

Admissions

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Getting Admitted into UNF The Application Procedure

We strongly encourage you to contact the graduate advisor of the degree program in which you are interested. Feel free to do so at any time during and even before you begin the application process.

1. Obtain an application form. You may download the form from the UNF website at www.unf.edu/graduatestudies. You may request an application in person from The Graduate School in Bldg. 1, Room 1200, by phone at (904) 620-1360, or by e-mail at graduatestudies@unf.edu. You can also complete an application online at www.unf.edu/graduatestudies.
2. Complete and send in the application form and the application fee of \$30 (check or money order) by the deadline posted for the semester you would like to begin your graduate studies. Applications should be sent to the following address:
The Graduate School
University of North Florida
1 UNF Drive
Jacksonville, FL 32224

3. Arrange to have an official transcript sent to the Graduate School from each and every college or university you have attended, including community colleges and professional schools.
4. In accordance with the requirements of the specific graduate program to which you are applying, take the Graduate Record Exam (GRE) or Graduate Management Admissions Test (GMAT) and arrange to have the Educational Testing Service (ETS) send your test scores to The Graduate School at UNF. For information on the GRE or GMAT, students may contact the Graduate School or view the ETS website at www.ets.org. UNF's institutional code is **5490**.
5. Send all supporting documents to the Graduate School. Supporting documents include recommendation letters, personal statements, writing samples, English proficiency tests, etc.
6. Students at Florida public universities are required to provide proof of immunization against rubeola (measles) and rubella (German measles) prior to the initial registration. This policy applies to students who attend classes taught at the main campus. Questions concerning this policy should be directed to the Student Health Services Office in the Student Life Center, Building 39/Room 2045, (904) 620-2175.
7. The University reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities. At the time of application, students must disclose the final disposition of any past or pending judicial proceedings and submit any pertinent documentation.

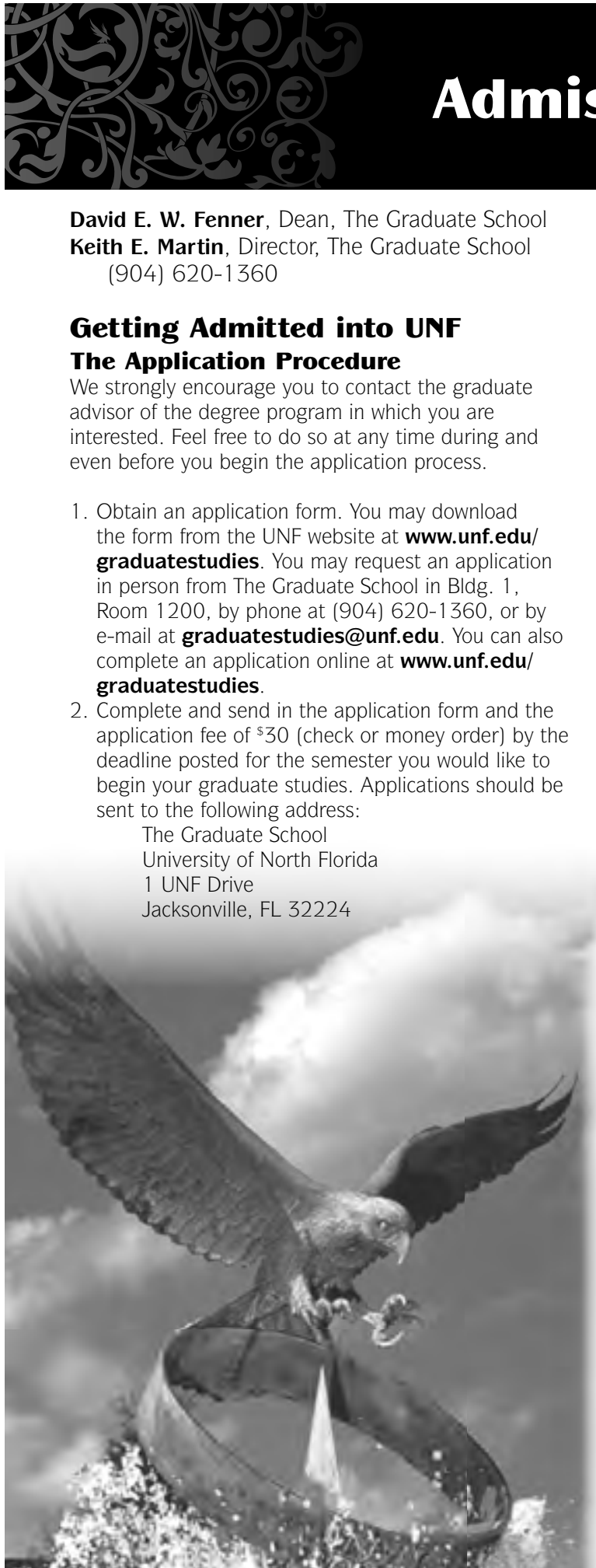
Once the Graduate School has received your transcripts and test scores, your application will then be forwarded in the form of a **Graduate Referral** to the graduate advisor of the program to which you are applying. The department will then review your application, make an admission decision, and notify us. You will then receive a letter notifying you of the decision.

