ADMISSION

How to Apply
To apply for admission, go online to the Office of Admissions Graduate Admissions website (https://admissions.ufl.edu/apply/graduate/) or for basic information and contact the academic unit of interest for specific deadlines, requirements, and procedures. To find websites for academic units, go online to https://grad.ufl.edu/apply/admission/. The Office of Admissions refers applications that meet minimum standards to the graduate admission committees of the pertinent academic units for approval or disapproval. Applicants must meet the requirements of both the academic unit and the Graduate School to be admitted for graduate study. Admission to some programs is limited by what resources are available.

Requirements for Admission:

- A recognized baccalaureate, graduate or professional degree from a college, university, or higher education institution accredited by the Higher Learning Commission, the Middle States Commission on Higher Education, the New England Commission of Higher Education, the Northwest Commission on Colleges and Universities, the Southern Association of Colleges and Schools, the Western Association of Schools and Colleges, or a comparable degree from an international institution.

- For applicants with a bachelor’s degree only, a minimum grade point average of B (3.0), calculated from all grades and credits after the semester where the applicant reached 60 semester hours or 90 quarter hours is required. Applicants should refer directly to their intended academic units for Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) requirements. If required, academic test scores are used in the context of a holistic credential review process.

- For all international applicants, a minimum score on one of these English Language Skills tests:
  - Test of English as a Foreign Language (TOEFL): 550 paper, or 80 Internet & Home Edition;
  - International English Language Testing System (IELTS): 6; or
  - Documented successful completion of the University of Florida English Language Institute program.

- For graduate programs that require a GRE score, the verbal GRE must be a minimum of 140 in addition to TOEFL or IELTS.

* Students from countries where English is the only official language, who have attended non-US institutions where the language of instruction is English or have earned a degree within the United States may qualify for an exemption at the discretion of the academic department.

- The admissions application must be submitted with a non-refundable $30.00 application fee.
- Satisfactory conduct record.
- Proof of medical immunization. Visit the following website http://shcc.ufl.edu/services/primary-care/immunizations/.
- A complete and up-to-date résumé or curriculum vitae (submitted via CollegeNET) that includes all post-high school education and employment, plus information about ongoing international affiliations and research funding.

Some academic units require a reading knowledge of at least one foreign language. Exceptions to the above requirements are made only when these and other criteria, including letters of recommendation, are reviewed by the academic unit, recommended by the college, and approved by the Dean of the Graduate School.

Admission to the Graduate School requires a baccalaureate degree from a college, university, or higher education institution accredited by the Higher Learning Commission, the Middle States Commission on Higher Education, the New England Commission of Higher Education, the Northwest Commission on Colleges and Universities, the Southern Association of Colleges and Schools, or the Western Association of Schools and Colleges. Applicants must arrange to send official transcripts from each institution attended directly to the Office of Admissions. Applicants should reference their academic unit's website as some require that applicants submit an official copy of their transcript from each institution attended directly to their attention as well as the Office of Admissions. These transcripts must be received directly from the registrar of the institution where the work was done. Applicants who currently are enrolled at another institution must send updated transcripts as soon as they are available for any work completed after applying for admission.

Please note: If admitted without final official transcripts or test scores, final test scores or final credentials must be posted by the UF Office of Admissions before the end of the first term of enrollment.

Students failing to meet admission conditions are barred from continued registration after their first semester.

Admission requirements of an academic unit are often more rigorous than the minimum requirements set by the Graduate School. Because of resource limitations, most academic units do not accept all qualified applicants.

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.

Admissions Examinations

Graduate Record Examination (GRE): If stipulated as an admission requirement by the graduate academic program to which they seek acceptance, applicants must submit GRE scores that are acceptable to the program of interest. In addition to the General Test of the GRE, some academic units may encourage applicants to submit scores on one or more advanced subject tests. Applicants with a previous graduate or professional degree or equivalent from a regionally accredited U.S. institution may be exempt from the GRE and undergraduate GPA requirements. Contact the academic unit for specific admission testing requirements.

Graduate Management Admission Test (GMAT): Applicants to some of the M.B.A. programs must submit satisfactory scores on the GMAT for admission into the degree program. For further information on admission requirements to all M.B.A. offerings at UF, please visit https://warrington.ufl.edu/mba/apply/.
Graduate Study in Engineering: Some programs may use the Fundamentals of Engineering (FE) examination in lieu of the GRE for admitting students into the non-thesis master's degree programs.

