

# 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

- 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, or Telecommunication.*

- A. **Letters of Recommendation:** Three Letters of Recommendations - 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.**

B. **Statement of Purpose/Goals:** You will need to submit your statement of purpose/goals during the online application process or **send directly to Address #2 or as a pdf file to Sarah Johnson at [sjlee@jou.ufl.edu](mailto:sjlee@jou.ufl.edu)** . **If you submitted your statement of goals on the online application, you do not have to send a hard copy.** Title this document "Statement of Goals" and be sure to include your name and date. **Please do not center text.** Describe your career plans following completion of your doctoral degree. Tell us what experiences have led to your goals, and how you think graduate study will help you prepare for the career. Please address the following questions.

1. In one or two sentences, please state your short-term and long-term career objectives. How have your prior professional, academic and personal experiences influenced your career plans? Specifically, how will your participation in this doctoral program contribute to your career objectives.
2. What unique personal qualities or life experiences distinguish you from other applicants?
3. Why are you interested in this program? How will it help you achieve your goals?
4. What subjects are you interested in teaching? What, if any, prior teaching experience do you have?
5. As specifically as you can, please discuss your research focus. In addition, which faculty member(s) do you feel closely align with your area of research interest?

**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. A verbal and quantitative score of at least 550 is strongly preferred. Some applications with scores slightly below the minimum will be considered. Applications with GRE verbal scores below 400 will not be processed. Self-reported scores are accepted temporarily to help speed up processing. GRE scores are valid for five years. **Send originals to Address #1.**

- Curriculum Vita (CV):** 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 CV 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.**
- [Summary Form](#).** This form must be filled out completely. This form will be used when the committee evaluates your file (Download form). **Send to Address #2. or as a pdf file to [sglee@jou.ufl.edu](mailto:sglee@jou.ufl.edu) .**



## 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 and 26 or higher on the speaking portion is required to be considered for admission. We also accept IELTS scores with minimum of 8 on both the exam and the speaking portion. This requirement applies only to applicants from countries in which English is not the official language and includes U.S. territories and protectorates where English is not the primary language. TOEFL scores are valid for two years. **Send original 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.