

# University of Florida

## Family, Youth and Community Sciences

### Online Master's Degree Application Checklist

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#### APPLICATION DEADLINES

- Fall Semester apply by **June 1** (for early Fall decision apply by March 15 (note EEP/ State Waiver funding will not be decided until mid-June)
- Spring Semester apply by **October 1**
- We do not offer rolling admissions, you must apply by one of the deadline above.

#### Note:

- In order to meet the application deadline, your complete application and all supporting documents (resume, transcripts, letters of recommendation, and statement of purpose) must be received by the due date.
- We only accept UF EEP students who are currently employed as FCS or 4-H agents by IFAS Extension. You are responsible for knowing the information on the EEP program here: <https://registrar.ufl.edu/registration/employee-education>

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#### BEGIN YOUR ONLINE APPLICATION FOR ADMISSION

Review the University of Florida Graduate School admissions process prior to completing your application. Submit your [online application](#) and pay the \$30 fee plus a \$7 processing fee. When filling out the application use the following information:

- 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

**Please email Nicole Sloan ([nlsloan@ufl.edu](mailto:nlsloan@ufl.edu)) after you submit your application.**

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#### COLLECT AND SUBMIT YOUR SUPPORTING DOCUMENTATION

##### Resume

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

## □ Statement of Purpose

Your Statement of Purpose is comprised of the following essays and is required for your admission packet. Each essay should be no more than 500 words not including the title and references. Upload to your application as one file.

### □ Essay 1: How have your experiences prepared you for the FYCS online master's program?

Summarize how your academic experiences have prepared you for our master's program. 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.

### □ Essay 2: How do your academic interests align with the FYCS department?

Describe your professional goals and discuss how the FYCS MS online program will help you achieve these goals. When discussing the MS online program, you may want to refer to the curriculum, to specific courses, to faculty interests (<https://fycs.ifas.ufl.edu/fycs-directory>), or to the capstone project you would like to pursue.

## □ 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 several years, professional references familiar with your performance can be used (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 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.**

**Continued**

## □ Transcripts

Applicants should submit **TWO** copies of transcripts from each previously attended college or university:

- **An official copy directly to the UF Office of Admissions** from previous institutions (either electronically or via mail):

201 Criser Hall  
Office of Admissions  
University of Florida  
P.O. Box 114000  
Gainesville, FL 32611-4000

- An official or unofficial copy emailed directly to the Distance Education Coordinator, Nicole Sloan (nlsloan@ufl.edu).
- If you currently attend UF or have in the past, you do not need to submit transcripts for the coursework completed here.
- Failure to provide transcripts to both offices can result in your application being delayed. Request transcripts at least three weeks prior to the deadline.