

Package #2 Application Checklist

Package #2 - Please submit the following documents to the CISE Department

GRADUATE ADMISSIONS
COMPUTER & INFORMATION SCIENCE & ENGINEERING
UNIVERSITY OF FLORIDA
405 CSE BUILDING
P.O. Box 116120 (You can remove this line if your courier will not ship to a PO Box)
GAINESVILLE, FL 32611-6120

Please do not bind, staple, or tie your documents together. Our staff must remove all of your binding which makes it even longer to process your documents.

Documents	Description	Completed
Department Copy of Application for Admission	<i>If applying online, DO NOT send the DEPARTMENT COPY of the Application for Admission.</i>	
GRE	A photocopy of the official test score	
TOEFL	ETS will not send the official score to the department. You must submit a photocopy of the official test score to the department. You may log into the ETS website and print out your test score. We will accept this in lieu of a photocopy of the official document.	
Transcripts and Degree Certificates	Photocopies of the official transcripts and degree certificates	
Statement of Purpose	Please do not send a hardcopy of the SOP if you have submitted the SOP with the online application.	
Assistantship/Fellowship Application	Required for PhD applicants only	
Three letters of recommendation	Can submit online or in hardcopy. Please do not do both.	

Note, the University of Florida's school code for submission of GRE scores is **5812**; the department code for GRE reports is **0402**. **There is no department code for the TOEFL, see above.**

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: 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.