Admission Requirements

There are two sets of requirements: state-mandated requirements and the specific requirements of each UNF graduate program.

State-Mandated Admission Requirements

1. A baccalaureate degree from a regionally accredited college or university.
2. GRE or GMAT scores. (depending upon program)



3. One of the following achievements:
 - a. a grade point average of 3.0 (B) or higher in all work attempted as an upper-level student, typically the last 60 credit hours;
 - b. a composite score of 1,000 or higher on the verbal and quantitative sections of the GRE or a score of 500 or higher on the GMAT; or
 - c. a graduate degree from an accredited institution.

UNF Program Specific Admission Requirements

Students must also meet the specific requirements of the program to which they are seeking admission. These requirements are listed under each program later in this catalog.

Types of Admission Status

Full-Time and Part-Time

In most, but not all programs, a student — once accepted — may attend either full-time (nine or more hours per term) or part-time (less than nine hours per term).

Full Admission

Applicants who meet both the state-mandated admission requirements and those specific to the individual UNF graduate program are eligible to be fully accepted into the program.

Provisional Admission

Some programs have an exceptions policy and will conditionally accept applicants who do not meet the State-mandated admission requirements. These applicants must meet the conditions stipulated by the program administrator of the graduate program in question. Such conditions might include, but are not limited to, successfully completing a prescribed series of graduate courses (a “trial” program).

Different programs use provisional admissions in different ways. Some will provisionally accept applicants who have met state-mandated admission requirements but not all of the program specific requirements. Other programs will provisionally admit an applicant who has not met all undergraduate prerequisite courses and permit this person to enroll in a limited number of 5000-level courses while working to complete prerequisites. Other programs, however, require a provisionally admitted student to fulfill all undergraduate course prerequisites before enrolling in graduate courses.

Post-Baccalaureate Admission

A person who does not wish to seek a degree may apply for post-baccalaureate status. Post-baccalaureate status does not automatically confer the right to take graduate courses. The person must receive prior approval and electronic permission from the program director of the graduate program in which he or she wishes to take courses.

Up to 10 hours of graduate course work taken as a post-baccalaureate student may apply toward the master’s degree program in question once the person has been fully admitted to a graduate program.

Certificate Program Admission

An applicant who meets the admission requirements for a certificate program is permitted to take a limited number of graduate courses. Some of these certificate programs require prior completion of a baccalaureate degree, while others require prior completion of a master’s degree. These programs result in the student receiving a non-degree certificate awarded by UNF or in completing the course work required for state licensure or certification. See program areas listed in this catalog for details.

Special Admission

Under certain circumstances students currently enrolled at other universities may enroll at UNF as “transient students” on a space-available basis.

Special Admission for Transient Students

A student in good standing at an approved institution may apply to UNF for one term to complete work, the credit for which will be transferred back to the student’s home institution. Applicants must submit either an official transcript or a letter from their college or university’s Registrar verifying their good standing. A transient enrollment form or other documentation may be required by the program in which the student seeks to take coursework.

