

This document provides step-by-step instructions for applying to the online / distance learning graduate program called EDGE (Electronic Delivery of Graduate Education). The instructions are specifically for those seeking a master's degree in civil engineering with a concentration in "Transportation Leadership". The Department of Civil Engineering which delivers this program is housed within the College of Engineering. The online distance learning program for the College of Engineering is administered through EDGE.

Upon completing the degree requirements, you will be awarded either a Master of Engineering (ME) degree (if you have an undergraduate degree in engineering from an accredited program in the US) or a Master of Science (MS) degree (otherwise). This is standard university procedure.

The instructions are intended to simplify the application procedure and to make sure that the applications are routed to the current people for processing in an expedited manner.

Official transcripts from all previous degrees are required. Please request these ASAP (even before starting the application process online). If a favorable decision is made, you can be admitted only after UF has received and verified your transcripts.

An upper-division GPA of 3.0 is required for admission.

Once you have submitted the application, we encourage you to periodically check your application status to see if UF has requested any follow up information.

Instructions for securing fee waivers will be provided later to those who have been admitted. Florida residency is required for state employees to obtain tuition waivers.

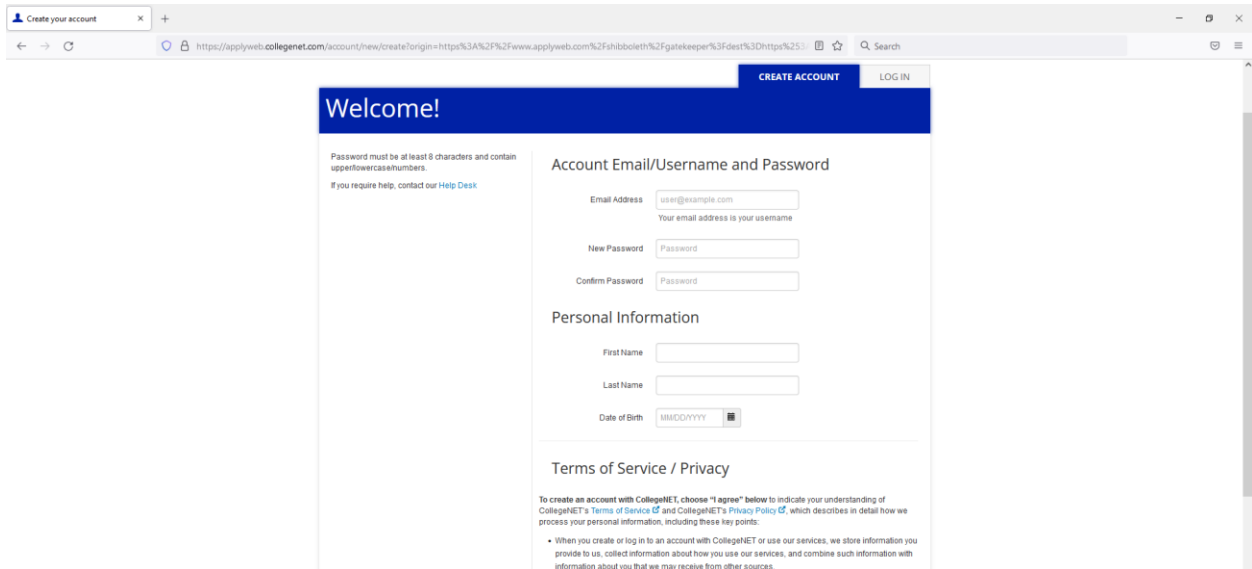
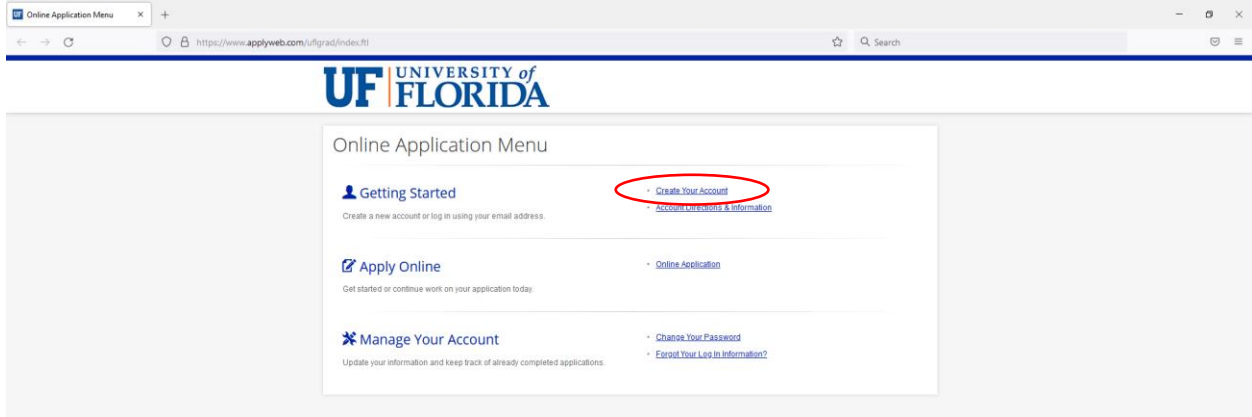
**STEP 1: START HERE:** <https://www.applyweb.com/uflgrad/index.ftl>

