

University of Florida Youth Development and Family Sciences PhD Application Checklist

☐ SCHEDULE A MEETING WITH THE FYCS GRADUATE PROGRAMS COORDINATOR*

Crystal Tisby, Coordinator of Academic Programs
Family, Youth & Community Sciences
ctisby@ufl.edu

☐ EXPLORE FACULTY RESEARCH AREAS AND DISCUSS HOW YOUR INTERESTS FIT WITH THE PROGRAM

Our program uses a faculty mentor model and it is expected that students will identify at least two preferred faculty mentors in their statement of purpose. Prospective students should become familiar with department faculty and their areas of interest. The best way to do this is to read the CVs on our [Department Faculty Page](#). You should discuss your specific research interests with multiple faculty members as you work on your application.

Student fit with the doctoral program is an important element of the admissions process and applicants should demonstrate their ability to answer the following questions:

- ☐ Why do you seek a research-based doctoral degree in the social sciences? What type of career do you plan to pursue with this degree?
 - ☐ What appropriate academic experience and preparation do you have for required doctoral-level courses?
 - ☐ How familiar are you with the curriculum of the YDFS degree and how do you think the curriculum will contribute to your professional goals and employment?
 - ☐ Can you demonstrate an understanding of faculty research interests and the correspondence between your interests and those of multiple faculty members in FYCS?
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☐ MAKE NOTE OF THE APPLICATION DEADLINE

The deadline for your application and related materials is January 15.

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

* After meeting with Crystal Tisby, she will recommend meeting with Dr. Heidi Radunovich

☐ **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](#). *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**

Your statement of purpose, name and contact information for your three letters of recommendation, professional resume, and writing sample should be submitted via the online application system. See below for details.

☐ **Curriculum Vita or Resume**

Your curriculum vita or resume should reflect both your relevant academic and professional accomplishments, and be no longer than four pages. Submit your CV or resume via the online system.

☐ **Transcripts**

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

- ☐ An official copy directly to the UF Office of Admissions, and
- ☐ A copy (either official or unofficial) uploaded to your application. If having issues uploading your transcripts you can send the transcripts directly to Crystal Tisby (ctisby@ufl.edu) in the Department of Family, Youth and Community Sciences.
- ☐ Failure to provide transcripts 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 more 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.

☐ **Letters of Recommendation**

A minimum of three letters of recommendation are required. The online application has a spot for you to enter the names of your recommenders and their contact information. They will receive an email from UF to upload their letters after you submit your application and pay the application fee. These should be from current or former professors who are familiar with your past performance as a student, who can assess your potential for doctoral-level graduate work, and who can speak to your research experience. We encourage recommendations from those who can assess your written and verbal abilities, your competency in scientific reasoning, your capacity for independent thought, and your professional and ethical behavior. Other professionals familiar with your occupational or educational performance may provide recommendations when it has been some time since graduation (we prefer these come from a person who held a supervisory role over your work and can speak to the competencies noted above).

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

☐ Statement of Purpose

Your Statement of Purpose consists of an essay that provides the admissions committee with the ability to evaluate your academic preparation, research interests, and alignment with the mission of our department. The description of research interests and program fit should be explicitly addressed in the statement of purpose. Your Statement of Purpose should be **well-organized, clear, and concise**, typically 2–3 pages in length, double-spaced.

☐ Essay : Your Statement of Purpose should address the following areas:

- ☐ **Academic Preparation & Experiences:** Summarize how your academic experiences have prepared you for the doctoral program in Youth Development and Family Sciences. Discuss your choice of previous degree program, successes, and overall performance. Identify at least one academic difficulty or challenge you had to overcome and describe how you were able to do so. This is an honest self-appraisal, not a personal advertisement.
- ☐ **Research Interest:** Describe your primary area(s) of research interest and explain why these topics are meaningful to you. Discuss the key questions or problems you are motivated to explore and how they connect to your proposed doctoral studies.
- ☐ **Career Goals:** Outline your long-term career goals and explain how earning a Ph.D. in Youth Development and Family Sciences will help you achieve them. Be specific about the professional pathways you envision and how research will prepare you in those roles.
- ☐ **Research Interest and Faculty Alignment:** Identify 1-2 faculty members in our department and explain why you would like to work with them. In what ways will studying with these faculty member(s) help you foster your current talents and interests to achieve your professional goals? Last (important), please indicate your desire and need for financial support. *

****Your Statement of Purpose should present a cohesive narrative that integrates these four areas into one essay rather than treating them as separate responses.***

☐ Writing Sample

Your writing sample should be an example of your academic or professional writing such as a publication or journal article, a chapter of your master's thesis, or a research paper that you submitted for a course requirement. Submit up to a 10-page writing sample as a .pdf document through the online application system. *Note that only 10 pages of text, not including references will be forwarded to the committee for review.*

* Acceptance into the program does not guarantee assistantship support. However, the Department prioritizes the funding of admitted Ph.D. students.