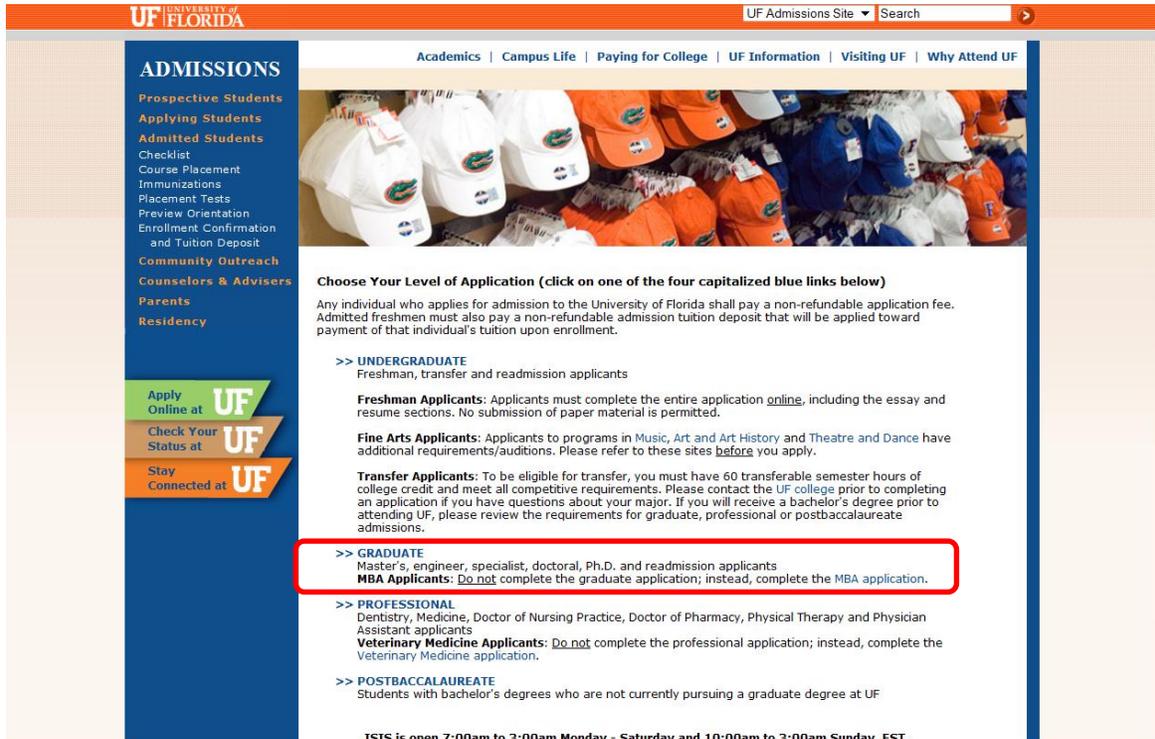


Psychology Department Online Application Guide

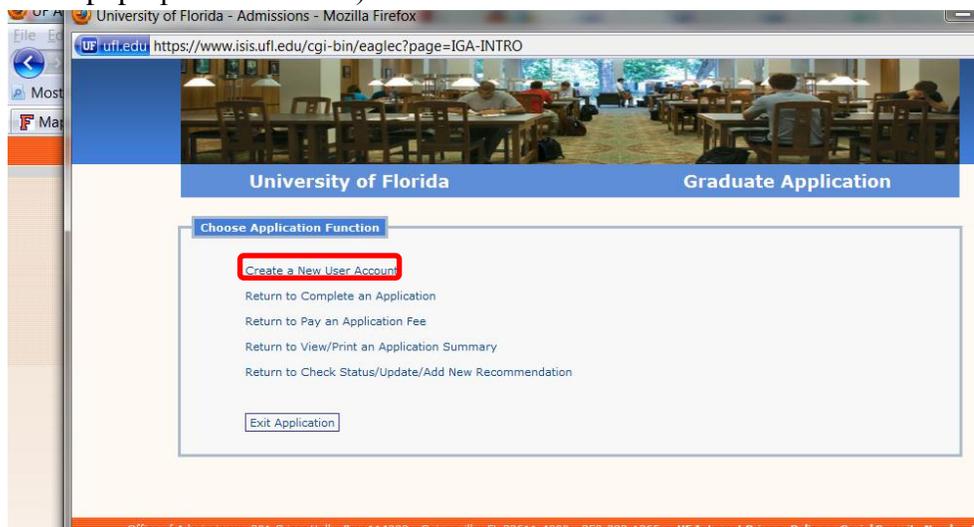
Please read all instructions carefully before submitting your application. **Failure to follow instructions may result in your application not being reviewed.**