Required Immunizations

The University of Florida requires that all new students show proof of certain immunizations prior to attending UF. The official form and instructions for how to complete it successfully are available at https://healthcompliance.shcc.ufl.edu/immunization-requirement/. Once received, your completed form will be reviewed by UF Health Compliance Office staff. PLEASE NOTE: Students will not be cleared to register for classes until all immunization requirements are met.

About Health Compliance

Students must comply with the University’s immunization and health insurance requirements. More information and submission instructions about both of these prerequisites can be found at http://healthcompliance.shcc.ufl.edu/ (https://healthcompliance.shcc.ufl.edu/).

Immunizations: Vaccine-preventable diseases do still exist, and contracting these illnesses can have an adverse effect on a student’s health, well-being, and ability to reach optimal academic performance. Students shall be required to show documentation of specific vaccinations or proof of immunity for Measles/Mumps/Rubella (MMR), Hepatitis B, and Meningitis. Please note that international students and those entering most academic health professions may have additional requirements including tuberculosis screening. Find the immunization form and instructions online at https://healthcompliance.shcc.ufl.edu/immunization-requirement/.

Should you need to obtain vaccinations, please contact the UF Student Health Care Center's Call Center regarding appointments and any applicable charges: (352) 392-1161.

Insurance: The University follows an Opt Out system where students who don't opt out by providing documentation of adequate health insurance will be automatically enrolled in the school-sponsored plan. They may either purchase outside health insurance that meets the requirements for comparable coverage or they can be auto-enrolled in the school-sponsored Student Health Insurance Plan.

If a student currently has insurance, they will be required to review their insurance coverage and check that it meets the requirements set forth as comparable coverage. They will then need to submit a waiver with their policy information for verification by the end of drop/add but ideally much earlier. The charge for the school-sponsored Student Health Insurance Plan will be removed once the submission is completed and verified. Once verified, the waiver is good for one year. All this can be done online at https://healthcompliance.shcc.ufl.edu/health-insurance-requirement/waiver/

Still, have questions? You can contact the health compliance office for further assistance: healthcompliance@shcc.ufl.edu or (352) 294-2925.

Computer Requirement

Access to and on-going use of a computer is required for all students to complete their degree programs successfully. The University of Florida expects each student to acquire computer hardware and software appropriate to their degree program. The university maintains general computing requirements which can be located at http://www.it.ufl.edu/policies/student-computing-requirements/ (http://www.it.ufl.edu/policies/student-computing-requirements/). However, individual colleges may have specific requirements to ensure students can complete their coursework. A list of each college's requirements, if any, are posted at https://it.ufl.edu/it-policies/student-computing-requirements/college-specific-requirements/

Competency in the basic use of a computer is a requirement for graduation. Class assignments may require the use of a computer, academic advising and registration can be done by computer, and official university correspondence is often sent via email.

While the university offers limited access to computers through its computer labs, most students will be expected to purchase or lease a computer that is capable of wireless and wired network connection to the Internet, graphical access to the World Wide Web, and productivity functions such as word processing and spreadsheet calculation. Costs of meeting this requirement will be included in financial aid considerations.

Conditional Admission

Academic units may, at their discretion, grant conditional admission to up to 10% of an incoming class. Conditional admission candidates must have all application materials submitted: a valid prior degree, admission exam scores, English test scores (if required), transcripts, statement of purpose and recommendation letters, along with records of postbaccalaureate grades or work histories of pertinent prior professional experience, if the academic unit is justifying conditional admission on the basis of either. Academic units granting conditional admission must include the terms of admission in the acceptance letter they send to the student.

Conditional admission cases due to graduate admission grade point averages below 3.0, missing or unofficial test scores, and English test scores (if required) below the required minimums (6 for IELTS, 80 for Internet TOEFL, 550 for Paper TOEFL or 140 for verbal GRE) must have final approval from the Graduate School. In such cases, no acceptance letter can be sent until the Graduate School gives final approval.

In cases of students conditionally admitted with missing official transcripts, final admission is deferred for two semesters, until required final credentials are posted by the UF Office of Admissions.

Registration holds to block next-term pre-registration will remain on the records of conditionally admitted students until their first-semester grades are posted on their UF transcripts and show that they met the terms of their conditional admission. Students failing to meet any admission conditions are subject to being barred from continued enrollment after their second semester.

