[Admission](http://www.graduateschool.ufl.edu/admission) → How to Apply

The UF Graduate School welcomes you to apply for one of the highest quality and most affordable graduate education opportunities available today. Please read the information on this webpage and follow all instructions carefully, so you can *make* the application process work smoothly for you. All links, forms, codes and addresses you need to apply are provided here. (Some forms mentioned on this webpage are PDFfiles you can read, fill out and print with Adobe Reader. If Adobe Reader is not on your computer already, please click on this link to download it for free: [Get Adobe Reader](http://get.adobe.com/reader/).)

[How the Application Process Works](http://graduateschool.ufl.edu/admission/how-to-apply/#process)  
[Application Steps](http://graduateschool.ufl.edu/admission/how-to-apply/#steps)  
[Application Fee](http://graduateschool.ufl.edu/admission/how-to-apply/#fee)  
[Test Score Codes](http://graduateschool.ufl.edu/admission/how-to-apply/#codes)  
[Other Useful Links](http://graduateschool.ufl.edu/admission/how-to-apply/#links)

How the Application Process Works

Two or three UF units evaluate your graduate admission application:  
• The UF Office of Admission, which determines your eligibility for admission to the university.  
• The department you want to major in, which determines your eligibility for its graduate program.   
• If you are a non-US applicant, the UF International Center, which determines your eligibility for a student visa after you are admitted, on the basis of your reported preexisting funds.

Please note: The UF Graduate School is not involved in this process. Contact the department you are applying to if you have questions about your application.

Application Steps

1. Read all the information and instructions on this webpage about the application process.

2. Read all the information and instructions on the UF Office of Admissions graduate admission webpages. Click on this link to get to them: [UF Office of Admissions: Graduate Admissions](http://www.admissions.ufl.edu/applygraduate.html).

3. Contact the department you want to major in to find out its application requirements and deadlines. Click on this link for graduate contacts: [Department and Program Contacts](http://www.admissions.ufl.edu/grad/gradcontacts.html).

4. Fill out and submit your online application and application fee payment by clicking on this link: [Applying Online](http://www.admissions.ufl.edu/start.html). If you are unable to apply online click on this link for PDFadmission forms you can read and fill out with Adobe Reader: [PDF Admission Forms](http://www.admissions.ufl.edu/start.html).

5. Have your official test scores (FE, GMAT, GRE, IELTS, MELAB, TOEFL, TSE) and transcripts (with official translations of them, if the originals are not in English) sent to:

UF Office of Admission  
POB 114000 (201 Criser Hall)  
Gainesville FL 32611-4000  
USA

6. Send these materials to the department you want to major in:

• Statement of purpose (letter of intent).  
• Resume or curriculum vita.  
• Recommendation letters. Click on this link for a PDF copy you can read and fill out with Adobe Reader: [Recommendation Letter Form](http://graduateschool.ufl.edu/file_download/14/recommendation-form.pdf).  
• Test scores (FE, GMAT, GRE, IELTS, MELAB, TOEFL, TSE).  
• Transcripts (with official translations, if the originals are not in English).  
• Any other materials required by the graduate program you are applying for.  
• A graduate fellowship/assistantship application. Click on this link for a PDF copy you can read and fill out with Adobe Reader: [Application for Fellowship or Assistantship](http://graduateschool.ufl.edu/file_download/84/fellowship-assistantship.pdf).

Please note: You can now opt to submit your statement of purpose, resume and recommendation letters online via the UF Office of Admissions online application system. Official test scores received at the UF Office of Admissions will automatically be made available to your department, but check to see if your department requires its own copy of your test scores or any other application materials.

7. E-mail your department to let it know you have applied online and have sent it application materials. Click on this link for graduate contacts: [Department and Program Contacts](http://www.admissions.ufl.edu/grad/gradcontacts.html).

Application Fee

UF’s nonrefundable application fee is $30. You can pay online by credit card (for a $1.75 extra) or mail your payment (your name and UFID number on the check and a cover memorandum attached to the check) to:

UF Office of Admission  
POB 114000 (201 Criser Hall)  
Gainesville FL 32611-4000  
USA

Test Score Codes

The University of Florida’s code for submission of GMAT, GRE, TOEFL and TSE scores is 5812.

Other Useful Links

[UF Graduate Admission Brochure (PDF Version)](http://graduateschool.ufl.edu/file_download/10/admissions-brochure.pdf)  
[Department and Program Contacts](http://www.admissions.ufl.edu/grad/gradcontacts.html)  
[ETS: Educational Testing Service (GMAT, GRE, TOEFL, TSE)](http://www.ets.org/)  
[IELTS: International English Language Testing System](http://www.ielts.org/default.aspx)  
[MELAB: Michigan English Language Assessment Battery](http://www.cambridgemichigan.org/)  
[UF International Center](http://www.ufic.ufl.edu/)

The University of Florida looks forward to receiving your application soon!