☐ SCHEDULE A MEETING WITH THE FYCS COORDINATOR OF ACADEMIC PROGRAMS

Gregg A. Henderschiedt  
Coordinator of Academic Programs  
Department of Family Youth and Community Sciences  
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☐ MAKE NOTE OF THE APPLICATION DEADLINE

For Fall Admission:

To be considered for graduate assistantship funding your *completed* application and *all* supporting documents must be received by February 1.

Additional *complete* applications will be considered if received before March 15.

For Spring Admission:

Completed applications and all supporting documents must be received before October 1.

☐ BEGIN YOUR ONLINE APPLICATION FOR ADMISSION

Review the University of Florida Graduate School admissions process information prior to completing your application. Fill out and submit your online application and pay the $30 fee.

*If you are interested in applying for a Graduate Assistantship, check the box on the UF application and indicate this in your personal statement.*

☐ COLLECT AND SUBMIT YOUR SUPPORTING DOCUMENTATION

Once your application is submitted, you must submit the following supporting documents:

☐ Resume

Submit a resume via the online application. Your resume should highlight your educational and professional experiences in no more than two pages.
Supporting Documentation, continued

☐ **GRE Scores**

GRE scores should be sent to UF using ETS test score code 5812 at least **two weeks** before the application deadline. A minimum combined quantitative and verbal reasoning score of 300 is considered competitive. Test scores need to be received by the application deadline to ensure that the application is completed. The University of Florida does not accept test scores older than five years.

☐ **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 should be 400-500 words and focus on the following:

- 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 Gregg Henderschiedt, Coordinator of Academic Programs. 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 from all previously attended colleges or universities:

- An official copy directly to the UF Office of Admissions at
  201 Criser Hall
  Office of Admissions
  University of Florida
  P.O. Box 114000
  Gainesville, FL 32611-4000

- A copy (either official or unofficial) directly to
  Gregg Henderschiedt
  Family, Youth and Community Sciences
  University of Florida
  P.O. Box 110310
  Gainesville, FL 32611-0310

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.