

University of Florida
Family, Youth and Community Sciences
Master's Degree Application Checklist

☐ **SCHEDULE A MEETING WITH THE FYCS GRADUATE PROGRAMS COORDINATOR**

Crystal Tisby, Coordinator of Academic Programs
Family, Youth & Community Sciences
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☐ **MAKE NOTE OF THE APPLICATION DEADLINE**

For Fall Admission:

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

For Spring Admission:

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

☐ **BEGIN YOUR ONLINE APPLICATION FOR ADMISSION**

Review the University of Florida Graduate School admissions process prior to completing your application. Fill out and submit your [online application](#) and pay the application 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.

☐ **TRANSCRIPTS**

Applicants should submit copies of transcripts from all attended colleges or universities:

- An official copy directly to the UF Office of Admissions **electronically** from your previous institution(s) **or mailed to**:

University of Florida, Office of Admissions
201 Criser Hall, P.O. Box 114000
Gainesville, FL 32611-4000
 - An official or unofficial document can be uploaded with the application. If a student has issues with uploading transcripts, the students are permitted to send copies to ctisby@ufl.edu
 - Failure to provide transcripts can result in your application being delayed. Request transcripts at least three weeks prior to the deadline (check with prior institutions some require a longer period of time). If you currently attend UF or have in the past, you do not need to submit transcripts for UF coursework.
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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.

☐ 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. If you have been out of school for several years, professional references familiar with your performance may be submitted (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 Crystal Tisby, 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, student waiving rights to access) are strongly preferred.

☐ Statement of Purpose

The Statement of Purpose consists of an essay that provides the admissions committee with a deeper understanding of your academic preparation, research interests, and goals for graduate study. Your Statement of Purpose should be **well-organized, clear, and concise**, typically 1–2 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 our master's program. Discuss your 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. Also, please indicate your desire and need for financial support. *
- ☐ **Career Goals:** Outline your long-term career goals and explain how earning a MS in Family, Youth and Community Sciences will help you achieve them. Be specific about the professional pathways you envision and how research will prepare you for 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?

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