

COLLEGE OF JOURNALISM AND COMMUNICATIONS

# PH.D. PROGRAM

## APPLICATION GUIDE

It is the applicant's responsibility to provide all application materials by **December 1**. Failure to submit application materials by the deadline will prevent application review.

We invite you to connect with the admissions team at [gradapps@jou.ufl.edu](mailto:gradapps@jou.ufl.edu) for any questions, concerns, or to check the status of your application.

### REQUIRED APPLICATION MATERIALS

- Transcripts
  - Note: Unofficial transcripts are sufficient for application purposes. However, official transcripts will be REQUIRED if admitted to the program. Also, if you are a UF student and you have no financial holds, you do not need to submit transcripts, as they will be available in our internal database.
- TOEFL or IELTS English proficiency exam scores (international applicants only)
- Statement of purpose
- Resume
- 3 letters of recommendation
- Work sample (Required)
- Summary of Information Form (not required, but strongly recommended)

Beginning Fall 2024, doctoral applicants are no longer required to submit GRE scores. Any GRE scores received will not be reviewed as part of the admissions process.

### BEGINNING THE ONLINE APPLICATION

- Create an online account at <https://www.applyweb.com/uflgrad/index.ftl>.

- Once your account is set up, click on “APPLY ONLINE” and log in.
- Complete all personal information, disclosures, and application information.
- Please select “Main Campus- Gainesville” as your Location of Intended Program.
- On the “Program of Study” page, select “College of Journalism and Communications.” On the drop-down menu, select “Degree Name—Doctor of Philosophy,” and then select the Fall term and year that you would like to begin.
- On the next screen, click on “Concentration” and select “None”
- In the specialization field, please list one of the following areas of interest:
  - AI and Emerging Technology
  - Cultural and Social Change
  - Health Communication
  - Journalism
  - Law, Policy, and History
  - Media Industry and Consumer
  - Media Psychology
  - Political Communication
  - Public Interest Communication
  - Science Communication
  - Social Media
  - Sports Communication
  - Strategic Communication
  - Trust in Media
  - Visual Communication

## TRANSCRIPT SUBMISSION

You may submit your unofficial transcripts directly through the application portal. Unofficial transcripts are sufficient for application purposes. However, official transcripts will be **REQUIRED** if you are admitted to the program.

## UF TRANSCRIPTS

- Please note that students who attended UF for prior degrees are NOT required to submit transcript records for those UF degrees. The College can obtain a copy of

your UF transcripts from our internal student database as long as you have no holds.

### **INTERNATIONAL TRANSCRIPTS**

- International applicants may use unofficial transcripts through the initial application review process. In the unofficial transcript tab within the application portal, international applicants are required to submit a copy of each transcript, mark sheet and diploma/ degree certificate from each university or college attended. All documents must be in their native language. If your native language is not English, a certified English translation is required. You will also need to provide a copy of your diploma/degree certificate.
- Upon admission and arrival in Gainesville, present your official documents to the central Office of Admissions to be properly evaluated. Further instructions will be provided after admission.
- Please note that if you are mailing official documents to the Office of Admissions, those documents become the property of the university, as noted on their website.

### **SUBMITTING OFFICIAL TRANSCRIPTS ONCE ADMITTED**

- Send official transcripts from all post-secondary institutions from which you've earned a degree. These may be submitted electronically via the institution's transcript delivery service.
- Please have official transcripts sent electronically through one of the following approved vendors: FASTER, Parchment, National Student Clearing House, ScribbleSoft, e-Scrip Safe, Credential Solutions, SCOIR or Transcripts Plus. If you need to provide an email address to the vendor, please use: [te@admissions.ufl.edu](mailto:te@admissions.ufl.edu).
- We do not accept official transcripts emailed directly to us by an institution or student. All electronic transcripts must be sent through the approved vendors listed above.
- If transcripts must be mailed, please mail them to: Office of Admissions, 201 Criser Hall, PO Box 114000 Gainesville, FL, USA 32611- 4000.

## **TEST SCORE SUBMISSION**

### **ENGLISH PROFICIENCY EXAM SCORES: REQUIRED FOR INTERNATIONAL APPLICANTS**

- For admission consideration, English Proficiency Exam scores are required for applicants from countries in which English is not the official language including

U.S. territories and protectorates where English is not the primary language.

- Exemptions for the English Proficiency requirement for admission requirements may be granted if applicant has successfully completed one academic year in a degree-seeking program or earned the equivalent of associate's, bachelor's, master's, or Ph.D. degree at a recognized/regionally accredited university or college in the United States or a country where English is the official language. **Please note that this exemption does not exist for employment purposes such as graduate assistantships.** Per Florida state law all international instructional employees must provide proof of proficiency of spoken English. Thus, to ensure full consideration for assistantships, TOEFL scores are recommended (please see further explanation below).
- Valid TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores are acceptable for admission purposes. TOEFL scores are valid for two years. Self-reported TOEFL scores are not accepted. Contact the Educational Testing Service and have them send your official report. The University of Florida code for submission of TOEFL and TSE scores is 5812. Please do not add a department code.
- A score of at least 90 on the TOEFL iBT exam and 24 or higher on the speaking portion is expected to be considered for admission.
- Applicants who are accepted into our doctoral program are usually offered assistantship packages, which includes teaching assignments. If you are an international applicant, Florida state law 1012.93 requires proof of spoken English proficiency, and there are no exemptions.
  - Applicants from a country in which English is the official language will be interviewed as proof of proficiency.
  - Applicants from a country in which English is not the official language, will be required to pass the TOEFL iBT speaking portion with a score of 23 to 27 and take additional credits of academic spoken English classes or a score of 28 or higher without taking additional credits of academic spoken English courses.
  - You may also satisfy this requirement by completing the UF Speak test with a score of 45-50 with additional credits of academic spoken English classes or a score of 55 or higher without taking additional credits of academic spoken English classes.
  - IELTS scores are not accepted as proof of spoken English proficiency for employment purposes

## **APPLICATION MATERIALS**

### **STATEMENT OF PURPOSE: REQUIRED**

- Title this document "Statement of Purpose."
- Suggested length is 500-750 words or 1-2 pages.

