International Students
Applying to Master’s and Doctoral Degree Programs

As an international student applying to UCF, you should know that the admission process has two components. First, you need to apply online to the university and submit your academic application materials to UCF Graduate Studies. At the same time you need to provide the UCF International Services Center with several immigration documents and forms required for the issuance of the I20 or DS2019. The I20 and DS2019 are documents required by U.S. embassies around the world for the issuance of your F1 or J1 visa. Additional information, along with flowchart of the admissions process for international students is available at: http://www/intl.ucf.edu.

Application

For UCF Graduate Studies

1. ______ Review opportunities in Instructional Technology (under “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 admissions requirement (of 1000 on verbal and analytical sections combined). Request GRE scores to be reported to UCF (Institutional Code #5233).

4. ______ Take and make sure your TOEFL test score meet our admissions requirement (of 220). Request TOEFL score to be reported to UCF (institution code #5233).

5. ______ Request official transcripts from your prior school(s) to be sent directly to UCF Graduate Studies.

6. ______ 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.

7. ______ Request three Letters of Recommendation.

8. ______ 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.
9. _______ Download and fill out the Certification of Finances form UCF Graduate Studies website

10. _______ 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. Double check your materials and be sure you have all of the documents listed below:

11. _______ Double check your materials and be sure you have all of the documents:
   - Personal Statement
   - Resume
   - Official Transcript (sent directly to UCF from prior schools)
   - TOEFL test score (sent directly to UCF from testing office)
   - [For doctoral program applicants only] GRE test scores (sent directly to UCF from testing office)
   - Letters of Recommendation
   - Application Fee check or money order (if you do not pay online)
   - Other credentials

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

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

   For UCF International Service Center

13. _______ Submit I20 request form (sending instructions provided in form) and supporting documentation. Forms can be downloaded from http://www.intl.ucf.edu/pagegen/index.cfm?PageID=17. Be sure you have the following documents enclosed in your folder.
   - I20
   - Request Form
   - Copy of Passport (including expiration date pages).
   - Certification of Finances
   - Financial support documents (e.g., bank letter, bank statement, notarized affidavit of support).

   Transfer students will also need to submit:
   - Transfer Clearance Form
   - Visa
   - I94 (front & back)
   - All Previous I20's
14. _______ Submit documents to:

University of Central Florida  
Division of Graduate Studies  
P.O. Box 160112  
Orlando, FL 328160112  
United States of America

After you have submitted your application, you should receive an email confirmation that their 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:  

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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, you will also receive a welcome package from UCF’s International Student Center that will include information related to financial aid provided by UCF (if any) and an I20 request form. Also, the survival guide accessible http://www.intl.ucf.edu will provide you with helpful tips on what to do before and after arrival to the United States and the University of Central Florida.

15. _______ Before you receive admission letter from UCF, you should start applying for Financial Aid. There are three kinds of financial aid for international students:

- University/College Scholarships, Fellowships and Assistantships. For detailed information of application, please visit: Financing Grad School.
- Program Fellowships and Assistantships. For program fellowships and assistantships, please be sure you checked the related items on online application form.
- Florida Linkage Institutes and Agreements. Linkage Institutes are set up throughout the state, and provide out-of-state tuition exemption to scholars from the foreign countries represented by the institutes. To participate in these exemptions, students must apply to the Linkage Institute for the country in which they reside to receive an out-of-state tuition award. For more information about Linkage agreements, please see short description and listing of contacts below.
15. _______ Pay SEVIS $100 fee (online) and BE SURE to secure receipt

16. _______ When you get your I20 and SEVIS receipt, go to US embassy to apply for your visa.

Registration

17. _______ Schedule your trip and get to UCF.

18. _______ Go to the International Services Center (for an interactive campus map, go to: http://campusmap.ucf.edu/) and submit your immigration documents, such as your visa, I94 card, and stamped and signed I20.

19. _______ Go to Mandatory Immigration Session and Orientation. You’ll get an email invitation before or after your arriving at UCF, schedule a time and attend the orientation session so you can do the next step.

20. _______ It is mandatory for international students to have health insurance. You can buy it at Student Health Center or somewhere else. If you buy it somewhere out of UCF, be sure the coverage meets the requirements established by UCF and regulations governing international students. You must 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

21. _______ Now you can go to http://my.ucf.edu/ to register for classes.

Please Note: Due to federal regulations, international students can only take one online (web) course per semester. If you take one “web” course, please be sure to register for all other courses that are delivered in either “mixed” mode or as a traditional face-to-face course.