student prior to submission) are strongly preferred.*

☐ **Transcripts**

Applicants should submit **TWO** copies of transcripts:

- An official copy directly from previous institutions to the UF Office of Admissions either electronically or through the mail, and
- An official or unofficial copy, emailed directly to the Distance Education Coordinator, Nicole Sloan.

Failure to provide transcripts to both offices can result in your application being delayed. Request both transcripts **at least three weeks** prior to the deadline (check with prior institutions as some require a longer period of time to process requests).

*If you currently attend UF or have in the past, you do not need to submit transcripts for the coursework completed here.*