The screenshot shows a web browser window displaying the University of Florida's Online Application Menu. The browser's address bar shows the URL <https://www.applyweb.com/uflgrad/index.ftl>. The page features the University of Florida logo at the top center. Below the logo is a white box titled "Online Application Menu" containing three main sections:

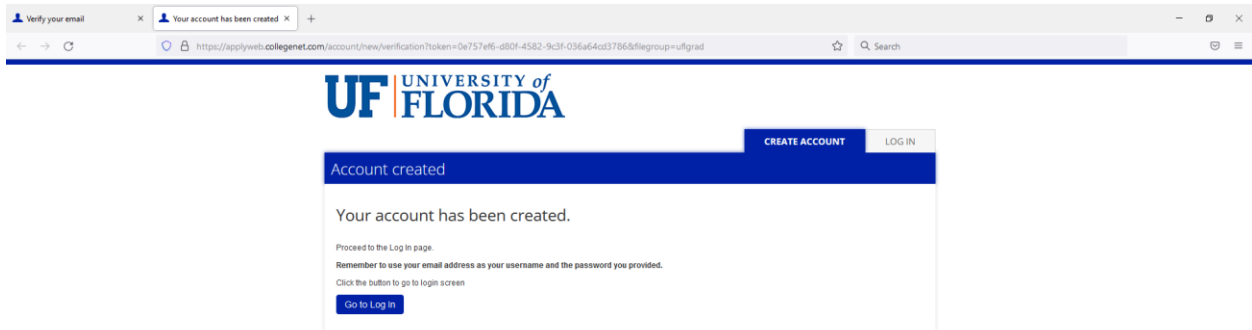
- Getting Started**: Includes the subtext "Create a new account or log in using your email address." and links for [Create Your Account](#) and [Account Directions & Information](#).
- Apply Online**: Includes the subtext "Get started or continue work on your application today." and a link for [Online Application](#).
- Manage Your Account**: Includes the subtext "Update your information and keep track of already completed applications." and links for [Change Your Password](#) and [Forgot Your Log In Information?](#)

At the bottom of the page, there are links for [Contact our Help Desk](#), [Security and Privacy Statement](#), and "Powered by CollegeNET". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information including "78°F Sunny" and "9:07 AM 6/26/2022".