Conditional admission based on unofficial language test scores will have holds placed to block first-term enrollment until official scores are posted by the UF Office of Admissions.

International Students

English Language Institute (ELI) Conditional Admission

International applicants, who require additional English language training in order to meet the Graduate School's English language minimum requirements, may be offered English Language Institute (ELI) Conditional Admission. Academic programs will assess an application for ELI Conditional Admission based on all of the materials in an applicant's file. If an applicant has a low or missing score on the IELTS or TOEFL test, or does not have a satisfactory score on the GRE Verbal section, but is
otherwise academically qualified, a program may grant ELI Conditional Admission.

Such an offer of admission does not guarantee an applicant can enroll in graduate coursework. All ELI Conditionally Admitted students must complete one of the following two options before they can enroll:

1. They must complete the ELI Intensive English Program and receive an exit certificate from it; or,
2. They must provide official verbal GRE and IELTS or TOEFL scores that meet the required minimums.

An offer of ELI Conditional Admission may also contain additional conditions set by an applicant’s prospective academic program. ELI will coordinate with an applicant’s academic program, in order to assist in the student’s entry into the Intensive English Program and obtain an appropriate visa.

Students with Disabilities

The Disability Resource Center (DRC) in the Division of Student Affairs celebrates disability identity as a valued aspect of diversity. We champion a universally accessible community that supports the holistic advancement of individuals with disabilities.

The DRC offers many student services to students with disabilities. These include setting up accommodation plans to help remove barriers in the learning environment, offering academic coaching, disability management counseling, assistive technology resources, and programs and outreach events that celebrate disability.

The DRC serves more than 3100 students each year. Our testing center proctors over 10,000 exams annually and students from various classifications and areas of study utilize DRC accommodations. We work with graduate students, professional school students such as medical, veterinary, law, nursing, and all other disciplines. We welcome graduate students to connect with our office!

The DRC staff is available for consultation with faculty, families, and students. Please contact the office at (352) 392-8565 or via email at accessUF@ufsa.ufl.edu to schedule an appointment or inquire about our services. If you are a graduate student who requires employment-related accommodations, please contact Ken Osfield in the University’s ADA Compliance Office at (352) 392-1591 or kosfield@ehs.ufl.edu.

We look forward to connecting with you! Go Gators!

Disability Resource Center
Reid Hall, 1316 Museum Road
Gainesville FL 32611
https://disability.ufl.edu/
352-392-8565
Facebook: UF-DISABILITY-RESOURCE-CENTER
Twitter: @UFDRC
Instagram: @UFDRC

Postbaccalaureate Students

Postbaccalaureate study is for students who have already received a baccalaureate degree and have not been admitted to the Graduate School. Admission for postbaccalaureate enrollment requires a recognized baccalaureate degree (or higher) from a regionally accredited college or university, or an international equivalent based on a 4-year curriculum, a minimum C (2.0) GPA on all junior and senior year undergraduate work, as computed by UF, and a satisfactory conduct record.

International applicants must submit a satisfactory score on one of the following: TOEFL (Test of English as a Foreign Language: paper=550, Internet=80) or IELTS (International English Language Testing System: 6).

Applicants who meet the following conditions may be exempt from the English language test requirements:

- International students whose native language is English
- International students who have spent at least 1 academic year enrolled full-time in a baccalaureate or postbaccalaureate degree program at a college or university in a country where English is the official language prior to your anticipated term of enrollment at UF.

The Postbaccalaureate Application

Applicants must ensure that transcripts are sent to the Office of Admissions from each post-secondary institution attended. Applications will not be referred for a decision until transcripts have been received by the Office of Admissions. Postbaccalaureate applicants may apply for Distance Education programs. Only students who have completed a baccalaureate degree in the College of Education may be admitted to postbaccalaureate status for the purpose of completing a teacher certification program. Other applicants may be admitted to postbaccalaureate status only for a limited time to fulfill prerequisites for admission to a master’s program. Applicants with degrees in other fields who are seeking teacher certification should apply for admission to a master’s program in the College of Education.

Postbaccalaureate students may enroll in graduate courses, but graduate credit is not generally accepted by the Graduate School for transfer. It is possible to transfer up to 15 semester credits of graduate coursework earned with a grade of A, A-, B+, or B by petition in clearly justified cases and in conformance with regulations on courses and credit.

Proof of immunization for measles and rubella or a tuberculosis skin test is required before registering for coursework.