- 1) Go to <http://www.admissions.ufl.edu/start.html> to begin the application process
- 2) For “Choose your Level of Application”, click on “>>Graduate”



The screenshot shows the University of Florida Admissions website. The main navigation bar includes links for Academics, Campus Life, Paying for College, UF Information, Visiting UF, and Why Attend UF. The left sidebar lists various application-related links such as 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. The main content area features a large image of UF merchandise (caps and bags) and a section titled "Choose Your Level of Application (click on one of the four capitalized blue links below)". This section provides detailed instructions for Undergraduate, Graduate, Professional, and Postbaccalaureate applicants. The "GRADUATE" link is highlighted with a red box. Below the links, the website states: "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 browser window displaying the University of Florida Admissions website. The address bar shows the URL: <https://www.isis.ufl.edu/cgi-bin/eaglec?page=IGA-INTRO>. The page title is "University of Florida Graduate Application". The main content area features a section titled "Choose Application Function" with a list of links: "Create a New User Account", "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". The "Create a New User Account" link is highlighted with a red box. At the bottom of the page, there is a footer with contact information: "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
 ufl.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:

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
 ufl.edu https://www.isis.ufl.edu/cgi-bin/eaglec

University of Florida Graduate Application

rd 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 SSN 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

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.

The screenshot shows a web browser window titled "University of Florida - Admissions - Mozilla Firefox" with the URL "https://www.isis.ufl.edu/cgi-bin/eaglec". The page header includes the University of Florida logo and "Graduate Application". Below the header, there is a navigation bar with several menu items: "Personal Info", "Special Programs Info", "Degree Programs", "Education and Activities", "Residency Affidavit", "Recommendations (Optional)", "Application Summary", and "Logout". The "Personal Info" menu item is highlighted in orange, indicating it is the current page. Below the navigation bar, there is a section titled "Instructions for Completing the Application" with text explaining the application process. The main form area is divided into two sections: "Personal Information" and "Social Security Number". The "Personal Information" section includes fields for "First/Given Name", "Middle", "Last/Family/Surname", "Suffix" (with a dropdown menu set to "None"), and "Other name(s) that could appear on your records". The "Social Security Number" section includes instructions, a checkbox for "If you do not have a US social security number, check here.", an "SSN" field, and a "Verify your social security number to ensure its accuracy." section with a "UFID" field. At the bottom of the form, there are two radio button questions: "Have you ever submitted an application to the University of Florida?" and "Have you ever attended the University of Florida?". A "Save" button is located at the bottom right of the form.

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 portal. At the top, the header includes "University of Florida" and "Graduate Application". Below the header, the user's name and temporary username are shown. A navigation menu contains buttons for "Personal Info", "Special Programs Info", "Degree Programs", "Education and Activities", "Residency Affidavit", "Recommendations (Optional)", "Application Summary", and "Logout". Below this, there are buttons for "Primary Program", "Program 2 (Optional)", and "Program 3 (Optional)".