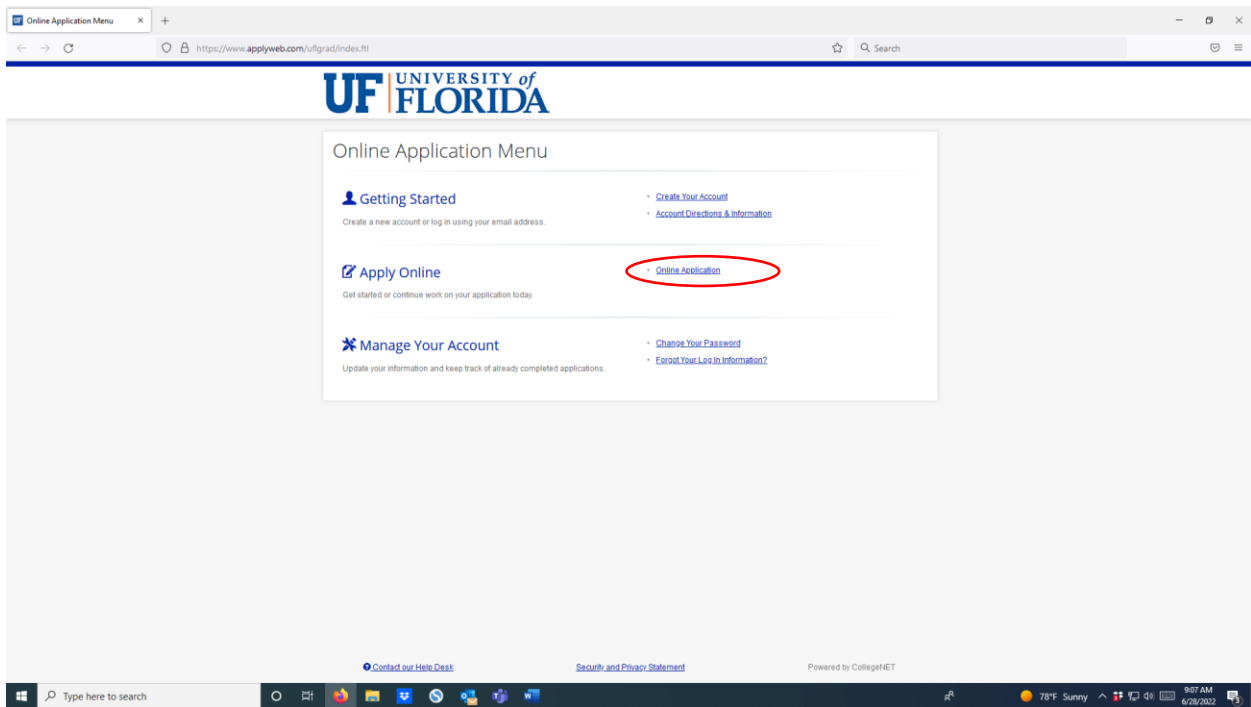
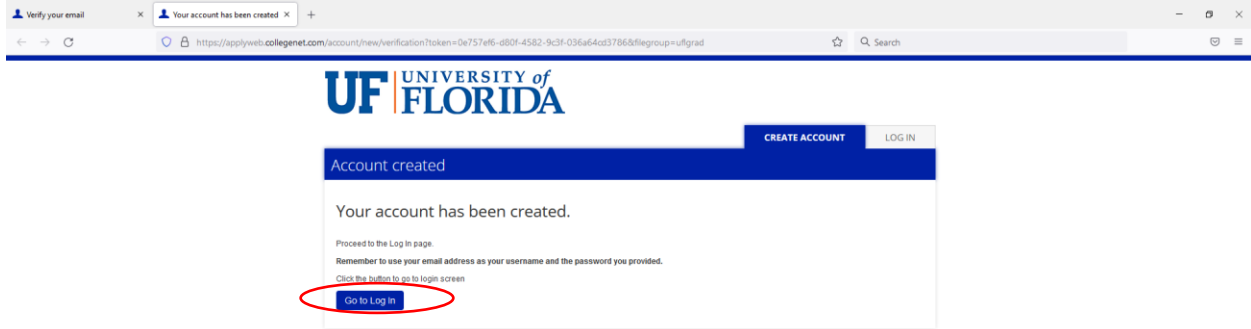
**STEP 2** Click on **create your account** and enter the details.  
{if you already have an account, move to step 3}



An email will be sent to you for verification. Once you click on the appropriate link in your email, your account creation will be confirmed.



**STEP 3** Click on **go to login** or from the main page click on **online application**.



**STEP 4:** Page 1 of the application has questions about personal information.

- Name
- Date of Birth
- Sex / Gender Identity
- Primary Language
- Ethnicity (optional)
- Citizenship Information
- Social Security Number (if Citizen)
- Permanent Mailing Address
- Emergency Contact Information
- Veteran Status

STEP 5 Page 2 has questions on conduct disclosure.

The screenshot shows a web browser window with the URL <https://www.applyweb.com/forms/ufgrad>. The page title is "UF Application for Graduate Admissions". On the left, a sidebar lists "Application Sections" with "Conduct Disclosure" selected. The main content area is titled "UF Application for Graduate Admissions" and "Conduct Disclosure".

**Conduct Disclosure**

**Warning:** If your records have been expunged, you do not have to answer Yes. However, if you are unsure whether this applies to your situation, you should answer Yes and fully declare the incident(s) to avoid any risk of disciplinary action or revocation of an admission offer.

