

Master Application Guide

It is the applicant's responsibility to provide all application materials by the **February 1st** deadline. 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 for any questions, concerns, or to check the status of your application.

REQUIRED APPLICATION MATERIALS

- Transcripts -from all institutes attended
 - 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 (not required, but strongly recommended)

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.
- On the "Program of Study" page, select "**College of Journalism and Communications.**" On the drop-down menu, select "Degree Name—**Masters of Arts in Mass Communication,**" and then select the **Fall term and year** that you would like to begin.

TO APPLY FOR THE PROFESSIONAL MASTER'S PROGRAM:

- In the **concentration field**, you MUST select "Professional Communication."
- Once admitted the Professional Communication staff will help you tailor your degree work towards you area of interest (advertising, public relations, etc.) .

TO APPLY FOR THE RESEARCH AND THEORY MASTER' S PROGRAM:

- For the thesis-track Public Relations Concentration, select "public relations" in the **concentration field**.
- For the thesis-track Science/Health Concentration, select "science and health communication" in the **concentration field**.
- If you are interested in one of our customizable Research and Theory thesis tracks, please select "None" in the **concentration field** and list one of the following in the **specialization field**:
 - Advertising
 - International and Intercultural Communication

- Journalism
- Media Production, Management, and Technology
- Other (with explanation)

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 attended. 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.
- 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.

TEST SCORE SUBMISSION

GRE SCORES: NOT REQUIRED

- The GRE is not required for admission into the Professional Communication Master's, Research and Theory Master's, or Online Master's Program.

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. Only TOEFL iBT (Test of English as a Foreign Language) or IELTS (International English Language Testing System) is accepted to meet this requirement.

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- Exemptions to this requirement are granted if applicants:

- Have successfully completed one academic year in a degree-seeking program at a recognized/regionally accredited university or college in the United States or a country where English is the official language.
- Hold an earned equivalent of Associate's, Bachelor's, Master's or Ph.D. degree from a recognized/regionally accredited college or university in the United States or country where English is the official language.
- Please review admissions.ufl.edu/apply/graduate/international for further details on English Proficiency requirements.
- 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, **TOEFL scores are recommended if you are applying for assistantships.** (please see further explanation below).
- Valid TOEFL or IELTS scores are acceptable. Other tests are not accepted 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 exam and 26 or higher on the speaking portion is expected to be considered for admission.
 - We also accept IELTS scores with a minimum of 7 (Speak 8, Writing 7).
- For employment purposes, such as graduate assistantships 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 requires 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" and specify which program you are applying to: Professional Communication or Research and Theory Masters.
- Suggested length is 400-500 words.
- Describe your career plans following completion of your master's degree. Succinctly share what experiences have led to your goals and how you think graduate study will help you prepare for this career.

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 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 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.

WORK SAMPLE: NOT REQUIRED, STRONGLY RECOMMENDED

- This is not required, but helps the admissions committee better understand you as a student.

INTERNATIONAL APPLICANTS ONLY

PLEASE REVIEW THIS PAGE:

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

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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 (CFR) 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.