Applying to the Orlando Summer 2020 MSEM—Professional Engineering Management Offering

Step 1. Contact UCF PEM for Application Code Contact Dr. Catherine Vergopia via email at Catherine.Vergopia@ucf.edu for   the application code. This code will waive the application fee. Use the email subject line: **Application Code for PEM Orlando Summer 2020 Cohort**. For additional information about the program go to:

http://www.cecs.ucf.edu/eli2/graduates-and-professionals/

Step 2. Request your undergraduate transcripts to be sent to email address gradscanning@ucf.edu (if sending electronically) or mailing address:

UCF College of Graduate Studies
Millican Hall, Room 230
PO Box 160112
Orlando, FL 32816-0112

If sending through FEDEX/UPS: UCF College of Graduate Studies
4365 Andromeda Loop N.
Millican Hall Room 230
Orlando FL 32816-0112

If you are a UCF Alumni, list UCF in the Academic History section of the online application and UCF will pull them from the   registrar's office once you have paid for your application. This can take several days to process and update, but you do not need to request them.

Step 3. Apply Online! —All UCF application materials, including transcripts, must be completed by March 15th!
Go to applynow.graduate.ucf.edu/apply and click on the 'Create an account link.

Step 4. Create an Account
Complete the registration information - click on 'Continue'. This will take you directly into the first section of the application. Remember your username and password (you will need this to log back into the application later).

Step 5. Complete the Online Application
Navigate through each section of the application by using the "Continue" button at the bottom of each page.
- **Application Fee Waiver Section**
  - **Have you received an application fee promo code? Yes**
  - **Enter the Departmental Application Fee Waiver code that was provided to you.**

- **UCF Degree Information Section—**For the **Professional Engineering Management PEM track**, please select the following   options within this section:
  - **Are you applying to an online only program?** No
  - **Academic term =** Summer 2020
  - **Level of Study =** Masters
  - **Academic Program =** Engineering Management MSEM, Professional Engineering Management (PEM) Professional Science Master's

- **Additional Academic Information Section – Residency Status**
  - Fill this out completely. Pay close attention to the required documents that you should upload. Questions regarding this section should be directed to gradresidency@ucf.edu.

- **Supporting Documents Section — After you have submitted your application, you must upload your documents.** Upload your resume and additional documents as needed in this section. Note: This section will not appear until you complete the entire application after submitting it. Once you submit, you will no longer be able to edit the application, so be sure that everything is correct first.

Questions—Contact the UCF College of Graduate Studies at gradadmissions@ucf.edu or 407.823.2766