**Information:** At the University of Florida, all references to criminal history in admissions applications are separated upon receipt and applications are reviewed for admission without awareness of whether the applicant checked the box related to criminal justice history. A separate team of specially trained University professionals on campus security and consultation assessment will evaluate whether a past criminal offense would justify a denial of admission and make a recommendation to the Director of Admissions. Simply acknowledging a prior criminal history is not necessarily a bar to admission and applicants with a criminal justice history should not be discouraged from applying.

Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?

Have you ever been charged with a violation of the law that resulted in, or is still pending, could result in probation, community service, a jail sentence or the revocation or suspension of your driver's license?

Page 2 of 11

At the bottom of the page, there are links for "Contact our Help Desk" and "Security and Privacy Statement", and a note "Powered by CollegeNET". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date and time: 10:11 AM 6/29/2022.

**STEP 6** Page 3 has Application Information

For location of intended program Choose **“EDGE Distance Education”**

UF Application for Graduate Admissions

**Application Sections**

- Personal Information
- Conduct Disclosure
- Application Information**
- Program of Study
- Academic Background
- Activities
- Test Score Information
- Additional Questions
- Letters of Recommendation
- Residency Information
- Acknowledgement

Locked pages will open as requirements are met in the form.

**UF UNIVERSITY of FLORIDA**

UF Application for Graduate Admissions

**Application Information**

**Application Type**

Have you ever submitted an application to the University of Florida? No

Have you ever attended the University of Florida? No

**Location of Intended Program**

UF has many locations where programs are offered, please select your intended location.

EDGE Distance Education

Page 3 of 11

Previous Page Save Save & Exit Save & Next Page

Contact our Help Desk Security and Privacy Statement Powered by CollegeNET

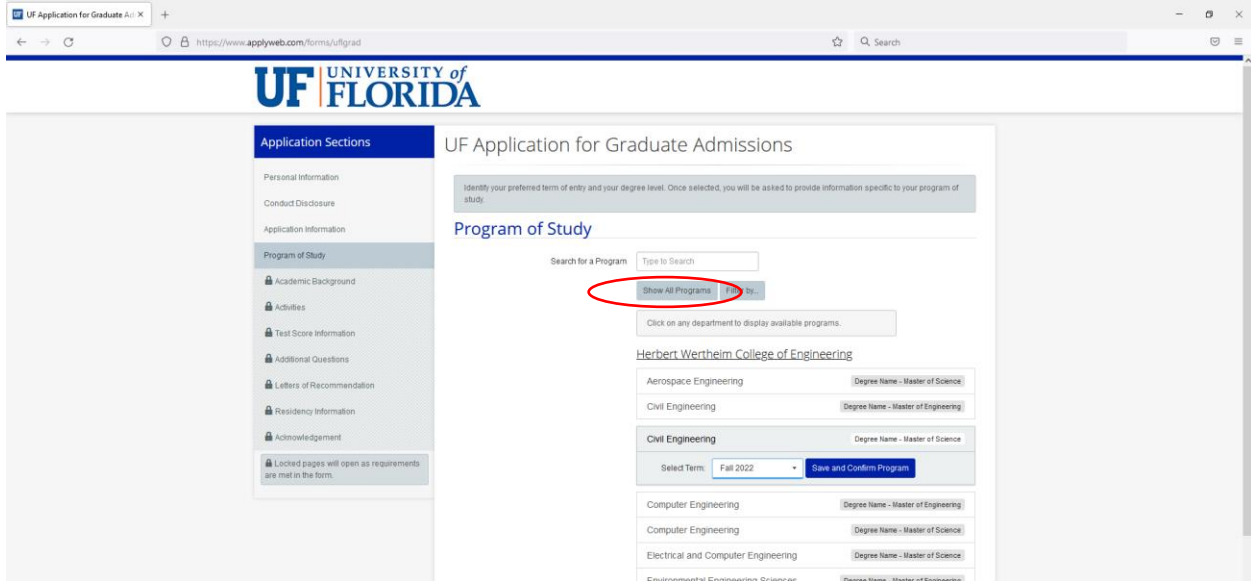
Type here to search 78°F Sunny 9:22 AM 6/26/2022

STEP 7 Page 4 has questions about Program of Study

Click on **Show All Programs**:

If you have an undergraduate degree in Engineering from an accredited US institution, choose **Civil Engineering Master of Engineering** otherwise choose **Civil Engineering Master of Science**

