

## Online Application Guidelines for the MSM program

### Complete the on-line application to the University of Florida Graduate School:

( <http://www.admissions.ufl.edu/start.html> ).

Both UF Graduate Admissions and the MSM Program will have access to your completed application. You will be required to pay a \$30 non-refundable application fee to the University of Florida. When selecting your program, please list the College of Business (BA), major (Management) and degree type Master's (M) on your application. Do not list a specialization since we do not have any "official" specializations.

- **Integrated/Combined Applicants** (*Current UF undergraduate students*)

**Online Application:**

IMPORTANT: The start date you should list is the very next term **AFTER** you anticipate receiving your Bachelor's degree. This is the "official" Graduate School start date when you will begin to carry the graduate level classification (7BA). So, for example, if you plan to earn your Bachelor's degree in May 2010, you should list June 2010 as your MSM start date. The MSM office can always adjust the date later if necessary. Please contact the MSM program if you are unsure or have questions.

**REQUIRED Documents:**

**Combined/Integrated Degree Notice** Complete this document and email it to [msm@cba.ufl.edu](mailto:msm@cba.ufl.edu) as you begin the application process to declare your intent to apply for MSM.  
**Combined Degree Request Form** Complete this document and email it to [msm@cba.ufl.edu](mailto:msm@cba.ufl.edu) as you begin the application process. This form serves as an agreement between the undergraduate program and the graduate program to pursue the combined option with MSM.

- **\*\*Concurrent Option Applicants** (MSM plus another UF graduate degree)

If a student has already been admitted to Graduate School at UF, they **do NOT** need to fill out the online application if they are currently in school.

If the student has been awarded a previous graduate degree from UF, they must submit a "Readmission Application Form" to the MSM department.

<http://www.admissions.ufl.edu/grad/readmission.html>

**REQUIRED Document:**

**Concurrent/Joint Degree Notice** Complete this document and email it to [msm@cba.ufl.edu](mailto:msm@cba.ufl.edu) as you begin the application process to declare your intent to apply for MSM.

- **\*\*Joint Option Applicants** (MSM paired with a Professional Degree program (e.g.: JD, MD,

DVM, DDS, PharmD) **or** through an agreement between specific departments (e.g.

BSISE/MSM, MS ECE/MSM link to Program Options page)

Joint-Professional Option students **DO need** to fill out the online application if they did not receive a graduate degree from UF. The Graduate School is separate from the Professional Schools at UF therefore application must be made to graduate school through the online application along with the \$30 non-refundable fee. Details are given throughout the process of filling out the application.

**A minimum of two letters of recommendation** highlighting your talents and ethics based on your academic, volunteer/community involvement or work history. Recommendations should be submitted via the on-line application. Your recommenders will not be notified about the online recommendation until AFTER you complete your application and select “submit.” An email will be automatically generated to your recommenders. The recommender is sent the standard recommendation in electronic form as well as the option to upload a written statement. Once they select submit, the recommendation will be sent back and attached to your online application. However, if a recommender does not wish to use the online submission and prefers to send their letter directly to us, we request they scan/email the recommendation to [msm@cba.ufl.edu](mailto:msm@cba.ufl.edu). You may also provide them a standard recommendation form that they may use in lieu of or in addition to a letter. [Recommendation Letter Form](#)

**Statement of purpose** should be completed as part of the on-line application. Please emphasize your motivations for applying to the MSM program, tell us why you think you are a good candidate for MSM, and use the essay as an opportunity to highlight what you think we cannot assess from the other application materials. This is also the place you may wish to clarify or elaborate on something specific that is included within your application package.

### **\*\*Concurrent Graduate Students or Joint Professional Degree Students**

**\*\*Both current graduate and professional applicants** to MSM should contact their current department and determine if the following materials have been received by UF Admissions and are available on ISIS Administration Imaging. If these items are not available to be viewed there, you will need to have the following items SCANNED and EMAILED to [msm@cba.ufl.edu](mailto:msm@cba.ufl.edu) from your file that exists in your current department:

1. Copy of your original application to graduate school here at UF (in your file at your current department or if a recent admit – already online)
2. Copy of your undergraduate transcripts and other transcripts not received at UF (in your file at your current department)
3. Copy of letters of recommendation used for admission into your current department (in your file at your current department or possibly attached to an online application)
4. Copy of your statement of purpose used for admission into your current department (in your file at your current department or possibly attached to an online application)
5. Current Resume or CV (we prefer a CV type resume which is more lengthy and more than one page to give more detailed information regarding your activities from the start of college onward.) Please email to [msm@cba.ufl.edu](mailto:msm@cba.ufl.edu) .

We do not ask applicants who are current graduate or professional students from other departments to submit new materials. We ask for copies of the documents from the current graduate program which we can use to determine if the applicant is a good fit for MSM. The department can scan the documents and email them directly to us. If they are unable to scan and email them, they may send them through campus mail to PO Box 117164.