



**Official scores must be sent to the University of Florida, Office of Admissions, PO Box 114000, 201 Criser Hall, Gainesville, FL 32611-4000.**

**Graduate Record Examination (GRE)** results must be received directly from the Educational Testing Service. UF's institution code is 5812.

GRE Test Date: \_\_\_\_\_ Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_ Analytical/Writing: \_\_\_\_\_ Total (V+Q): \_\_\_\_\_

GRE Subject Test – Test Date: \_\_\_\_\_ Test Name: \_\_\_\_\_ Score: \_\_\_\_\_

**Graduate Management Admission Test (GMAT)** results must be received directly from the Graduate Management Admission Council.

GMAT Test Date: \_\_\_\_\_ Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_ Score: \_\_\_\_\_ Analytical/Writing: \_\_\_\_\_

Proficiency in the English language is required of applicants from countries (including Puerto Rico) where English is not the official language. These applicants must submit official scores from one of the tests listed below. This requirement may be waived if you have been enrolled in a degree seeking program for one academic year (in a country where English is the official language) prior to your anticipated term of enrollment at UF.

**Test of English as a Foreign Language (TOEFL)** results must be received directly from the Educational Testing Service. UF's institution code is 5812.

TOEFL Test Date: \_\_\_\_\_ Listening: \_\_\_\_\_ Writing: \_\_\_\_\_ Reading: \_\_\_\_\_ Score: \_\_\_\_\_

IB-TOEFL Test Date: \_\_\_\_\_ Reading: \_\_\_\_\_ Listening: \_\_\_\_\_ Speaking: \_\_\_\_\_ Writing: \_\_\_\_\_

**International English Language Testing System (IELTS)** results must be received from IELTS International.

IELTS Test Date: \_\_\_\_\_ Listening: \_\_\_\_\_ Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Speaking: \_\_\_\_\_ Score: \_\_\_\_\_

**Michigan English Language Assessment Battery (MELAB)** results must be received directly from the University of Michigan English Language Institute.

MELAB Test Date: \_\_\_\_\_ Composition: \_\_\_\_\_ Listening: \_\_\_\_\_ GCVR: \_\_\_\_\_

**Completion of the University of Florida English Language Institute program.** Send verification from UF English Language Institute.

Identify any department or university personnel other than the UF Office of Admissions with whom you have been in correspondence (include name, position and department). \_\_\_\_\_

**Activities and Locations:** Indicate how you spent or plan to spend all time, from graduation, until anticipated enrollment at the University of Florida. Use additional paper, if necessary.

Position/Activity	Location – include city and state	From	To
		/ - /	/ - /
		/ - /	/ - /
		/ - /	/ - /
		/ - /	/ - /

**Failure to answer these questions will delay processing of your application.** If your answer of the following questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this form. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings.

Yes  No Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?

Yes  No Have you ever been charged with a violation of the law which resulted in, or if still pending, could result in, probation, community service, a jail sentence, the revocation or suspension of your driver's license?

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

I will abide by the university's regulations concerning application deadlines and admission requirements. I certify that the information given in this application is complete and accurate and I understand that false or fraudulent statements within this application or residence statement may result in denial of admission, disciplinary action and invalidation of credits or degrees earned at the university. If admitted, I hereby agree to abide by the policies of the Florida Board of Education and the rules and regulations of the University of Florida Board of Trustees. Should any of the information I have given change prior to my entry to the university, I shall notify the University of Florida Office of Admissions immediately. I understand that the \$30 U.S. check or money order that must accompany this application is a nonrefundable fee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**All applicants must complete the residency form.**

*All applicants who meet requirements and standards will be considered equally for admission to any academic program, regardless of race, color, religion, gender, marital status, beliefs, age, national origin, sexual orientation or physical or mental disabilities.*

A Florida resident for tuition purposes is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least 12 consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and the State Board of Education. All other persons are ineligible for classification as a Florida resident for tuition purposes.

**Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent, has moved from another state.**

**Non-Florida Residents:** I understand that I do not qualify as a Florida resident for tuition purposes for the term to which I have applied. I also understand that if I should qualify for Florida residency in some future term, I must file the required documentation prior to the beginning of that term.

