

Domestic Students

Applying to Master's and Doctoral Degree Programs

Application

1. _____ Review certificate, master's and doctoral degree options and opportunities (under "Academic Programs") and select appropriate program of study (i.e., specific professional track within master's degree program, or type of doctoral program EdD or PhD).
2. _____ Determine [admission requirements](#) and [application deadlines](#) for selected program.
3. _____ [For doctoral program applicants only. GRE scores are NOT required for admissions into master's degree program]. Take and make sure your GRE score meets our admission requirement (of 1000 on verbal and analytical sections combined). Request GRE scores to be reported to UCF (Institutional Code #5233).
4. _____ Request Official Transcripts from your prior school(s) to be sent directly to UCF Office of Graduate Studies.
5. _____ Prepare Personal Statement (noting your personal and/or professional goals and why you decided to apply to UCF to help meet your goals) and Resume.
6. _____ Request three Letters of Recommendation.
7. _____ Go to <http://www.graduate.ucf.edu/gradonlineapp/> to register for a PIN number and Password, follow the online [application instruction](#) and fill out the online application form. If you want to get any assistantship or fellowship, be sure to check related items.
8. _____ Download the required forms for domestic students from [UCF Graduate Studies website](#) and fill them out.
9. _____ Either pay online (by credit card) or go to your local bank and get a valid check or money order to pay the \$30 application fee.
10. _____ Double check your materials and be sure you have all of the documents:
 - Personal Statement
 - Resume
 - Official Transcripts (see directly from prior institution to UCF)
 - [For doctoral program applicants only] Score report for GRE test (sent directly to UCF)
 - Letters of Recommendation
 - Application Fee check or money order
 - Residency Classification Form
 - Other credentials

11. _____ Package all documents (that are not sent directly to UCF or submitted online) and mail to the following address before application deadline:

UCF Graduate Studies
230 Millican Hall
P.O. Box 160112
Orlando, FL 328160112

After you have submitted your application, you should receive an email confirmation from Graduate Studies that your application was received. In the email confirmation, you should receive a UCF Personal Identification number (PID) so you can log into our student record system (POLARIS) and check and see if all the information has been received and what is missing. Instructions for using POLARIS are provided in Portable Document Format (PDF) file that is accessible at:

<http://www.graduate.ucf.edu/filebox/applicationStatus.pdf>.

Admission & Financial Aid

Once all documents are received, your application will be reviewed by faculty and staff at the program, college and university levels. You will receive a letter from the College of Education no later than one month after the application deadline informing you of the admissions decision. If you were admitted into the program and received a fellowship, scholarship or assistantship, you will receive a separate letter from the College of Education shortly after receiving your admissions letter.

12. _____ Before or after you get the admission letter from UCF, you can start to apply for Financial Aids. There are three basic kinds of financial aids for domestic students.
- University/College Scholarships, Fellowships and Assistantships. For detailed information of application, please visit (a) [Financing Grad School](#), and (b) [Financial Information](#) posted in UCF catalog.
 - Program Fellowships and Assistantships. For program fellowships and assistantships, please be sure you checked the related items on online application form.
 - [Fellowships and Scholarships](#) funded by agencies and organizations external to UCF.

Registration

13. _____ You will have to submit your Immunization Form to Student Health Center before you can register for classes. The form is accessible at: <http://www.shs.ucf.edu/>. We recommend that you keep a copy of the form and either mail or FAX the original to:

UCF Student Health Service
Immunization Department
P.O. Box 16333
Orlando, FL 32816
FAX: 407.823.3135

14. _____ Go to <http://my.ucf.edu/> to register for classes.

Registering for Courses Prior to Admissions. If you have not taken the Graduate Record Exam (GRE), can not get copies of your official transcripts by the admissions deadline, or have not been officially admitted to the Instructional Technology master's or doctoral programs for any other reason, you can still register for and take courses as a non-degree seeking student. Candidates may take up to 3 courses as a non-degree seeking student by:

1. Completing and submitting a separate online application form (noting that you are a non-degree seeking student) and paying an additional \$30 application fee (if you already applied and paid fee for admissions in masters or doctoral programs); and
2. Registering for courses by going to <http://my.ucf.edu/> (after submitting your application, you will receive an email from Graduate Studies informing you of your admissions status and providing access codes to register for class online).

Completing courses as a non-degree seeking student is particularly useful for potential doctoral candidates who did not earn a master's degree in Instructional Technology and may need to take one or more courses at the master's level to meet program requirements. To determine which courses to take, obtain a copy of your master's degree transcript(s) and contact Dr. Hirumi (call 407.823.1760 or email hirumi@mail.ucf.edu) to set up an appointment.

Note: Registering for courses as a non-degree seeking student enables you to start on your degree and/or take some required pre-requisites before you are "officially" admitted into the program. However, taking courses as a non-degree seeking student does NOT guarantee that you will be admitted to the master's or doctoral degree program. You are assuming that you will be admitted, but you do so at your own risk.