For more information, visit the Office of Admissions website, https://admissions.ufl.edu/apply/post-baccalaureate (https://admissions.ufl.edu/apply/post-baccalaureate)

Nondegree Registration

Nondegree enrollment is restricted to participants in special programs, off-campus programs, University-affiliated exchange programs, and those participants with non-degree educational objectives at UF. Students denied admission to UF for any term are not eligible for non-degree registration. If you previously have attended UF in a degree-seeking status and did not subsequently earn a degree, you are not eligible for non-degree registration. Students need prior approval from the academic unit(s) to take courses in a non-degree status. That coursework normally is not applied toward the graduate degree if the student is admitted to the Graduate School. By petition in clearly justified cases and in conformance with regulations on courses and credit, it is possible to transfer up to 15 credits of graduate coursework earned with the grade of A, A-, B+, or B. A student should not remain in this classification for more than 1 term before being admitted as a post-baccalaureate or graduate student.

For non-degree registration request form information, click on this link: https://admissions.ufl.edu/apply/non-degree (https://admissions.ufl.edu/apply/non-degree)
Readmission

This information applies only to students who have previously been enrolled in a graduate, postbaccalaureate or professional UF program. Former students who do not enroll at the university for three consecutive terms, including any summer term, must apply for readmission to the same program of their previous enrollment.

Students who wish to take a leave of absence for three or more consecutive terms should obtain written approval from their academic units before they leave. Students who skip a single term will be scheduled automatically for a registration appointment for one additional term.

All readmission applicants must meet the current admission requirements of the college or school they expect to enter. Readmission is not guaranteed and is subject to availability at the level, college and major. Consult the appropriate program's admission requirements.

Readmission is for a specific term. If you are unable to enroll for the term for which you have been admitted, you must apply for readmission again to a different term.

Applicants must present a satisfactory record of conduct. Regardless of other qualifications, applicants who have experienced major or continuing difficulties with school or other authorities since their last enrollment at the University of Florida may find their application for readmission denied.

The readmission application must be submitted with a non-refundable $30.00 application fee.

For further information visit the Office of Admissions website (https://admissions.ufl.edu/apply/readmission) or the University Registrar (https://registrar.ufl.edu/services/residency/).

Faculty Members as Graduate Students

UF faculty members in tenured or tenure-accruing positions, as designated by Regulations of the University of Florida, 7.003, normally may not pursue graduate degrees from this institution. Exceptions are made for the Florida Cooperative Extension Service (IFAS) county personnel, the faculty of the P.K. Yonge Laboratory School, and University Libraries faculty. Graduate Council policies have also established limited exceptions for persons holding faculty positions that do not include tenure or tenure accrual, and for specified degree programs, including the online MBA. Other exceptions to this policy must be approved by the Graduate Council. Such exceptions, if given, are rare and will only be approved if pursued of the proposed graduate degree program is determined to be in the best interest of the University and the Colleges involved.

GRADUATE STUDENT Employees

For more information about employing graduate students, please visit the Graduate School website and see Principles for the Employment of Graduate Students at the University of Florida (https://grad.ufl.edu/work/ga/).

Residency for Tuition
Florida Residency for Tuition Purposes Eligibility

A Florida resident for tuition purposes refers to whether you qualify as an in-state Florida resident or an out-of-state resident. This classification determines your rate of tuition. Florida residents pay less in fees per credit hour than do non-Florida residents. Florida Statute Section 1009.21 (http://www.leg.state.fl.us/Sections/1009.21.html) defines the requirements for in-state status.

Initial Residency Classification

Your initial residency classification (https://admissions.ufl.edu/pdf/residency.pdf) is determined by the Office of Admissions when you apply to the university. Failure to provide all relevant information and required documentation in the residency section of the admission application could result in a non-Florida or out-of-state resident classification for tuition purposes.

Residency Reclassification

A student wishing to establish residency reclassification should pick up the Request for Residency Reclassification Form (https://registrar.ufl.edu/services/residency/) from the Office of the University Registrar, 222 Criser Hall, to review the information and items that may be requested when the student files for Florida residency for tuition purposes. The deadline for applying for a change in residency status, including receipt of all documentation, is each term's fee payment deadline. Residency reclassification cannot be applied retroactively for previous terms.