Signature (in ink) \_\_\_\_\_ UFID \_\_\_\_\_ Date \_\_\_\_\_

**Florida Residents:** Complete this section in full if you claim Florida residency for tuition purposes. **Attach required documentation (if any).**

- A copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.
  - Dependent:** a person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code. **Independent:** a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, per the U.S. Department of Education for the purposes of federal aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence.
- A copy of marriage certificate is required in **all cases** of a spouse claiming a partner's residency.
  - A. I am an **independent person** and have maintained legal residence in Florida for at least the past 12 consecutive months.
  - B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive months.
  - C. I am a **dependent person who has resided for five years** with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least the past 12 consecutive months. (**Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
  - D. I am **married to a person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (**Required:** Copy of marriage certificate and other documents required to establish residency.)
  - E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
  - F. According to the U.S. Citizenship and Immigration Services, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least the past 12 consecutive months. (**Required:** USCIS documentation and proof of Florida residency status.)
  - G. I am a **member** (or the spouse/dependent child of) of the **Armed Services of the United States**, and am currently stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida. (**Required:** Copy of military orders or DD2058 showing home of record.)
  - H. I am a full-time instructional or administrative employee (or the spouse/dependent child of) **employed by a Florida public school, community college or institution of higher education.** (**Required:** Copy of employment verification.)
  - I. I am part of the **Latin American/Caribbean Scholarship Program.** (**Required:** Copy of scholarship papers.)
  - J. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program** (s.1009.98, F.S.) (**Required:** Copy of Florida prepaid recipient card.)
  - K. I am a U.S. citizen (or the spouse/dependent child of) **living on the Isthmus of Panama** and have completed 12 consecutive months of college work at the FSU Panama Canal Branch. (**Required:** Copy of marriage certificate or proof of dependency.)
  - L. I am a **Southern Regional Education Board's Academic Common Market** graduate student. (**Required:** Certification letter from state coordinator.)
  - M. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
  - N. I am a **McKnight Fellowship recipient.** (**Required:** Verification from graduate studies.)
  - O. I am an active member of the **Florida National Guard** who qualifies under s.250.10 (7) and for the tuition assistance program.
  - P. I am an **active duty member** (or the spouse/dependent child of) of the **Armed Services of the United States** attending a public college or university within 50 miles of the military establishment where the member is stationed, if such a military establishment is in a county contiguous to Florida.
  - Q. I am an **active duty member** (or spouse/dependent child of) of the **Canadian military** residing or stationed in this state under the North American Air Defense (NORAD) Agreement, attending a public college or university within 50 miles of the military establishment where the active duty member is stationed.
  - R. I am a U.S. citizen living outside the U.S. who is **teaching at a Department of Defense Dependent School or in an American International School** and who has enrolled in a graduate-level education program that leads to a Florida teaching certificate.
  - S. I am an **active duty member** (or spouse/dependent child of) of a **foreign nation's military who is serving as a liaison officer.** I am residing or stationed in Florida and attending a public college or university within 50 miles of the military establishment where I am stationed.

**Person claiming residency must complete this section in full.**

- Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the start** of the term.
- Additional documentation also may be requested. All documentation is subject to verification.

**PLEASE PRINT**

1. Name of Student: \_\_\_\_\_ 2. UFID: \_\_\_\_\_

3. Name of person claiming Florida residency: \_\_\_\_\_ 4. Claimant's relationship to student: \_\_\_\_\_

5. Claimant's permanent legal address: \_\_\_\_\_

6. ( ) \_\_\_\_\_ Street / PO Number / Apartment

Claimant's telephone number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

7. Date claimant began establishing legal Florida residence and domicile: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

8. Claimant's voter registration State: \_\_\_\_\_ Number: \_\_\_\_\_ County \_\_\_\_\_ Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

9. Claimant's driver's license State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

10. Claimant's vehicle registration State: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

11. Non-U.S. citizen only Resident alien number: \_\_\_\_\_ Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Copy of both sides of card required)

**I do hereby swear or affirm** that the above-named student meets all the requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes.

Signature (in ink) of person claiming Florida residency as listed on Item #3 above \_\_\_\_\_ Date \_\_\_\_\_

This copy of the application, letters of recommendation, statement of purpose and photo copies of your transcripts and test scores must be mailed to your intended department. Please contact your department regarding other materials that may be required.

Department Contacts: <http://www.admissions.ufl.edu/grad/gradcontacts.html>

Name: Last/ Family/ Surname		First/ Given Name	Middle	UFID (if known): -	<input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent Address: Street & Number				City	State
				Zip	Date of Birth: ____/____/____ Month Day Year
Current Address: Until ____/____/____		Street & Number		City	State
				Zip	
Phone Number: ( ) -	Work Phone Number: ( ) -	Fax Number: ( ) -	E-mail Address:		

**Veteran Status:** Are you a member or veteran of the U.S. military? \_\_\_\_ Yes: Active Duty \_\_\_\_ Yes: Veteran \_\_\_\_ No  
 If "Yes", check the box to the right if you served on or after September 11, 2001   
 Are you eligible to receive VA educational benefits as the spouse or dependent child of a veteran of the U.S. military? \_\_\_\_ Yes \_\_\_\_ No

