

Outreach Engineering Management Program

Applicant Checklist

Before you mail your application package, please review this checklist. This is for your convenience only. It is not necessary to submit this form to us. Please note that you do not have to wait for all materials to be complete to begin sending a portion of your application portfolio. We will begin processing individual items as they arrive.

Date Completed

- _____ Enclose the completed Application Form.
- _____ Enclose a check or money order made payable to the University of Florida. **The application fee is \$30 and is non-refundable.**
- _____ Complete and enclose the Self-Reported GPA Computation Form. Please also enter your computed result on the application form where indicated. Students who have already earned an advanced degree (e.g., a master's or doctoral degree) from a regionally accredited program are not required to submit this computation.
- _____ Complete and submit the Residency Form. All applicants must complete this form, regardless of residency status, but it does not affect the amount of program fees.
- _____ Submit your Statement of Purpose.
- _____ Submit two Recommendation Forms. After your recommender completes the form, he or she should enclose it in an envelope, seal it, and sign the envelope flap to demonstrate confidentiality. The sealed envelope can then be returned to you for inclusion in your application package, or can be mailed directly to the OEM office from your recommender.
- _____ Request that two official transcripts be sent to us from each institution you attended, whether or not you earned a degree. University of Florida transcripts do not need to be sent to us. If your transcript does not reflect a degree that you earned from that institution, you will be required to produce an official diploma or degree statement for degree verification purposes.
- _____ Submit an official GRE score report. Applicants who have already earned an advanced degree (e.g., a master's or doctoral degree) from a regionally accredited program are not required to submit GRE scores.
- _____ Enclose a current résumé.
- _____ Include a current passport-style photo or email an appropriate JPEG file (to oemprogram@ise.ufl.edu).
- _____ Make copies for your records.
- _____ Send application materials to:
Outreach Engineering Management Program
University of Florida
303 Weil Hall, P. O. Box 116595
Gainesville, FL 32611

The following items also may be required of international students. Please contact the OEM Program office or visit the OEM web site for details.

- _____ Submit an official TOEFL score report (if required).
- _____ Submit an Affidavit of Fiscal Responsibility (if required).
- _____ Submit **original certified** English translations of your transcripts and diploma or Certification Statement of Degree Confirmation (if official documents were not originally in English).