**Application Checklist**

**Submit These Materials to the UF Office of Admissions**

* Complete the graduate application. If you cannot submit the (preferred) online application, please contact your [**academic unit**](http://www.admissions.ufl.edu/grad/gradcontacts.html) to request a paper application. Remember to include or provide:
  + Explanation of conduct, if applicable. This should be completed online at the time of application. If not, you must mail a[**conduct declaration**](http://www.admissions.ufl.edu/pdf/gradconduct.pdf) (PDF) to the Office of Admissions.
  + Supporting residency documentation, if applicable
  + Submission of the $30 nonrefundable application fee by credit card (via the online application; a $1.75 service fee will be added automatically to the $30 fee, so the total application fee is $31.75) or mail to the Office of Admissions. Mailing the fee also requires you to include the cover memo with your check or money order and writing your name and UFID on the check or money order.
* Arrange to have official test scores (FE, GMAT, GRE, IELTS, MELAB, TOEFL, TSE) sent to the UF Office of Admissions.
* Arrange to have official transcripts sent to the UF Office of Admissions from each postsecondary institution attended.
* If you have attended the University of Florida as your postsecondary institution, you do not need to order a transcript from the Office of the University Registrar. The academic unit will have access to your UF transcript.

**Note: Departments may require additional applications. Please make sure to** [**contact**](http://www.admissions.ufl.edu/grad/gradcontacts.html) **your department for any additional requirements.**

**Mail These Materials to Your Academic Unit**

* [**Letters of Recommendation**](http://www.graduateschool.ufl.edu/file_download/14/recommendation-form.pdf) (PDF)
* [**Application for Fellowship or Assistantship**](http://www.graduateschool.ufl.edu/file_download/84/fellowship-assistantship.pdf) (PDF)
* Statement of Purpose
* Copies of all transcripts and test scores