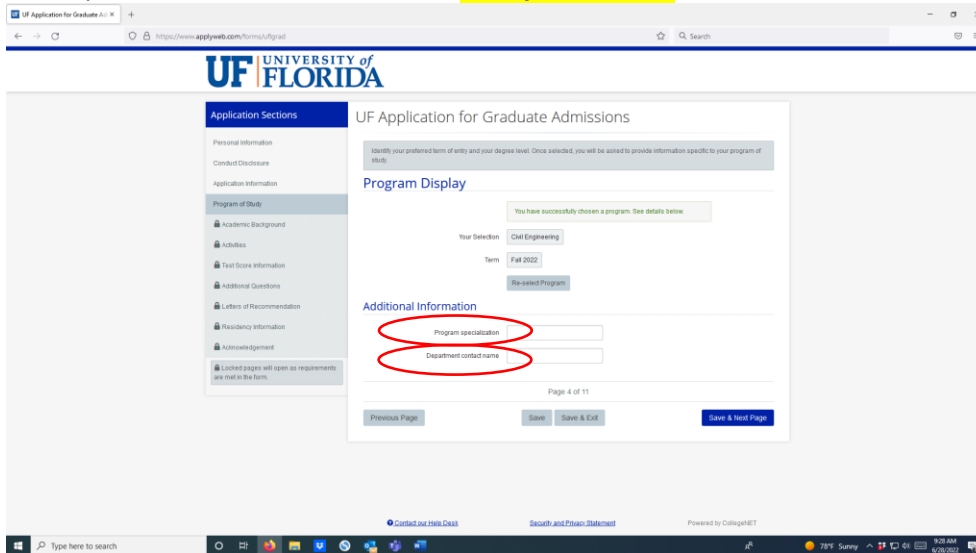
Click on the appropriate program, and then Choose the term for which you are seeking admission:



In the Additional Information section

For Program Specialization, enter **Transportation Leadership<sup>1</sup>**

For Department Contact Name, enter **Nancy E. McIlrath**



<sup>1</sup> We are using the “program specialization” field to direct the application to the right people for internal processing.



**STEP 8:** Page 5 of the Application has Details on Academic Background

Choose your **Undergraduate Major**

Choose the **College** you attended.

NOTE that you must provide details of ALL colleges attended and degrees received.

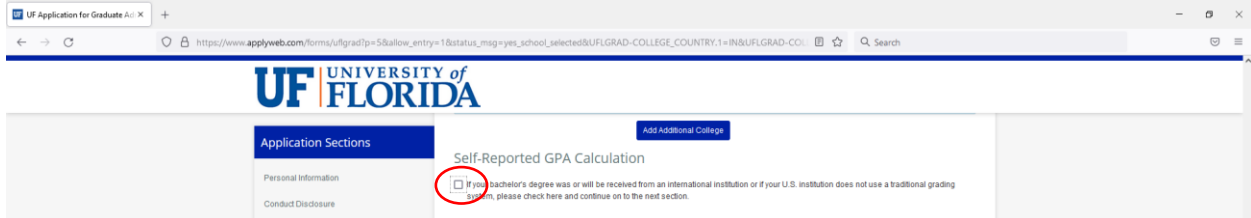
The screenshot shows the 'UF Application for Graduate Admissions' page. The left sidebar lists 'Application Sections' with 'Academic Background' selected. The main content area is titled 'Academic Background' and 'Education'. It includes instructions for providing a complete account of academic history and a note for international students. Below this, there are two sections: 'Undergraduate Major' and 'College Education Background'. The 'Undergraduate Major' section has a 'Select Undergraduate Major' button, a dropdown menu currently showing 'Civil Engineering', and a 'Remove Undergraduate Major' button. The 'College Education Background' section has instructions on how to list colleges and a 'Select a College' button. The browser's address bar shows the URL 'https://www.applyweb.com/forms/ufgrad'.

You are encouraged to upload *unofficial* copies of your transcript and *credential evaluation report* (for non-US degrees, if available). This will help expedite the review process. However, admission will NOT be offered without UF verifying the official transcripts submitted directly to UF Office of Admissions.