- **The PhD is a research degree.** Therefore, it is important to discuss your research focus/area in as much detail as possible. Things to think about: What questions or problems interest you? What methods do you see as relevant to answering these questions/problems? What scholarship or studies would inform this research? Are there doctoral faculty members that you feel closely align with your area of research interest? If so, please mention these faculty, and how you think they can help guide you in your research area. What are your research goals?
- Describe your career plans following the completion of your doctoral degree. What are your short- and long-term goals? Tell us what experiences have led to your goals/plans, and how you think a doctorate will help you prepare for this career.
- Why are you interested in this program? How will it help you achieve your short-term and long-term goals?
- What unique personal qualities or life experiences distinguish you from other applicants?
- What subjects are you interested in teaching? What, if any, prior teaching experience do you have?
- Our admissions team is proud to offer a mentorship program to pair prospective Ph.D. applicants with our current students. This program is meant to assist applicants in answering any questions and offering insight regarding our program, faculty, and the admissions process from the perspective of a recent applicant. Please note that participation in this program does not positively or negatively affect the review of your application by the admissions committee. If interested in being paired with a current Ph.D. student, please email [gradapps@jou.ufl.edu](mailto:gradapps@jou.ufl.edu) with the subject line: Mentorship Program.

### **RESUME OR CURRICULUM VITA (CV): REQUIRED**

- Please submit a current resume or CV highlighting both your professional and academic accomplishments. Be sure to include your contact information including name, phone, email, and current mailing addresses.
- Pursuant to Florida Statute, your application requires the inclusion of all post-high school education and employment, as well as information about ongoing international affiliations and research funding. Please ensure this information is included in your resume or CV.

### **THREE LETTERS OF RECOMMENDATION: REQUIRED**

- Our admissions committee requires a minimum of three letters of recommendation, but you can submit more if you so wish. Within the application portal, you will submit your recommenders' names and email addresses. They will be prompted to complete the letters on your behalf and upload them directly into the provided link. This will ensure that letters are uploaded directly into the system.
- Please be advised that all three letters of recommendation must be received by the application deadline. It is the applicant's responsibility to ensure their recommendations are submitted prior to the deadline. You may contact the admissions team at [gradapps@jou.ufl.edu](mailto:gradapps@jou.ufl.edu) to confirm receipt of your letters.
- If you experience technical issues, download the form here and have recommenders email the completed form and letter of recommendation to [gradapps@jou.ufl.edu](mailto:gradapps@jou.ufl.edu).

### **WORK SAMPLE: REQUIRED**

- This is required and helps the admissions committee consider your research and writing strengths and experience.

### **SUMMARY OF INFORMATION FORM: STRONGLY RECOMMENDED**

- This is not required but helps the admissions committee consider your research interests and goals. Access the form [here](https://www.jou.ufl.edu/graduate/admissions/phd-summary-of-information/)-  
<https://www.jou.ufl.edu/graduate/admissions/phd-summary-of-information/>

**INTERNATIONAL  
APPLICANTS ONLY**  
PLEASE REVIEW THIS PAGE:

<https://admissions.ufl.edu/apply/graduate/international>

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- Upon admission and arrival in Gainesville, present your official documents to the central Office of Admissions to be properly evaluated. Further instructions will be provided after admission.
- You may send official transcripts electronically through one of the following approved vendors: FASTER, Parchment, National Student Clearing House, ScribbleSoft, e-Scrip Safe, Credential Solutions, SCOIR or Transcripts Plus. If you need to provide an email address to the vendor, please use: [te@admissions.ufl.edu](mailto:te@admissions.ufl.edu).
- We do not accept official transcripts emailed directly to us by an institution or student. All electronic transcripts must be sent through the approved vendors listed above.
- If transcripts must be mailed, please mail them to: Office of Admissions, 201 Criser Hall, PO Box 114000 Gainesville, FL, USA 32611- 4000.
- If you are using a courier service to send transcripts, please remove the PO Box number from the address above.

## **INFORMATION ON SUBMITTING ENGLISH PROFICIENCY EXAM SCORES**

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employment purposes.

### **INFORMATION ON CERTIFICATION OF FINANCIAL RESPONSIBILITY**

- Upon verification that an admitted international student will be attending, the college will start the I-20 request process. Students will then receive an email with instructions from the University of Florida International Center (UFIC).
- The University of Florida International Center (UFIC) will send attending students the Certification of Financial Responsibility with additional instructions. All admitted international students who accept our admissions offer are required to submit this form., without it, the University of Florida will not issue an I-20 (Certificate of Eligibility).
- **Do not send the CFR form and bank documents to our office.** The UFIC office will contact you via email with instructions.