Nation of Citizenship: <input type="checkbox"/> United States <input type="checkbox"/> Other: _____	Place of Birth: City _____ State _____	Non-U.S. citizens only: Are you a permanent resident alien? <input type="checkbox"/> Yes; attach copy of both sides of your permanent resident alien card. <input type="checkbox"/> No; what visa do you presently hold? _____
---	--	--

Anticipated Term/Year of Enrollment (select one):  
 \_\_\_\_ Fall-August 20 \_\_\_\_ Spring-January 20 \_\_\_\_ Summer A/C-May 20 \_\_\_\_ Summer B-June 20 \_\_\_\_

College: \_\_\_\_\_ Program: \_\_\_\_\_ Specialization: \_\_\_\_\_

Degree goal (specify one): \_\_\_\_ Master's \_\_\_\_ Specialist \_\_\_\_ Doctor \_\_\_\_ Engineer \_\_\_\_ PhD

Will you be a full-time student? \_\_\_\_ Yes \_\_\_\_ No; state other occupation: \_\_\_\_\_

Are you applying to a distant learning program? ____ Yes ____ No	Have you ever attended UF? ____ Yes ____ No
Are you applying to a joint-degree program? ____ Yes ____ No	Are you currently enrolled at UF? ____ Yes ____ No
A combined bachelor's/master's program? ____ Yes ____ No	

List all colleges or universities **you have attended**. Include the University of Florida if you have ever registered for a UF course.  
 Other names that may appear on your transcripts: \_\_\_\_\_

Send a photo copy of each transcript to your department(s). Institution-- include city and state	Major	Dates of Attendance		List all Degrees and Dates			
		From Month Year	To Month Year	Degree	Earned	Will Earn	Month / Year
		/	/				/
		/	/				/
		/	/				/

**Important:** Use the worksheet on the back of the application to calculate your **self-reported GPA**. Enter the result here: \_\_\_\_\_

Are you applying as a Florida resident for tuition purposes? \_\_\_\_ Yes (Residency affidavit must be completed.) \_\_\_\_ No

**Official scores must be sent to the University of Florida, Office of Admissions, PO Box 114000, 201 Criser Hall, Gainesville, FL 32611-4000.**

**Graduate Record Examination (GRE)** results must be received directly from the Educational Testing Service. UF's institution code is 5812.

GRE Test Date: \_\_\_\_\_ Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_ Analytical/Writing: \_\_\_\_\_ Total (V+Q): \_\_\_\_\_

GRE Subject Test – Test Date: \_\_\_\_\_ Test Name: \_\_\_\_\_ Score: \_\_\_\_\_

**Graduate Management Admission Test (GMAT)** results must be received directly from the Graduate Management Admission Council.

GMAT Test Date: \_\_\_\_\_ Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_ Score: \_\_\_\_\_ Analytical/Writing: \_\_\_\_\_

Proficiency in the English language is required of applicants from countries (including Puerto Rico) where English is not the official language. These applicants must submit official scores from one of the tests listed below. This requirement may be waived if you have been enrolled in a degree seeking program for one academic year (in a country where English is the official language) prior to your anticipated term of enrollment at UF.

**Test of English as a Foreign Language (TOEFL)** results must be received directly from the Educational Testing Service. UF's institution code is 5812.

TOEFL Test Date: \_\_\_\_\_ Listening: \_\_\_\_\_ Writing: \_\_\_\_\_ Reading: \_\_\_\_\_ Score: \_\_\_\_\_

IB-TOEFL Test Date: \_\_\_\_\_ Reading: \_\_\_\_\_ Listening: \_\_\_\_\_ Speaking: \_\_\_\_\_ Writing: \_\_\_\_\_

**International English Language Testing System (IELTS)** results must be received from IELTS International.

IELTS Test Date: \_\_\_\_\_ Listening: \_\_\_\_\_ Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Speaking: \_\_\_\_\_ Score: \_\_\_\_\_

**Michigan English Language Assessment Battery (MELAB)** results must be received directly from the University of Michigan English Language Institute.

MELAB Test Date: \_\_\_\_\_ Composition: \_\_\_\_\_ Listening: \_\_\_\_\_ GCVR: \_\_\_\_\_

**Completion of the University of Florida English Language Institute program.** Send verification from UF English Language Institute.

TOEFL Test Date: \_\_\_\_\_ Listening: \_\_\_\_\_ Writing: \_\_\_\_\_ Reading: \_\_\_\_\_ Score: \_\_\_\_\_

**Activities and Locations:** Indicate how you spent or how you plan to spend all time, from graduation, until enrollment at the University of Florida. Use additional paper, if necessary.

Position/Activity	Location-- include city and state	From	To
		/ - /	/ - /
		/ - /	/ - /
		/ - /	/ - /

**References:** List below three references. Have these individuals send letters of recommendation directly to your department.

