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

<table>
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<tr>
<th>□ Step 1*</th>
<th><strong>Complete the CECS Pre-Screening</strong>, <a href="http://www.cecs.ucf.edu/prescreen">http://www.cecs.ucf.edu/prescreen</a></th>
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</table>
| ● 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 **approximately 14** business days after you submission.  
● Not supplying GPA and/or test score information may result in your pre-screening submission not being approved by your program’s graduate coordinator. |
| If you are past the deadline for the Pre-Screening Submission, please skip this step in the process and proceed onto the online application. |

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<tr>
<th>□ Step 2</th>
<th><strong>Complete and Submit the Online Application</strong>, <a href="http://www.graduate.ucf.edu/gradonlineapp/">http://www.graduate.ucf.edu/gradonlineapp/</a></th>
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| ● Letters of recommendations, passport information, resumes, essays, and any other material required by the program can be submitted simultaneously with your online application.  
● If you submit documents with your online application, then it is not necessary to send hard copies of the same documents. |

| □ Step 3 | **Mail Transcripts and Test Scores**  
  ● All documents must reach the University of Central Florida’s College of Graduate Studies by the **Official, University Application Deadline**, including test scores.  
  ● **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.admissions.graduate.ucf.edu/International_Applicants/Transcripts_and_Evaluation/](http://www.admissions.graduate.ucf.edu/International_Applicants/Transcripts_and_Evaluation/) 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 4 | **Consult MyUCF** ([my.ucf.edu](http://my.ucf.edu)) **for Your Application Status**.  
  ● Please follow these steps to locate your application status:  
    1) Log on to the MyUCF portal (via this website: [my.ucf.edu](http://my.ucf.edu)). **If this will be your first time logging into the system, please click on the link, “What is my 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 this system.**  
    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  
    **To view the items UCF has received, please click on the “Support Docs” tab.**  
  ● 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-Screening Process is recommended only. 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 a pre-screening submission and/or university’s application by the stated deadlines. The student is also responsible for submitting all documents to the UCF by the stated deadlines. Late submission will require departmental approval.