

## **Package #1 Application Checklist**

**Package #1 - Please submit the following documents to the Graduate Admissions Office**

OFFICE OF ADMISSIONS  
UNIVERSITY OF FLORIDA  
201 CRISER HALL  
P.O. BOX 114000 *(You can remove this line if your courier will not ship to a PO Box)*  
GAINESVILLE, FL 32611-4000

*Please do not bind, staple, or tie your documents together. Our staff must scan each document and it takes more time if we have to remove all of your binding.*

<b>Documents</b>	<b>Description</b>	<b>Completed</b>
Application for Admission		
GRE	Must be the official test score	
TOEFL	Must be the official test score	
Official Transcripts and Degree Certificates	You must submit these in both the original language and the English translation	
Certification of Financial Responsibility	Required for all international students	
Florida Residency Affidavit	(U.S. Citizens and U.S. Resident Aliens who seek to qualify as a Florida resident for tuition purposes)	
** \$30 Application Fee		

\*\* The fee will be valid for one calendar year, which means an application may be updated within one year from the original anticipated term of admission without a new application fee being submitted. Requests to update applications beyond one year will require a new application form and the \$30.00 application fee. Current and former students will no longer be exempt from the application fee. Therefore, if an applicant attended the university as an undergraduate student, an application fee will be required if they apply to a graduate program.

**Do not contact the CISE department to find out the status of your application!**

To find out your status, please log into the CISE Department database GAIT - the Graduate Application Information Tool - as explained on our website.

[https://www.cise.ufl.edu/dept/gradoffice/gradapp/new\\_prospective.php](https://www.cise.ufl.edu/dept/gradoffice/gradapp/new_prospective.php)

If your UFID is not showing up in the database this means that your application has not been processed yet. Do NOT call the office to find out when your application will be processed. Please be patient and check GAIT on a weekly basis.