Visit the graduate application page at https://www.students.graduate.ucf.edu/gradonlineapp/ and create an account.

Log in to graduate application with pin number and password.

Click on “application for admission”

Links to different parts of the application can be found on the left side of the screen. Below you will find the name of each link and what information you will need to fill out.

**Biographical Information:**

- Fill out all information on this page.

**International Applicants:**

- **Name on Passport:** fill out all information and upload a copy of your passport information page
- **What visa do you currently hold:** If you have a current visa please answer and upload copy, if not leave blank
- **What is your I-94 expiration date:** Answer if you have a current I-94 and upload I-94, if not leave blank
- **If you do not currently hold a visa OR if you plan to change your visa status, what type of visa do you intend to obtain:** You will want to obtain an F-1 visa. Also attach the I-20 request form here. This form can be found under the admission tab at http://www.ce.ucf.edu/hospitalitycertificate/
- **Are you currently attending a US institution and plan on transferring to the University of Central Florida:** Answer this question and attach document if needed
- **Are you applying to a UCF online program and plan to study from your home country:** Answer No
- **Are you currently enrolled in intensive English classes at the UCF Center for Multilingual Multicultural Studies (CMMS):** Answer No

**Program Information:**

- **Entry term and year?**
  - January cohort: Spring
  - July cohort: Fall
• Select the academic level, major, and track (if applicable) that you wish to apply for from the following dropdown lists:
  o Select “Certificate” in the first drop down box
  o Select “Hospitality Management Cert” in the second drop down box
• Are you re-admitting to a program you have previously been accepted and taken courses toward: Answer Yes or No
• Are you applying as a Transient Student: Answer No
• Please indicate if you are interested in affiliating with a Research Institute / Center. For information about UCF’s Research Institutes and Centers: Leave this area blank
• Which campus do you plan to attend: Answer “Main” from drop down box
• Anticipated registration status: Answer “Full-Time” from drop down box
• How did you first learn about graduate study opportunities at UCF: Pick best answer from drop down box
• Do not answer any questions below above question.

Academic Records:

• Follow directions at top of page and fill out all information on previous university attended
• Obtain transcripts from your university and read note below:
  o For information on transcript requirements for your program, please visit the Graduate Programs section of the Graduate Catalog. All transcripts submitted must be official (in a sealed envelope). Students who have completed their education at an institution outside of the United States must also submit degree certificates along with English translations of their credentials.
  o You do not need to get your transcript evaluated by an outside company for this program.

Other Applicant Information:

• If you anticipate enrolling in full-time coursework as a degree-seeking student (9 credit hours or more), will you require an assistantship or fellowship: Answer No, no assistantship or fellowships are available for this program
• Please indicate a previous application or previous/current enrollment at UCF by checking all that apply: Click all that apply
• To which other colleges or universities have you applied? Leave blank if none.
• Disciplinary History at Educational Institutions: Answer all questions that apply
• Criminal Background: Answer all questions that apply

Test Data:

• Fill out your TOEFL score here
Supporting Documents:

- Nothing is required here
- If you would like to make your application stronger, you may upload a personal statement that describes why you would like to do the Hospitality Certificate Program

Florida Residency Classification

- Non-Florida Residents for Tuition Purposes: click the box “I am NOT a Florida Resident for tuition purposes” then enter the date and your name.

Application Fee:

- Please indicate what type of applicant you are: Click “None of the Above”
- Pay your application fee

If you did not pay the application fee online at the time you submitted your application, you now will need to call the UCF Graduate Studies Office to pay over the phone. You may also send in a check or money order. If you live locally, you may also pay in person by cash, credit card, check or money order.

For your convenience, you may pay the application fee by phone by calling: 407-823-5353. Office hours are Monday-Thursday, 9am to 5:30pm and Fridays, 9am to 5pm - Eastern Standard Time.

If you wish, you may also send a check or money order, payable in U.S. funds to:
(Please make checks out to - University of Central Florida)

UCF Graduate Studies
P.O. Box 160112
Millican Hall 230
Orlando, FL 32816-0112

NOTE: The application fee is non-refundable and must be received by the stated application deadline. Your application will not be processed until your application fee is received.

If you have any question about the application, please contact rosengradcert@mail.ucf.edu