The screenshot shows the 'Optional Upload of Transcript' and 'Optional Upload of Credential Evaluation Report' section of the application form. It features two 'Browse...' buttons for uploading files. Accepted file types are listed as 'jpg, pdf, gif, png'. A blue information box contains a note: 'Please note that uploaded documents are for departmental use only and that applicants should arrange to have official copies of their transcripts and degree certificates (if applicable) sent to the Office of Admissions from each post-secondary institution attended.' Below this is an 'Add Additional College' button. The browser's address bar shows a more detailed URL: 'https://www.applyweb.com/forms/ufgrad?p=5&allow\_entry=1&status\_mig=yes\_school\_selected&UFLGRAD-COLLEGE\_COUNTRY:1=INS&UFLGRAD-CO:'. The left sidebar is the same as in the previous screenshot.

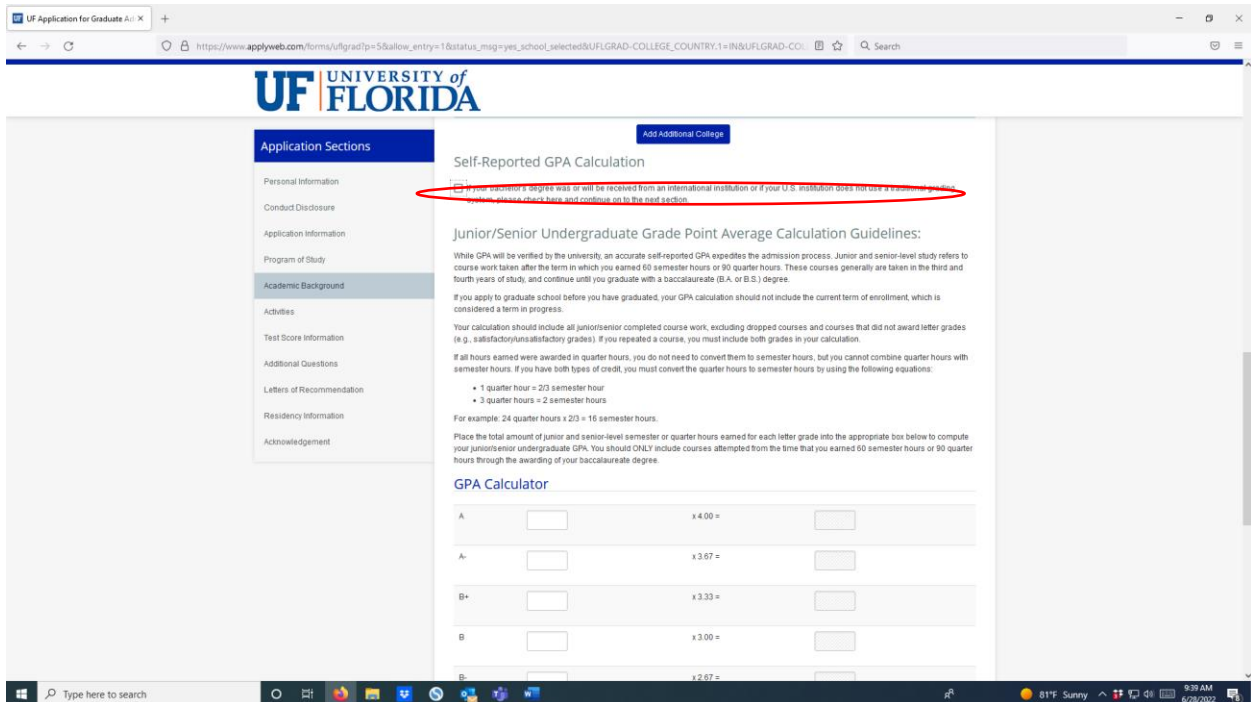
Self-reported GPA calculation:

If your undergraduate degree was from an international institution or one with a “non-traditional grading system” click the check box (you don’t have to self-report GPA)



If your undergraduate degree was from a US institution with a “traditional grading system” you can use the “Junior/Senior Undergraduate Grade Point Average Calculation Guidelines” to calculate and self-report your GPA.

NOTE that UF will verify your GPA based on official transcripts, but this self-reporting also helps expediate the process.



**STEP 9** Page 6 of the application (Details on Activities)

List your activities prior to attending UF. This could be just your current employment.

