

Psychology Department Online Application Guide

Please read all instructions carefully before submitting your application. **Failure to follow instructions may result in your application not being reviewed.**

- 1) Go to admissions.ufl.edu to begin the application process
- 2) For “Choose your Level of Application”, click on “Graduate”

The screenshot shows the University of Florida Admissions website. On the left is a blue sidebar with the 'ADMISSIONS' header and a list of links: Prospective Students, Applying Students, Admitted Students, Checklist, Course Placement, Immunizations, Placement Tests, Preview Orientation, Enrollment Confirmation and Tuition Deposit, Community Outreach, Counselors & Advisers, Parents, and Residency. Below this is a section with 'Apply Online at UF', 'Check Your Status at UF', and 'Stay Connected at UF'. The main content area has a top navigation bar with links: Academics, Campus Life, Paying for College, UF Information, Visiting UF, and Why Attend UF. Below this is a large image of orange and white UF hats. The main heading is 'Choose Your Level of Application (click on one of the four capitalized blue links below)'. A paragraph states: 'Any individual who applies for admission to the University of Florida shall pay a non-refundable application fee. Admitted freshmen must also pay a non-refundable admission tuition deposit that will be applied toward payment of that individual's tuition upon enrollment.' Below this are four sections: '>> UNDERGRADUATE' (Freshman, transfer and readmission applicants), 'Freshman Applicants' (must complete the entire application online), 'Fine Arts Applicants' (must refer to specific sites before applying), and 'Transfer Applicants' (must have 60 transferable semester hours). The 'GRADUATE' section is highlighted with a red box; it lists 'Master's, engineer, specialist, doctoral, Ph.D. and readmission applicants' and states 'MBA Applicants: Do not complete the graduate application; instead, complete the MBA application.' Below this are 'PROFESSIONAL' (Dentistry, Medicine, etc.) and 'POSTBACCALAUREATE' (Students with bachelor's degrees) sections. At the bottom, it says 'ISIS is open 7:00am to 3:00am Monday - Saturday and 10:00am to 3:00am Sunday, EST.'

- 3) A new window will pop up with “Choose Application Function” (make sure that you allow pop-ups from ufl.edu). Select “Create a New User Account”.

The screenshot shows a Mozilla Firefox browser window displaying the University of Florida Admissions website. The address bar shows 'https://www.isis.ufl.edu/cgi-bin/eaglec?page=IGA-INTRO'. The page has a blue header with 'University of Florida' and 'Graduate Application'. Below this is a 'Choose Application Function' section. A red box highlights the 'Create a New User Account' link. Other links in the section include 'Return to Complete an Application', 'Return to Pay an Application Fee', 'Return to View/Print an Application Summary', and 'Return to Check Status/Update/Add New Recommendation'. At the bottom of the section is an 'Exit Application' button. The footer of the page reads: 'Office of Admissions - 201 Criser Hall - Box 114000 - Gainesville, FL 32611-4000 - 352-392-1365 -- UF Internet Privacy Policy -- Social Security Number Pr'.

- 4) Follow the instructions on the screen to create your username and password. This is what you will use to return to a saved application.

University of Florida - Admissions - Mozilla Firefox
uf.edu https://www.isis.ufl.edu/cgi-bin/eaglec

University of Florida Graduate Application

Create a Temporary Username and Password

- Choose a username. It should be at least six (6) characters in length and contain a combination of upper and lowercase letters and/or numbers.
- Create a password. It should be between eight and twelve (8-12) characters in length and contain a combination of upper and lowercase letters and numbers. Passwords should not contain any word found in a dictionary.
- The combination of your username and password should ensure that only you can access your UF admission application information. They should be easy for you to remember and hard for others to guess. Your username and password cannot be the same.
- Your username and password are case-sensitive, so when you log on you must type them **exactly** as you created them.
- You must use your temporary username and password to log back on. If you have forgotten your temporary login, you can use your secret question to log back on and complete the application.
- If you cannot complete the application in a single session, you can return later to your saved application.
- After submitting the application you can still return to print the summary or to access the Letter of Recommendation section.

Temporary Username:

Password:

Retype Password:

Create

We recommend that you use the latest versions of these browsers, although we will support these minimum standards:
Internet Explorer v6.0; Firefox v2.0; Google Chrome v.2.0; Safari v4.0; Opera v9.0.
Javascript and cookies must be enabled to complete and submit the UF admissions application.

- 5) After creating the temporary username and password, you'll be taken to the main application screen. Please note that you can save your application at any time by clicking the "Save" button in the lower right corner. You should save after completing each page.

University of Florida - Admissions - Mozilla Firefox
uf.edu https://www.isis.ufl.edu/cgi-bin/eaglec

University of Florida Graduate Application

2nd updated.

Name: Temporary Username: DEMOAPP

Personal Info	Special Programs Info	Degree Programs	Education and Activities	Residency Affidavit	Recommendations (Optional)	Application Summary	Logout
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Instructions for Completing the Application

You can work on any page of the application at any time and in any order, but the pages are presented on the legend above in a standard order of progression. As you complete a page, click Save on bottom right of every page to save your data. When there is a problem, such as an incomplete item on the page, you will receive an error alert.

