

University of Central Florida
College of Engineering and Computer Science
Graduate Admission Process

□ Step 1*	<p>Complete the CECS Pre-Application, http://www.cecs.ucf.edu/preapp</p> <ul style="list-style-type: none"> ● You will need your passport or Social Security card to submit your application in your official name. You will also need your test score(s), GPA, mailing address, email, and phone number from the school in which you earned your highest degree. ● A decision will be made in <i>approximately fourteen</i> business days after the submission of your application. ● Not supplying GPA and/or test score information may result in your pre-application not being approved by your program's graduate coordinator.
□ Step 2	<p>Mail Transcripts and Test Scores</p> <ul style="list-style-type: none"> ● All documents must reach the University of Central Florida's College of Graduate Studies by the Official, University Application Deadline, including test scores. Do <u>NOT</u> send admission materials to your program. ● Send your application materials to this mailing address: University of Central Florida's College of Graduate Studies Millican Hall, Suite 230 P.O. Box 160112 Orlando, FL 32816-0112 ● Please only send one copy of your official transcript. If you are an international student, please visit http://www.graduate.ucf.edu/pagegen/index.cfm?PageID=9 for more information about the in-house transcript evaluation process. However, if your masters program does not require a GRE score, then an international applicant will be required to supply a transcript evaluation from either Josef Silny or WES. ● UCF alumni do not need to request their transcript as they are requested on behalf of the student as long as UCF is listed in the "Academic Section" of their online application. ● If required, GRE scores sent directly to UCF, via our institutional code of #5233. All students seeking fellowship consideration must take the exam regardless of program requirements. ● If required, TOEFL scores sent directly to UCF, code #5233 or IELTS Exam Scores ● We cannot accept photocopies in lieu of official results from the testing service(s). All photocopies of scores will be discarded and the requirement will remain unmet.
□ Step 3	<p>Complete and Submit the Online Application, http://www.graduate.ucf.edu/gradonlineapp/</p> <ul style="list-style-type: none"> ● Letters of recommendations, passport information, resumes, essays, and any other material required by the program can be submitted simultaneously with your online application. All students seeking fellowship consideration must submit these supporting items regardless of program requirements. ● If you submit documents with your online application, then it is not necessary to send hard copies of the same documents.
□ Step 4	<p>Consult MyUCF (my.ucf.edu) for Your Application Status.</p> <ul style="list-style-type: none"> ● Please follow these steps to locate your application status: <ol style="list-style-type: none"> 1) Log on to the MyUCF portal (via this website: my.ucf.edu). <i>If this will be your first time logging into the system, please click on the link, "What is my PID/NID?" and follow the page's prompts. If you are an international student and do not have a Social Security Number, Graduate Studies will send email communication to you containing your UCF-issued Social Security Number needed to access your PID and log into this system.</i> 2) Click on "Student Self Service" 3) Click on "Graduate Students" 4) Scroll down the right-hand side of the page to click on the "Application Status" Option <i>**To view the items UCF has received, please click on the "Support Docs" tab.**</i> ● This is where you can see what supporting items we have received for your application and if the department has made a decision on your university application.

***The Pre-Application Process is recommended. The process gives students an opportunity to have their academic background and credentials reviewed by their program's graduate coordinator without paying an application processing fee.**

Student Responsibility: The student is responsible for completing the pre-application and/or university's application by the stated deadline. The student is also responsible for submitting all documents to the UCF by the stated deadlines. The college does not take responsibility for late or missing documents. Inaccurate information will result in nullification of any offer made by UCF.