

# APPLICATION CHECKLIST



It is the applicant's responsibility to provide complete documentation to the Office of Admissions AND the intended department. Failure to submit forms to the correct offices will delay application processing.

Professional and respectful treatment of our admissions and other staff members, faculty and administrators is required. Unprofessional or disrespectful treatment will result in denial of admission.

## IMPORTANT ADDRESSES:

### Address #1:

University of Florida  
Office of Admissions  
201 Criser Hall  
PO Box 114000  
Gainesville, FL  
32611-4000

### Address #2:

Div. of Graduate Studies  
College of Journalism and  
Communications  
University of Florida  
2013 Weimer Hall  
P. O. Box 118400  
Gainesville, FL 32611-8400

If you are sending materials via FedEx, DHL, or UPS, please use the street address and do not include the P.O. Box number.

- GRADUATE APPLICATION: [Online Submission](#)** - When submitting application online, notify Sarah Johnson at [sglee@jou.ufl.edu](mailto:sglee@jou.ufl.edu) so she can be looking for it. You must submit contact information for references during online application process. References will be automatically contacted and letters of recommendation will be requested by the Graduate Admissions Office.

*In the specialization field, please list one of the following areas: International Communication, Journalism, JD/MAMC, Mass Communication Law, Public Relations, Science/Health, Telecommunication, Web Design & Online Communication, and Global Strategic Communication.*

- LETTERS OF RECOMMENDATION:** Three Letters of Recommendation - University forms are required ([Download form](#)). Written letters should be on letterhead and attached to the forms. The same letters of recommendation may be used for both admission and financial aid applications.

Ask authors of your letters of recommendation to send them directly to Address #2 or send as a pdf file to [sglee@jou.ufl.edu](mailto:sglee@jou.ufl.edu). *If you submitted your recommenders' e-mail addresses on the online application, they do not have to send hardcopies.*

- STATEMENT OF GOALS:** You will need to submit your statement of purpose during the online application process. Describe your career plans following completion of your master's degree. Tell what experiences have led to your goals and how you think graduate study will help you prepare for the career. Maximum length is 300 words. ***Please do not center text.*** Title this document "Statement of Goals" and be sure to include your name and date. Send to Address #2 or send as a PDF file [sglee@jou.ufl.edu](mailto:sglee@jou.ufl.edu). If you submitted your statement of goals on the online application, you do not have to send a hard copy.
  
- SUPPLEMENTAL APPLICATION FOR COLLEGE OF JOURNALISM:** ([Download form](#)): Send to Address #2.
  
- OFFICIAL TRANSCRIPTS FROM ALL POST-SECONDARY INSTITUTIONS:** Contact all colleges and universities you have attended and listed on your application form and have them send certified official transcripts in your original language as well as translated into English. An average grade of "B" for the last two years of undergraduate studies is required. **Send one original to Address #1 and one original to Address #2.**
  
- OFFICIAL GRE (GRADUATE RECORD EXAM) SCORES:** Contact the Educational Testing Service and have them send your official report. Historically, our most competitive candidates achieved scores in the range of 550/156 verbal and 550/146 quantitative. Some applications with scores slightly below the minimum will be considered. Applications with GRE verbal scores below 400/140 will not be processed. Self-reported scores are accepted temporarily to help speed up processing. GRE scores are valid for five years. **Send to Address #1.**
  
- RESUME:** List all work positions held. Include names, addresses, and telephone numbers of supervisors. Also, remember to include your name, email address, mailing address, and telephone number(s). Send to Address #2. or as a pdf file to [sglee@jou.ufl.edu](mailto:sglee@jou.ufl.edu). ***If you submitted your resume on the online application, you do not have to send a hardcopy.***
  
- APPLICATION FOR GRADUATE ASSISTANTSHIP:** This is optional. This is only for those applicants seeking financial assistance ([Download form](#)). **Send to Address #2.**
  
- SAMPLES OF YOUR WORK:** This is optional. **Send to Address #2.**



## INTERNATIONAL APPLICANTS ONLY

- OFFICIAL TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE) SCORE REPORT:** Contact the Educational Testing Service and have them send your official report. A score of at least 90 on the exam is required to be considered for admission. We also accept IELTS scores with minimum of 6.5. This requirement applies only to applicants from countries in which English is not the official language and include U.S. territories and protectorates where English is not the primary language. You will not be required to submit a TOEFL score if you have spent at least one academic year at a college or university in a country where English is the official language. Intensive English language programs are excluded from the year of study provision. TOEFL and IELTS scores are valid for two years. **Send originals to Address #1.**
  
- CERTIFICATION OF FINANCIAL RESPONSIBILITY:** All admitted International students who have accepted our admissions offer, are required to submit this form. The International Student Services Office will send you the form via email with instructions. Without it, the University of Florida will not issue an I-20 (Certificate of Eligibility). *(Do not send CFR form and bank documents to our office. The International Student Services office will contact you via email with instructions.)*

Contact Sarah Johnson at [sglee@jou.ufl.edu](mailto:sglee@jou.ufl.edu) or 352-392-6557 if you have any questions regarding your application.