The legend at the top of each page will identify the pages you must complete. The menu items will appear orange if the page is incomplete and blue when the page is complete. When all pages are completed, and all items are blue, you can select Submit from the legend to complete the submission and fee payment processes.

Personal Information

First/Given Name:

Middle:

Last/Family/Surname:

Suffix:

Other name(s) that could appear on your records:

Social Security Number

While the social security number is required on your UF record, the university does not use it for student identification. The SSR is used only to assign your UF student identification number (UFID).

If you do not have a US social security number, check here. ☐

SSN: - -

Verify your social security number to ensure its accuracy.

If you already have a UFID, please provide it below as it will expedite the processing of your application. If you have previously submitted a UF application and do not remember your UFID, you may locate your number by referring to the application summary of your previously submitted application. If you are unable to retrieve your UFID, leave this field blank.

UFID:

Have you ever submitted an application to the University of Florida? ☐ Yes ☒ No

Have you ever attended the University of Florida? ☐ Yes ☒ No

Save

You can also “jump” to different parts of the application as needed by using the navigation bar at the top of the screen. You do not need to fill out your application in precisely this order, but you do need to make sure that all portions of the application are complete before submitting.

We will now address each page of the application, as well as any special instructions for filling out the required information on that page.

Personal Info – Please read the instructions on this page and complete all fields.

Special Programs Info – Please complete the sections that apply to you. If no items in this section apply to you, leave everything blank and Save.

Degree Programs – Please fill this section out carefully. If this section is filled out incorrectly or left incomplete, it will result in your application not being reviewed by the department.

Intended Term and Year = Fall 2012 (this is the term you would start in if accepted to the program. We only admit students in the Fall semester)

Degree Goal = Doctor of Philosophy (Psychology is a PhD program)

Program of Study:

IF APPLYING TO COUNSELING PSYCHOLOGY = Select “Counseling Psychology” from the drop-down menu. The menu is in alphabetical order, so you’ll find Counseling Psychology just above “Criminology, Law and Society”. You do not need to indicate a program specialization if you are applying to Counseling Psychology, UNLESS you have a secondary area of interest. See instructions on page 6 for details.

The screenshot displays the University of Florida Graduate Application interface. At the top, the header includes the University of Florida logo and the text 'Graduate Application'. Below this, a navigation bar contains several tabs: 'Personal Info', 'Special Programs Info', 'Degree Programs' (which is highlighted with a checkmark), 'Education and Activities', 'Residency Affidavit', 'Recommendations (Optional)', 'Application Summary', and 'Logout'. Below the navigation bar, there are three buttons: 'Primary Program' (highlighted with a checkmark), 'Program 2 (Optional)', and 'Program 3 (Optional)'. The main section is titled 'Academic Program Information' and contains instructions: 'Identify your preferred term of entry and your primary degree goal. Once selected, you will be asked to provide information specific to your program of study. Click Save to continue. If you are applying to more than one program, enter this information on the Program 2 and Program 3 menu items on the legend above.' The form includes several input fields: 'Intended term and year:' with a dropdown arrow, 'Degree goal:' with a dropdown menu showing 'Doctor of Philosophy or Education', and 'Program of study:' with a dropdown menu. The 'Program of study:' dropdown is open, showing a list of options: 'Choose', 'Computer Engineering', 'Counselor Education', '--- Marriage and Family Counseling', '--- Mental Health Counseling', '--- School Counseling and Guidance' (which is highlighted with a blue bar), 'Criminology, Law and Society', 'Curriculum and Instruction', '--- Curriculum and Instruction', 'Design, Construction & Planning', 'Ecology-Interdisciplinary', 'Economics', 'Educational Administration and Policy', '--- Educational Leadership', 'Higher Education Administration', 'Electrical and Computer Engineering', 'English', 'Entomology and Nematology', 'Environmental Engineering Sciences', and 'Epidemiology'. To the left of the dropdown, there is a section titled 'Personal Statement To' with the text 'Explain your purpose for study.' and 'Guidelines: Submit a 400-500 word...'. To the right of the dropdown, there is a section titled 'and reasons for selecting a particular field of' with the text 'es of single-spaced text, so please be...'. At the bottom left, it says 'You have 4964 characters left.'

IF APPLYING TO ANY OTHER AREA OF PSYCHOLOGY = Select “Psychology-Lib Arts & Sciences”, and under “Program Specialization”, indicate one of the following areas of Psychology:

Behavior Analysis

Behavioral & Cognitive Neuroscience (BCN)

Developmental

Social

It is important to note that, although the application says “Program Specialization (optional)”, indicating your specialization is NOT optional for our program. We cannot review your application to Psychology without a specialization.