The main section is titled "Academic Program Information" and contains the following fields:

- Intended term and year: [Dropdown menu]
- Degree goal: [Dropdown menu, currently set to "Doctor of Philosophy or Education"]
- Program of study: [Dropdown menu, currently open to show a list of options]
- Program specialization (optional): [Dropdown menu]
- Department contact name (optional): [Text input field]

The dropdown menu for "Program of study" is open, showing a list of options in alphabetical order. The options are:

- Choose
- Computer Engineering
- Counselor Education
- Marriage and Family Counseling
- Mental Health Counseling
- School Counseling and Guidance
- Counseling Psychology** (highlighted with a red box)
- 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
- Epidemiology**

Below the dropdown menu, there is a "Personal Statement To" section with a text area for "Explain your purpose for study." and a character count: "You have 4964 characters left." To the right of the text area, there are instructions: "and reasons for selecting a particular field of study." and "Use only single-spaced text, so please be mindful of the space available in the text box. You can compose the text in a separate box or you can type directly into the text box; attributes such as bold, italics, underlining and quotation marks will appear. When you are finished".

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.

University of Florida Graduate School
Name: Temporary Username: DEMOAPP

Personal Info | Special Programs Info | Degree Programs | Education and Activities | Residency Affidavit | Recommendations (Optional)

Primary Program | Program 2 (Optional) | Program 3 (Optional)

Academic Program Information

Identify your preferred term of entry and your primary degree goal. Once selected, you will be asked to select a program of study. Click Save to continue. If you are applying to more than one program, enter this information for each program. If you are applying to more than one program, enter this information for each program.

University of Florida Graduate School
Name: Temporary Username: DEMOAPP

Personal Info | Special Programs Info | Degree Programs | Education and Activities | Residency Affidavit | Recommendations (Optional)

Primary Program | Program 2 (Optional) | Program 3 (Optional)

Academic Program Information

Identify your preferred term of entry and your primary degree goal. Once selected, you will be asked to select a program of study. Click Save to continue. If you are applying to more than one program, enter this information for each program. If you are applying to more than one program, enter this information for each program.

Primary Program

Intended term and year: [Dropdown]

Degree goal: Doctor of Philosophy or Education [Dropdown]

Program of study: [Dropdown]

Program specialization (optional): [Dropdown menu open]

- Plant Pathology
- Political Science
- Psychology**
- Clinical and Health Psychology
- Psychology-Lib Arts & Sciences**
- Public Health
- Rehabilitation Science
- Religion
- Research and Evaluation Methodology
- Romance Languages and Literatures:**
- French
- Spanish
- School Counseling and Guidance
- Special Ed. School Psy & Early Childhood**
- School Psychology
- Soil and Water Science
- Special Education
- Statistics
- Veterinary Medical Sciences

Department contact name (optional): [Text box]

Personal Statement Topic

Explain your purpose for graduate study, including your current degree goals and reasons for your interest in the field.

Guidelines: Submit a 400-500 word essay. The text box accommodates one-and-a-half pages of single-spaced text. The essay cannot exceed the character limit. You can compose the essay in a word processor and then paste it into the text box. Keep your formatting as simple as possible and avoid using any special formatting; underlining and quotation marks can be lost when copied into the textbox. If you paste text that exceeds the character limit, only the allotted number of characters will be saved.

Primary Program

Intended term and year: [Dropdown]

Degree goal: Doctor of Philosophy or Education [Dropdown]

Program of study: --- Psychology-Lib Arts & Sciences [Dropdown]

Program specialization (optional): [Red box around dropdown]

Department contact name (optional): [Text box]

Personal Statement Topic

Explain your purpose for graduate study, including your current degree goals and reasons for your interest in the field.

Guidelines: Submit a 400-500 word essay. The text box accommodates one-and-a-half pages of single-spaced text. The essay cannot exceed the character limit. You can compose the essay in a word processor and then paste it into the text box. Keep your formatting as simple as possible and avoid using any special formatting; underlining and quotation marks can be lost when copied into the textbox. If you paste text that exceeds the character limit, only the allotted number of characters will be saved.

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: <http://www.admissions.ufl.edu/pdf/worksheet.pdf>

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 logon 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 <http://www.admissions.ufl.edu/appstatus.html>
 - 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: <http://www.admissions.ufl.edu/grad/gradchecklist.html>

- 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