<u>**Elementary Ed SITE – MAE Application Instructions**</u>
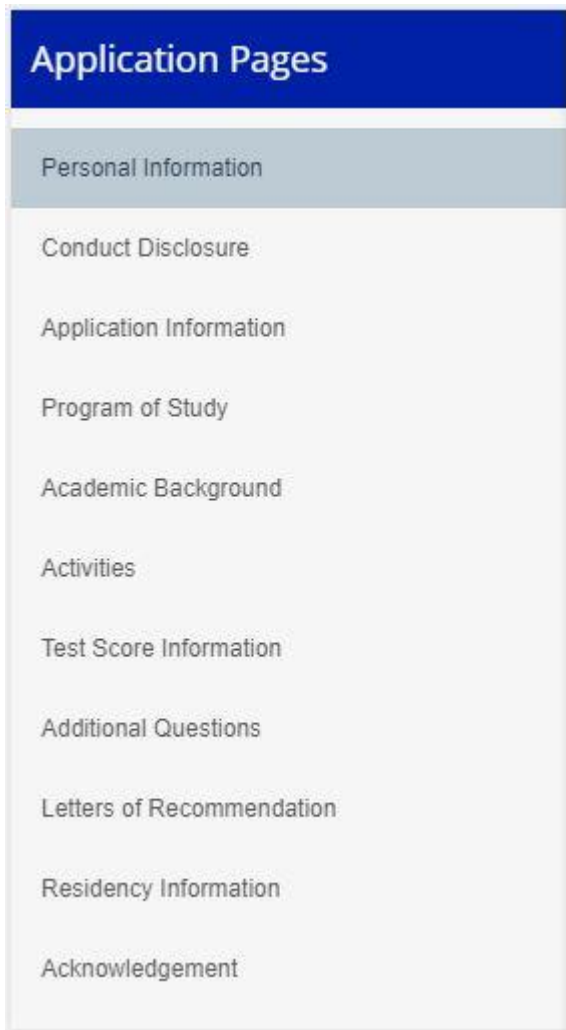
Completing Elementary Education SITE Master's Degree program application can be complicated in parts. This document is designed to clarify some of the more difficult sections. If you have further questions after reviewing this document, please contact GradAdmissions@coe.ufl.edu.

Application Pages

Personal Information

Conduct Disclosure

Application Information

Program of Study

Academic Background

Activities

Test Score Information

Additional Questions

Letters of Recommendation

Residency Information

Acknowledgement

Once you log-in to the application portal you will start with the **Personal Information** page. This page, and the **Conduct Disclosure** page immediately following, are relatively simple. If you have questions about these pages, please let us know.

Application Information. This page has 2 important questions that you will answer as follows:
1. Are you applying for readmission to the same graduate degree program in which you previously attended?
   a. **No (Unless, you were previously in the SITE program and you are applying to start again.)**
2. Location of Intended Program
   a. Please choose **Distance Learning.**

Program of Study. On this page, select *College of Education*, and then select from the following options:

College of Education > Elementary Education (Master of Arts in Education MAE) > **Summer B**

For Program Specialization please enter "SITE".

You do not need to enter anything for Department Contact Name.

Activities. This section is specifically for residency purposes. You will need to include any activities you participated in, or plan to participate in, since the time you graduated high school until your first day of class with UF. Example: Employed at Geico Insurance in Gainesville, FL from May 2018 to December 2020. Any questions about this section should be directed to the Graduate School by submitting a request on the Admissions website: https://admissions.ufl.edu/staff

Test Score Information. Because the GRE is no longer required for admission, you will likely not have anything to report on this page. You can click Save and Next Page to continue without making any selections.

Additional Questions. On this page you will upload some additional documents. First, your Statement of Purpose should be uploaded as a Word or PDF document. For your Resume, please outline any work experience, extracurricular activities, or volunteering experiences you have been a part of. These do not need to be perfect, polished, professional resumes. We are hoping to get more information about you as a student that we cannot gather from other areas of the application.

Other Upload. In this section, you will upload your passing scores on the subject area K-6 Elementary Education FTCE Exam. Additionally, you will need to upload your Statement of Eligibility from the Florida Dept of Education. Any documents that you can not upload with the application, please email to GradAdmissions@coe.ufl.edu.

In the Special Programs section, **do not select anything.**

Letters of Recommendation. Here you should input contact information for your three (3) recommenders. The system will auto-send them an email asking them to complete your recommendation. You can include up to five (5) recommenders, but only 3 are required.

Residency Information. If you will be aged 23 or below when you start your first term in the MAE, then you will need to complete your residency as a Dependent student (some exceptions may apply). To do this, you will need your parent or legal guardian's residency documents.

> Qualifying by Exception: If you are not a Florida resident, but you qualify because of one of these exceptions, please select the option that applies to you. If you are a Florida Resident, **you do not need to pick any of these options.**

> To Be Completed by the Claimant/Person Claiming FL Residency: This should be your parent or legal guardian's information. If you are an Independent Student, you will use your own information. They/You must submit at least two (2) documents from Section A OR one (1) from Section A and one (1) from Section B, that have been issued a full 12 months prior to your first term in the MAE program.

Acknowledgement. On this page you simply need to click the box to certify and enter the date. You will not enter anything in the Administrative Code field. Once you click submit you should be taken to a page to pay the $30 application fee and make the final submission of your application.

Reminders:

- Once submitted, you can log-in to the portal to send reminders to your recommenders if necessary.
- You cannot change who your recommenders are in the portal, but any additional or new recommenders can send their letters to GradAdmissions@coe.ufl.edu.
- Any documents that you need to submit after you have already submitted your application should be sent by email to GradAdmissions@coe.ufl.edu.