The screenshot shows a web browser window with the URL <https://www.applyweb.com/forms/ufgrad>. The page title is "UF Application for Graduate Admissions". On the left is a navigation menu titled "Application Sections" with the following items: Personal Information, Conduct Disclosure, Application Information, Program of Study, Academic Background, **Activities** (highlighted), Test Score Information, Additional Questions, Letters of Recommendation, Residency Information, and Acknowledgement. The main content area is titled "UF Application for Graduate Admissions" and "Activities". Below this is a grey box with the instruction: "List how you have spent or plan to spend your time before entering UF (employment, travel, military, etc) while not enrolled in college." Underneath is the heading "Activity 1" followed by a form with the following fields: "Activity" (text input), "City" (text input), "Country" (dropdown menu), "Activity Start Date" (calendar icon and "(mm/yyyy)" placeholder), and "Activity End Date" (calendar icon and "(mm/yyyy)" placeholder). A blue button labeled "Add Additional Activities" is positioned below the date fields. At the bottom of the form area, it says "Page 6 of 11". Below the page number are four buttons: "Previous Page", "Save", "Save & Exit", and "Save & Next Page". At the very bottom of the browser window, there are links for "Contact our Help Desk" and "Security and Privacy Statement", and a note "Powered by CollegeNET". The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray with weather (81°F Sunny), and date/time (9:41 AM 6/29/2022).

**STEP 10** Page 7 of the application is on test scores.

**NONE** are required.

Simply click **save and next page**

The screenshot shows a web browser window displaying the University of Florida's Graduate Admissions application form. The browser's address bar shows the URL <https://www.applyweb.com/forms/ufgrad>. The page header features the University of Florida logo and the text "UNIVERSITY of FLORIDA". The main content area is titled "UF Application for Graduate Admissions" and "Test Score Information". A sidebar on the left lists "Application Sections" including Personal Information, Contact Disclosure, Application Information, Program of Study, Academic Background, Activities, Test Score Information (which is currently selected), Additional Questions, Letters of Recommendation, Residency Information, and Acknowledgement. The "Test Score Information" section contains a blue box with the text: "Official test scores from the testing agency must be submitted to the Office of Admissions, PO Box 114000, 201 Criser Hall, Gainesville, FL 32611-4000." Below this, there is a list of test options with checkboxes: Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT), Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Michigan English Language Assessment Battery (MELAB), University of Florida English Language Institute Program, and Fundamentals of Engineering Exam (FE). At the bottom of the form, there are buttons for "Previous Page", "Save", "Save & Exit", and "Save & Next Page". The page number "Page 7 of 11" is displayed in the center. The footer includes links for "Contact our Help Desk" and "Security and Privacy Statement", and a note "Powered by CollegeNET". The Windows taskbar at the bottom shows the search bar, system tray, and a weather widget indicating 81°F Sunny on 6/28/2022 at 9:43 AM.

## STEP 11 Page 8 Details

**Statement of Purpose:** In no more than 500 words, describe your career goals and why you are interested in the master's degree program. Describe your academic and professional preparation leading up to your current position in the transportation field.

**Resume** Provide a 1-page resume.

The screenshot shows the 'UF Application for Graduate Admissions' website. The left sidebar lists 'Application Sections' including Personal Information, Conduct Disclosure, Application Information, Program of Study, Academic Background, Activities, Test Score Information, Additional Questions, Letters of Recommendation, Residency Information, and Acknowledgement. The main content area is titled 'UF Application for Graduate Admissions' and contains two sections: 'Statement of Purpose' and 'Resume/Other'. The 'Statement of Purpose' section includes a text area for the topic and a 'Browse...' button for uploading a personal statement. The 'Resume/Other' section includes 'Upload Resume' and 'Other Upload' buttons, both with 'Browse...' options, and an 'Other Upload Description' text field.

## Special Programs Application

Choose **Distance Learning Program**.

No supporting documentation is needed.

The screenshot shows the 'Special Programs Application' website. The left sidebar lists 'Application Sections' including Personal Information, Conduct Disclosure, Application Information, Program of Study, Academic Background, Activities, Test Score Information, Additional Questions, Letters of Recommendation, Residency Information, and Acknowledgement. The main content area is titled 'Special Programs Application' and includes a section for selecting funding sources (FAMU Feeder, Fulbright Scholar, Michael Scholar, McKnight Scholar, National Science Foundation Fellowship, National Institutes of Health Fellowship, Other (U.S. or Foreign)) and a section for checking if the applicant is applying for any of the following: Assistantship, Distance Learning Program (checked), Fellowship, or Joint UF Degree. There is also an 'Upload Supporting Documentation' section with a 'Browse...' button. The page number 'Page 6 of 11' is displayed at the bottom, along with 'Previous Page', 'Save', 'Save & Exit', and 'Save & Next Page' buttons.