Recommendation forms are available at <http://gradschool.rgp.ufl.edu/education/recommendation.html>

Name and Position	Department /Institution	E-mail Address	Telephone
			( ) -
			( ) -
			( ) -

Identify any department or university personnel other than Office of Admissions staff with whom you have been in correspondence (include name, position and department): \_\_\_\_\_

Do you intend to apply for one of the following?  Fellowship  Scholarship  Assistantship  
For consideration, complete the application for graduate fellowship or assistantship and send it directly to the department.  
Fellowship/Assistantship application available at <http://gradschool.rgp.ufl.edu/pdf-files/recommendation-letter-form.pdf>

To request any reasonable accommodation for a disability please contact the graduate coordinator in your department.

Department Contacts: <http://www.admissions.ufl.edu/grad/gradcontacts.html>

I will abide by the university's regulations concerning application deadlines and admission requirements. I certify that the information given in this application is complete and accurate and I understand that false or fraudulent statements within this application or residence statement may result in denial of admission, disciplinary action and invalidation of credits or degrees earned at the university. If admitted, I hereby agree to abide by the policies of the Florida Board of Education and the rules and regulations of the University of Florida Board of Trustees. Should any of the information I have given change prior to my entry to the university, I shall notify the University of Florida Office of Admissions immediately. I understand that the \$30 U.S. check or money order that must accompany this application is a nonrefundable fee.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*All applicants who meet requirements and standards will be considered equally for admission to any academic program, regardless of race, color, religion, gender, marital status, beliefs, age, national origin, sexual orientation or physical or mental disabilities.*

Name: \_\_\_\_\_  
(Please print)

UFID: \_\_\_\_\_

Applicants for graduate study at the University of Florida are required to compute their college-level junior and senior year grade point average, unless your institution uses a non-traditional grading system. This GPA will be verified by the university. An accurate self-reported GPA will help to expedite the processing of your application.

**Please use these guidelines:**

- Junior and senior level study refers specifically to all coursework taken after the term during which you earned 60 semester hours or 90 quarter hours. Typically, these courses are taken in the third and fourth years of study. This coursework continues until you graduate with a baccalaureate degree.
- If you apply to graduate school before you have graduated, your calculation of grade point average (GPA) would continue up to but not include the current term of enrollment. The current term is considered a term in progress.
- This GPA calculation includes all coursework completed. Do not include courses that were dropped or courses that do not award letter grades (e.g., satisfactory / unsatisfactory grades). However, if you have repeated a course, both grades must be included.
- When the GPA is computed, the result is truncated after the first decimal place.

**Converting quarter hours to semester hours:**

- If all hours were earned at institutions using only quarter hours, you do not have to convert to semester hours but may use quarter system credit hours to complete the calculation.
- Do not combine quarter credit hours with semester credit hours; instead, convert quarter hours to semester hours using the following equations:

1 quarter hour = 2/3 semester hour **OR** 3 quarter hours = 2 semester hours

For example: 24 quarter hours x 2/3 = 16 semester hours.

**Grades:**

A = 4	B+ = 3.33	C+ = 2.33	D+ = 1.33	E = 0.0 (failing grade)
A- = 3.67	B = 3	C = 2	D = 1.0	I = 0.0 (incomplete)
	B- = 2.67	C- = 1.67	D- = 0.67	

Sample:					Use this form to calculate your Junior - Senior Year GPA			
Grade	Credit Hours		Grade Value	Grade Points	Grade	Number of Credit Hours	Multiply by	Number of Grade Points
A	15	x	4.0	= 60	A		x 4.0 =	
A-		x	3.67	=	A-		x 3.67 =	
B+	8	x	3.33	= 26.64	B+		x 3.33 =	
B		x	3.0	=	B		x 3.0 =	
B-		x	2.67	=	B-		x 2.67 =	
C+		x	2.33	=	C+		x 2.33 =	
C	7	x	2.0	= 14	C		x 2.0 =	
C-		x	1.67	=	C-		x 1.67 =	
D+		x	1.33	=	D+		x 1.33 =	
D		x	1.0	=	D		x 1.0 =	
D-		x	0.67	=	D-		x 0.67 =	
E	3	x	0.0	= 0	E		x 0.0 =	
	<u>33</u>							
				<u>100.64</u>				
Grade Points	=	100.64			Totals	<input type="text"/>		<input type="text"/>
Credit	=	33		= 3.0	Total Grade Points	=		=
					Total Credit Hours	=		= Result

**Enter the result on the bottom of the front page of the application as well as on the Department Copy page. If your undergraduate institution uses a non-traditional grading system, enter N/A.**