

Application Checklist (To-Do-List)

To assist you in the admissions process the following is your *To-Do-List*.

1. Graduate Application
2. Application Fee
3. Transcripts (including evaluations)
4. Test Scores
5. Conduct Clearance Policy (Legal Disclosure Statement)
6. Residency Policy

 1. Graduate Application:

All graduate applications to USF must be submitted online through FACTS.org (<http://facts23.facts.org/admissions/user.do?ficeCode=00015370000&application=R>)

 2. Application Fee:

All applicants are required to submit an application fee of **\$30.00** for **EACH** graduate program (USF Regulation USF4-0107: Special Fees, Fines and Penalties <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf> If you attended USF as a former degree seeking student or non-degree seeking student then you will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, Master Card, Visa) or by E-Check (personal checking/savings account) through FACTS.org Graduate Online Application. **ALL APPLICATION FEES SUBMITTED ARE NON-REFUNDABLE.**

 3. Transcripts:

One (1) official transcript from all institutions of higher learning where the applicant has earned a degree is required, but applicants may provide unofficial copies of transcripts to expedite the processing of their applications. Any admissions granted using unofficial transcripts **will not** be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar where they attended. All transcripts must be in English; it is the applicant's responsibility to have transcripts translated and evaluated* before submitting them as part of their graduate application packet. If you are applying while still completing an undergraduate degree, you must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor's degree will be required if an applicant is admitted and enrolls. Do not submit USF transcripts if you have attended as a USF degree-seeking student.

*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no educational affiliation will **not** be accepted. Some graduate programs require a course-by-course evaluation. In the event that the university receives documentation that is questionable, or suspicious in any way, the university will require a **course-by-course** evaluation from a foreign transcript evaluation service. Refer to the Graduate Admissions' website for a list of evaluation services (<http://www.grad.usf.edu/graduate-admissions.asp>).

 4. Test Scores

GRE (Graduate Record Examination): <http://www.gre.org>

All applicants to programs requiring the GRE* must submit GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Educational Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any admission granted using unofficial scores will not be finalized until official scores from ETS are received. The institution code for USF is 5828 and applies to all tests administered by ETS.

*The GRE requirement may be waived at the discretion of individual graduate programs. Please contact your program of interest directly for additional information.

GMAT (Graduate Management Aptitude Test): <http://www.gmac.com>

Applicants to programs in the College of Business should submit GMAT** scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USF directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any admission granted using unofficial scores will not be finalized until official scores from Pearson VUE are received. The following are the institution codes for USF administered by Pearson VUE.

VP9-M4-23	Ph.D. in Business Administration
VP9-M4-04	Executive M.B.A.
VP9-M4-97	M.B.A., Full Time
VP9-M4-80	M.B.A., Part Time
VP9-M4-21	M.B.A., USF Polytechnic Lakeland
VP9-M4-01	M.B.A., USF Sarasota-Manatee
VP9-M4-25	M.B.A., USF St. Petersburg
VP9-M4-18	Masters in Accountancy
VP9-M4-67	M.A. in Economics
VP9-M4-86	M.S. in Finance
VP9-M4-17	M.S. in Management
VP9-M4-66	M.S. in Management Information Systems
VP9-M4-40	MSM in Marketing
VP9-M4-48	M.S. in Entrepreneur in Applied Technology
VP9-4J-76	Health Administration, College of Public Health

**Applicants may not have to submit a GMAT if you have taken the GRE. Please contact your program of interest directly for additional information.

TOEFL (Test of English as a Foreign Language): <http://www.toefl.org>

Applicants whose native language is not English or who have not earned a degree in the United States must also submit TOEFL scores earned within two (2) years of the desired term of entry. A minimum total score of 79 on the internet-based test, 213 on the computer-based test, or 550 on the paper-based test are required. Applications submitted with TOEFL scores that do not meet the minimum requirements will be denied with no exceptions. The TOEFL requirement may be waived if the applicant meets one of the following conditions:

- The applicant's native language is English, or
- Has scored 500 or higher on the GRE Verbal Test, or
- Has earned a college degree at a U.S. institution of higher learning, or
- Has earned a college degree from an institution whose language of instruction is English (must be noted on the transcript), or
- Has scored 6.5 on International English Language Testing System (IELTS) <http://www.ielts.org/>

5. Conduct Clearance Policy (Legal Disclosure Statement):

All graduate applicants are required to answer the Conduct Clearance questions of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received and cleared by the Vice President of Student Affairs or his/her designee (Associate Dean of Students), if warranted.

□ **6. Residency Policy:**

EDITOR's Note: New State Laws are in effect that impact Residency. Read more at <http://www.grad.usf.edu/graduate-admissions-residency.asp>. Applicants desiring classification as Florida residents for tuition paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. **Incomplete or unsigned forms will be classified as non-Florida residents.** The Office of Graduate Admissions will classify applicants as Florida residents if they have provided documentation that verifies they began living in Florida at least twelve months prior to the first day of classes of their admitted term of entry. Additional documentation other than what is required may be requested in some cases. All documentation is subject to verification. The student is responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If the student feels that their initial classification is in error, they have until the last day of the term to contact the appropriate admissions office and request a re-evaluation. After the student has completed their first semester of study they may seek to have their residency reconsidered. They may submit a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. For more information in Residency refer to:

Independent Student:

A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

Evidence that the student meets one of these criteria will be requested by the higher education institution.

Florida residency statutes require at least two documents, dated 12 months prior to the first day of class for the entry term sought, to validate a claim for Florida residency for tuition purposes. Documents are classified in two tiers – at least one of the required documents must be from the First Tier.

FIRST TIER DOCUMENTATION (at least one of the two documents submitted must be from this list)

1. Florida Driver's License (driver's licenses from others states must be relinquished) **or** a State of Florida ID card (if there is no evidence of ties to another state)
2. Florida Voter's Registration card
3. Florida Vehicle Registration (proof of previous registration can be obtained from the local tag office)
4. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of the Circuit Court)
5. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant

6. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period – letter from employer on official letterhead required)
7. Benefit histories from Florida agencies or public assistance programs

SECOND TIER DOCUMENTATION (may be used in conjunction with one document from First Tier)

1. Florida professional or occupational license
2. Florida incorporation
3. Proof of membership in Florida-based charitable or professional organizations
4. Utility bills and proof of 12 consecutive months of payments
5. Lease agreement and proof of 12 consecutive months of payments
6. State or court documents evidencing legal ties to Florida