Special Admission for Inter-Institutional Transient Students

A student in good standing at a school participating with UNF in various exchange programs or exchange agreements may apply to UNF for one term, or for the duration of a special program, to complete work the credit for which will be transferred back to the home institution. The student must be sponsored by his or her academic dean, who is responsible for arranging with the UNF Registrar’s Office and the appropriate college dean for the student’s visit. The student will register at UNF and pay UNF tuition and registration fees.

The process is the same for UNF students seeking to attend other institutions for a single term or for the duration of a special program. UNF students must have the support of their academic dean, who is responsible for arranging their visits. UNF students will register at and pay the tuition and fees of the institution they are visiting.

Special Admissions for Veterans

In order to be eligible for VA benefits, veterans who seek Provisional Admission as Transient or Inter-Institutional Transient students must meet the conditions stipulated by the Office of Veterans Affairs. The UNF office is in Building 2/Room 1242.

Readmission of Inactive Students

Students who have been accepted previously but who never enrolled or who have not taken courses for one year (three consecutive terms, including summers) must update their admissions applications with the Graduate School. They must do so at least six weeks before the beginning of the term in which they wish to enroll. They will not be required to pay an additional application fee but will be responsible for meeting any new general admissions requirements or program specific requirements.

Non-Discrimination

The University of North Florida encourages application from qualified persons and does not discriminate on the basis of race, color, religion, national origin, sexual orientation, veteran's status, disability, age, marital status, or gender. The president has delegated responsibility for the implementation of the University's equal opportunity and non-discrimination policies and affirmative action program to the director, Office of Equal Opportunity Programs. Inquiries about policies and practices may be directed to the EOP Office at (904) 620-2507.

Message for International Students

The University of North Florida, The Graduate School, and the International Center are pleased to welcome you. We recognize that you and your fellow international students, representing over 100 different countries, bring with you perspectives that enrich our campus. We are committed to offering you educational programs and experiences that will enhance your professional development.

We are very aware of the challenges before you and hope to be able to provide you the best possible support as you pursue your graduate studies at UNF. This support includes our Student Orientation, which is offered at the beginning of every semester. Required of all new students, this program reviews your rights and responsibilities and also provides an opportunity for you to meet with your fellow international students.

The Graduate School and the International Center will be happy to help you with the admissions process, described below.

The Application Procedure — UNF Admissions Requirements for International Students

1. **Application Forms** International students must complete and submit a printed application form or submit an online application. Further information is available at www.unf.edu/graduatestudies.
2. **Application Deadlines** Applicants should submit their completed application forms and all other required material well in advance of the date they wish to begin at UNF. Some programs have alternative deadlines for the submission of the application materials, and

these deadlines may be found online at www.unf.edu/graduatestudies/.

The general deadline for the fall semester is May 1, for spring semester it is October 1, and for the summer term it is February 1. Applicants should understand that getting credentials and transcripts evaluated can take a considerable amount of time. In addition, sending or receiving official application material can often take a very long time. Therefore, applicants should complete their applications as far ahead of the deadline as possible.

3. **Application Fee** The application fee is \$30. The application fee must be in U.S. currency only (check or money order) drawn from a U.S. bank.
4. **Academic Records and Credentials Evaluation** Applicants must submit official academic credentials in the form of original documents bearing the seal of the institution and the signature of their institution's Registrar, or exact copies that have been legally certified. The UNF International Center may provide the applicant with the following academic records and credentials evaluations services only if the original documents have literal and complete translations in English:
 - a. Document-by-document evaluation (degree, diploma, GPA)
 - b. College level course-by-course evaluations (with GPA, course levels, and credits)

Please note that due to the complexity of certain foreign credential evaluation requests, the UNF International Center reserves the right to ask applicants to contact an external evaluation agency directly and provide UNF with an original evaluation of all academic credentials. Transcripts or credentials not in English or records for which U.S. course equivalency is not readily available must undergo a course-by-course evaluation by a reputable foreign transcript and credentials evaluator. A list of acceptable credentials evaluators can be found at the web pages of NACES (National Association of Credential Evaluation Service) at www.naces.org/members.htm.