Guidelines on Florida Residency for Tuition Purposes

You may view the full content of the Guidelines on Florida Residency for Tuition Purposes (https://assets.website-files.com/646bc00ba4cd02769bcc4735/64c0100c84a173a1648c2b89_09.22.16%20Tuition%20Residency%20Guidelines.pdf) online. Excerpts from these guidelines are provided below.

Exceptions and Qualifications

Some students who do not meet the requisite twelve month residency requirements may qualify as an exception, provided they submit documentation in support of one of the following exceptions and qualifications categories:

If the student is a dependent, the parent is the claimant and will need to complete the Florida Residency Declaration and may be

- Qualified beneficiaries under the terms of the Florida Prepaid College Program
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes and transferring to another Florida state postsecondary institution within 12 months of the previous enrollment.
- Persons previously enrolled at a Florida state postsecondary institution and classified as a Florida residents for tuition purposes at a Florida public institution of higher education, but who abandoned Florida domicile and has re-established Florida legal residence.
- Active duty members of the Armed Services of the United States stationed in Florida or whose home of record or state of legal residence is Florida and their spouses and dependent children, and active drilling members of the Florida National Guard.
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles
of the military establishment where they are stationed, if such military establishment is within a country contiguous to Florida.

- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children.

- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.

- Southern Regional Education Board’s Academic Common Market graduate students attending Florida’s state universities.

- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

- McKnight Doctoral Fellows and Finalists who are United States citizens.

- United States citizens living outside the United States who are teaching at a Department of Defense School or in an American International School and who enroll in a graduate level education program that leads to a Florida teaching certificate.

- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed.

- Active duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.

For further information, please visit https://admissions.ufl.edu/cost-and-aid/residency#exemptions.

**Eligibility for Fee Waivers**

Review the Guidelines for information regarding potential fee waivers by visiting https://admissions.ufl.edu/cost-and-aid/residency/#fee-waiver.

**Dependent or Independent Student**

The determination of dependent or independent student status is important because it is the basis for whether the student has to submit their own documentation for residency (as an independent) or their parent’s or guardian’s documentation of residency (as a dependent). Evidence that the student meets one of the following criteria will be requested by the higher education institution. Visit https://admissions.ufl.edu/cost-and-aid/residency#dependent-independent for further information.

**Independent Student**

A student who meets any one of the following is considered an independent student when determining residency for tuition purposes:

- 24 years of age or older prior to the first day of classes of the term
- married
- has a dependent child who receives more than half of their support from the student
- has other dependents who live with and receive more than half of their support from the student
- a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces (U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and the U.S. Navy) or National Guard or Reserves for purposes other than training
- at any time since the student turned age 13, where both parents are deceased or the student is or was (until age 18) a ward/dependent of the court or in foster care
- the student is determined an unaccompanied homeless by a school district homeless liaison or a staff member of an emergency shelter or transitional housing program
- student is working on a master’s or doctoral degree during the term for which residency status is sought at a Florida institution

**Dependent Student**

A student, whether or not living with his or her parent, who is eligible to be claimed by his or her parent under the federal income tax code shall be classified as a dependent student. In most cases, a copy of the most recent federal income tax return indicating that the student was claimed as a dependent will be required. With very few exceptions, a dependent student is considered to be a legal resident of the same state as the student’s parents. A ‘parent’ is defined as either or both parents of a student, any guardian of a student, or any person in a parental relationship with the student. For further information, please see https://admissions.ufl.edu/cost-and-aid/residency#dependent-independent

**Appeals Process**

Students may appeal the residency classification decision made by the Office of Admissions. Requests for appeal will be submitted for review by the University Residency Appeals Committee in the Office of the University Registrar. See https://admissions.ufl.edu/cost-and-aid/residency#establishing-residency for further information.

**Tuition Payments**

Florida resident tuition payments are available to graduate assistants and fellows who meet the eligibility requirements. Any change in the student’s academic or employment status after processing a tuition payment will result in the original payment being updated, reduced, or voided as appropriate.

Non-Florida resident tuition payments are available to out-of-state students who hold graduate assistantships or fellowships and who meet the eligibility requirements. Any change in the student’s academic or employment status after processing a tuition payment will result in the original payment being updated, reduced, or voided as appropriate.

For further information about potential fee waiver availability, please visit https://admissions.ufl.edu/cost-and-aid/residency/#fee-waiver.
The information on this page is current as of June 2024. For further information about applying to graduate school, please visit https://admissions.ufl.edu/apply/graduate. (https://admissions.ufl.edu/apply/graduate/)