**STEP 12** Page 9 Letters of Recommendation

Please obtain at least one letter of recommendation in support of your graduate studies.

## STEP 13 Page 10 Florida Residency Requirements

Review this page carefully and choose the criteria that apply to you.

NOTE that Florida residency is REQUIRED for obtaining tuition waiver for state employees.

The screenshot shows the 'UF Application for Graduate Admissions' website. The left sidebar lists 'Application Sections' with 'Residency Information' selected. The main content area is titled 'Florida Residency Declaration' and includes the following text:

**Florida Residency Declaration**

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residency in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

**Qualification by Exception**

If you do not meet the above criteria, you may qualify for residency based on an exception. Please check if one or more applies.

- (A) I am a **qualified beneficiary** under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (Required: Copy of Florida Prepaid Recipient card)
- (B) I am **married to a person** who has maintained legal residence in Florida for at least the past 12 consecutive months; I now have established legal residence and intend to make Florida my permanent home. (Required: Copy of marriage certificate and/or other documents required to establish residency.)
- (C) I was **previously enrolled at a Florida state postsecondary institution** and classified as a Florida resident for tuition purposes. I am **transferring** to another Florida state postsecondary institution within 12 months of the previous enrollment.
- (D) I was **previously enrolled at a Florida state postsecondary institution** and classified as a Florida resident for tuition purposes; I **abandoned** my Florida domicile less than 12 months ago and am now **re-establishing Florida legal residence**.
- (E) **Active duty members** of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the **Florida National Guard**. (Required: Copy of military orders or DD2058 showing home of record)
- (F) **Active duty members** of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment

After filling in address etc., provide supporting documents to prove Florida Residency

The screenshot shows the 'UF Application for Graduate Admissions' website. The left sidebar lists 'Application Sections' with 'Residency Information' selected. The main content area is titled 'Section A Requirements' and includes the following text:

**Section A Requirements**

Please select which Section A documents you would like to provide:

- Voter's Registration
- Driver's License
- State Identification Card
- Vehicle Registration Information
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment
- Proof of a homestead exemption in Florida
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

**Section B Requirements**

Please select which Section B documents you would like to provide in conjunction with at least one Tier 1 document:

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes
- Florida professional or occupational license
- Florida Incorporation
- Document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

**Residency Declaration**

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my status as a Florida resident for tuition purposes.

I, \_\_\_\_\_, understand that checking the box below represents my signature authority:

Check to authorize signature

## STEP 14 Page 10 Details Acknowledgement

To get a waiver on your application fee, enter **ESSIEMSApWaiverFY22** in the Administrative Use Code (if applicable) and click SUBMIT (do not click the "Code" option)

**UF UNIVERSITY of FLORIDA**

Application Sections

- Personal Information
- Conduct Disclosure
- Application Information
- Program of Study
- Academic Background
- Activities
- Test Score Information
- Additional Questions
- Letters of Recommendation
- Residency Information
- Acknowledgement**

### UF Application for Graduate Admissions

#### Acknowledgement

By checking the box below, I certify that the information provided in this application is complete and accurate. I understand that false or fraudulent statements within this application or residency statement can result in disciplinary action, denial of admission and invalidation of credits and degrees earned.

If admitted, I agree to abide by the policies of the Florida Board of Governors and the rules and regulations of the University of Florida. I further agree to the release of any transcript, student record and test score to this institution that it may request.

An offer of Admission is contingent upon the accurate representation of information within this application and successful completion of your current studies. You are obliged to notify the University of any changes in the information submitted. The University of Florida reserves the right to withdraw an offer of admission at any time if we receive information that, in our judgment, has a significant impact on your character or fitness for study or participation in the UF community.

Per Florida Statute 1009.24 (14a) all application fees are considered nonrefundable. Please refer to your department or college's website to assure your eligibility prior to submitting your application.

All applicants who meet requirements and standards will be considered equally for admission to any academic program, regardless of race, color, religion, gender, marital status, beliefs, age, national origin, sexual orientation or physical or mental disabilities.

Should any of this information change before I enroll, I will immediately notify the Office of Admissions.

Please check this box to certify. Today's Date 06 / 28 / 2022 (mm/dd/yyyy)

Administrative Use Code (if applicable)

Code

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Previous Page Save Save & Exit Submit

[Contact our Help Desk](#) [Security and Privacy Statement](#) Powered by CollegeHET