SECONDARY AREAS OF INTEREST

- If you have a secondary area of interest, you may indicate two areas and number them. For example: 1) BCN, 2) BA
- If your secondary area of interest is Counseling, follow the same instructions as above. For example: 1) Social, 2) Counseling
- If your primary interest is Counseling with a secondary interest in another area of Psychology, use the instructions for applying to the Counseling program (select “Counseling Psychology” from the drop-down menu and write in your secondary area of interest under “Program Specialization” and number that item “2”).
For example: 2) Social

Statement of Purpose: Please be aware that there is a 500 word limit on the statement of purpose, so if you write an essay that is more than 500 words and paste it into the text box, it will be truncated.

Program 2 and/or 3: Use these tabs if you are applying to other programs in addition to Psychology. Otherwise, you may leave these blank.

Education and Activities – Please remember that the GPA is UPPER-DIVISION. You should calculate all grades earned after the semester in which you earned 60 semester hours (90 quarter semester hours). If you have questions about how to properly compute grades, an in-depth worksheet is available here: www.admissions.ufl.edu

Also, be sure to submit your resume/CV under the “Resume/Other (Optional)” section of this page. Please note that your resume/CV is a necessary part of the application, and is not optional. Please upload this document in PDF format; we cannot guarantee that resumes uploaded in any other format will be reviewed due to the possibility of technical difficulties.

Residency Affidavit – Follow instructions on this page. If you are not eligible for any of the Florida residency categories, leave all boxes unchecked and click “Save” to continue to the Non-Florida resident certification page.

Recommendations – Please note that the online Recommendation letters for the Psychology program are **REQUIRED**, not optional. All 3 recommendation letters should be submitted online, so you will need to submit 3 different recommendation requests. Also, please be advised that it is your responsibility to check the Status tab after submitting your application and confirm that all of your recommenders have sent in their letters of reference.

Access to this Recommendation Request: waiving your right of access means that you will not be permitted to read the letter that your recommender wrote about you. You are welcome to maintain your right of access, but waiving that right means that your recommender can write as frankly and completely as possible.

Application Summary – Please review this page carefully and confirm that all of the information you have entered in your application is correct before submitting.

Submit – Once you have completed and saved each part of the application, this item will appear in the legend at the top of the screen. Read and check off the certification notice, and follow the instructions regarding your App Summary, UF ID, and username and password. Then you may click “Submit Application”. You cannot make changes to your application after submitting.

Personal Info ✓ Special Programs Info ✓ Degree Programs ✓ Education and Activities ✓ Residency Affidavit ✓ Non-Fla Resident ✓ Recommendations (Optional) Application Summary **Submit** Logout

Submitting the Application

Certifying the Information

By checking the box below, I, h h , certify that the information provided in this application is complete and accurate. I understand that false or fraudulent statements within this application or residency statement can result in disciplinary action, denial of admission and invalidation of credits and degrees earned.

If admitted, I agree to abide by the policies of the Florida Board of Governors and the rules and regulations of the University of Florida. I further agree to the release of any transcript, student record and test score to this institution that it may request.

Should any of this information change before I enroll, I will immediately notify the Office of Admissions.

Please check this box to certify. ☐

Submit the Application

Before you log off after submitting your application and paying the application fee, remember to do three things:

Print your application summary and keep this for your records.

Take note of your UFID, which is on the summary.

Write down your temporary username and password for future login to this application.

Submit Application

Important Notes

- Make sure to send your GRE score and transcripts to the Office of Graduate Admissions.
 - o GRE scores should be sent to institution code **5812**. Please do NOT indicate the Psychology Dept as the score recipient, as that will result in the scores being sent directly to the department instead. Scores sent to the department instead of Graduate Admissions cannot be processed.
 - o Transcripts should be ordered from each university that you have attended, and should arrive in a sealed envelope bearing the stamp of the university. Transcripts should be mailed to:
University of Florida
Office of Graduate Admissions
201 Criser Hall
PO Box 114000
Gainesville, FL 32611-4000

- Make sure that you write down your UF ID, username, and password, and keep these in a safe place. You will need to refer to these items in order set up a Gatorlink account and check your application status at www.admissions.ufl.edu
 - o This application status tool will tell you what documents are missing/not yet arrived/not yet processed in regards to your application.
 - o Please be aware that the Graduate Admissions Office processes thousands of applications for the entire university, so it may take several weeks at peak application time (November-December) for them to process your documents and show them as “received” in the Application Status screen.
 - o The Psychology Department cannot provide status updates, process your GRE scores/transcripts, contact Graduate Admissions on your behalf, etc. If you have questions regarding missing items in your application, please contact Graduate Admissions at 352-392-1365.
- The \$30 application fee can be paid by check or credit card. Please do not send any application fee payments to the Department of Psychology. For more details , see the App Checklist from Grad Admissions: www.admissions.ufl.edu
- It is not necessary to mail the Assistantship/Fellowship Application form to the Department of Psychology. All students will be considered for any Fellowships and/or Assistantships for which they are eligible.
- If you have a question that was not answered by this instruction guide or any of the information on our website, please email the Graduate Program Assistant at psych-info@ufl.edu