5. **GRE and GMAT Test Scores** Applicants must take the required graduate tests — the GRE or the GMAT as required by their intended program — and arrange for the Educational Testing Service to forward the scores to The Graduate School at UNF. UNF's institutional code is **5490**.
6. **English Proficiency** Applicants from countries where the official language is other than English must demonstrate proficiency in English. One such method is to take the Test of English as a Foreign Language (TOEFL), receive a score of 500 or higher (550 or higher for graduate business and engineering programs) for paper-based, 173 for computer-based, and 61 for Internet-based, and submit their score with their application. The TOEFL is offered by the Educational Testing Service, Princeton, N.J. 08541, U.S.A. UNF's

institutional code is **5490**. Alternative methods of proving English proficiency may be found online at www.unf.edu/admissions/applying/engprof.html.

The Application Procedure — United States Immigration Requirements

1. **Certification of Finances.** The U.S. Department of Homeland Security requires UNF to insure that international students have sufficient financial resources before issuing a Certificate of Eligibility (Form I-20). All applicants must complete and submit an Affidavit of Financial Support and Bank Certification. The Affidavit is a document signed by the applicant’s sponsor (the person who will be providing the funds) stating the amount of funds that she/he will provide for the educational expenses of the student applicant. A bank official then certifies that the sponsor does have that amount of funds in his/her account. This form represents an obligation on the part of the sponsor to provide the required amount of funds as indicated on the form. Please see Estimated Costs of Attendance for International Students on the UNF website to determine the amount of funds needed to be written on the Affidavit.
2. **Transfer Students.** All applicants intending to transfer from another U.S. university must notify their current school so that the U.S. Department of Homeland Security transfer requirements can be initiated. A new form I-20 from UNF cannot be issued until the current school “transfers out” the applicant to UNF in the SEVIS program.

Registering for Classes — UNF Pre-registration Requirements

Before you can enroll in classes at UNF, you must supply the following health certifications. These certifications are not necessary in order for you to apply for admission to UNF; however, once you have been admitted they are necessary in order for you to be able to register for classes.

- a. **Statement of Good Health** This form can be found on the Immunization Form (Student Health Services). (See (c) Certification of Immunization listed below.)
- b. **Certification of Health Insurance** If you have an immigration status of F1 or J1, before you may register for classes you must show proof that you have health insurance. If you currently have insurance coverage, please have your insurance company fill out the “International Student Health Insurance

Evaluation” form available from the UNF Office of Student Health Services at (904) 620-2175 or from their web page. If you do not have such insurance, you can purchase insurance through the UNF Office of Student Health Services. **Beginning with the fall term of 2008:** Insurance coverage must include the full year, including annual breaks, regardless of the student’s terms of enrollment. The policy must provide continuous coverage for the entire period the insured is enrolled as an eligible student. Payment of benefits must be renewable.

- c. **Certification of Immunization** All students born after 1956 must meet immunization requirements of two doses of Measles and one dose of Rubella. Please refer to the “Immunization Documentation” form. This form is available from the UNF Office of Student Health Services Web page.
- d. Effective July 1, 2008, all new matriculating students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination. All new matriculating students 18 or older who choose not to be vaccinated against either meningococcal meningitis or hepatitis B must sign a statement that they have been made aware of the potential fatal nature of the diseases and chose not to be vaccinated. All new matriculating minor-age students must provide signed parental consent to opt out of vaccination from either of these diseases. See Student Health Services section of this catalog for more information about these diseases. If you have questions, contact Student Health Services at (904) 620-2175/fax (904) 620-2901 or visit the web page: www.unf.edu/dept/medcom/UNFimmuniz.htm

Estimated Student Expenses

The following are estimated expenses for international students enrolled in graduate programs during the 2008-2009 academic year (fall 2008 and spring 2009). The costs for summer are additional. The estimated costs provided below are subject to change by the State of Florida Legislature.

Tuition and fees (9 credit hours each term)	\$15,159.00
Books and supplies	800.00
Room and board	6,834.00
Miscellaneous expenses	<u>4,366.00</u>
Estimated Total	\$27,159.00