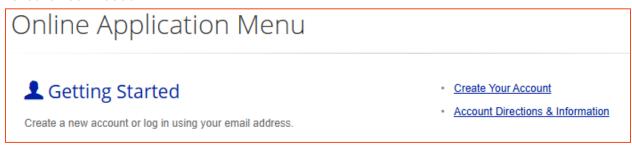
# **Master of Studies in Law (MSL) Application**

### **Create Account**

a.

- 1. Visit the <u>UF Graduate Application</u>.
- 2. Select "Create Your Account"



3. Enter all the required information to create your account.

Account Email/Username and Password		Terms of Service / Privacy
Email Address	user@example.com	To create an account with CollegeNET, choose "I agree" below to indicate your understanding of CollegeNET's Terms of Service to and CollegeNET's Privacy Policy to, which describes in detail how we process your personal information, including these key points:
	Your email address is your username	<ul> <li>When you create or log in to an account with CollegeNET or use our services, we store information you provide to us, collect information about how you use our services, and combine such information with</li> </ul>
New Password	Password	information about you that we may receive from other sources.  Your personal information is required for CollegeNET to be able to provide the services to you.  You consent to having your personal information transmitted to and processed in the United States.
Confirm Password	Password	We retain your personal information for as long as necessary, and thereafter we either delete it or anonymize it.     You may delete your CollegeNET account at any time.
Personal Information		If you do NOT choose "I agree" below, you will NOT be able to create an account with CollegeNET.  Please contact the school or organization that directed you here for an alternate application process.  I agree to CollegeNET's Terms of Service C and Privacy Policy C.
First Name		
Last Name		I'm not a robot
Date of Birth	MM/DD/YYYY 🛗	Create Account



# Apply Online – Application Sections

1. Once your account has been created or if you already have an account from a previous graduate application to UF, visit the Online Application Menu and select "Online Application"



Online Application

Get started or continue work on your application today.

a.

#### Personal Information

- 1. Name
  - a. Enter your Legal Name.
  - b. The "Preferred Name" is for students who prefer to be called something other than Lega name (Example: "Robert" prefers to be called "Bob")
- 2. Date of Birth
- 3. Sex
- 4. Primary Language
- 5. Ethnicity (Optional)
- 6. Citizenship Information
- 7. Permanent Address
  - a. Please ensure your browser auto-fills the correct data into each field!
- 8. Emergency Contact Information.
  - a. Please fill this out! If you are admitted, you must provide emergency contact information or a Hold will be placed on your account preventing you from registering for courses.
- 9. Veteran Status

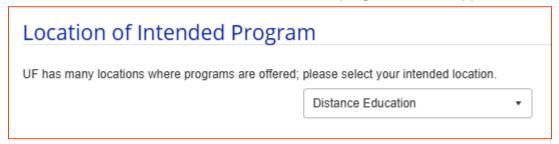


#### **Conduct Disclosure**

- 1. Educational Conduct Explanation
- 2. Legal Conduct Explanation
  - a. 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.
  - b. 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.
  - c. 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.

### **Application Information**

- 1. Application Type
- 2. Location Of Intended Program
  - a. PLEASE SELECT DISTANCE EDUCATION!!! The program will not appear on the next page if you select something else.



3. Housing

h.



# **Program of Study**

1. Program Display, Select "Fredric G. Levin College of Law"



a. Land 2. Select "Studies in law

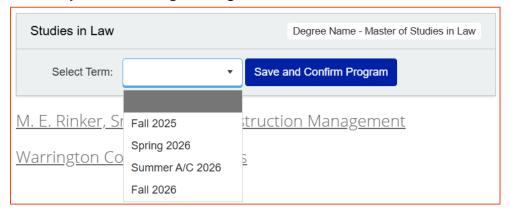
a.

a.

Degree Name - Master of Studies in Law"

<u>Fredric G. Levin College of Law</u>			
Studies in Law	Degree Name - Master of Studies in Law		

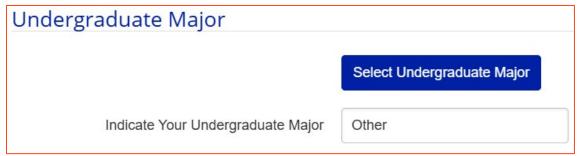
3. Select the term you want to begin taking courses





## Academic Background

- 1. Undergraduate Major
  - a. Select "Select Undergraduate Major"

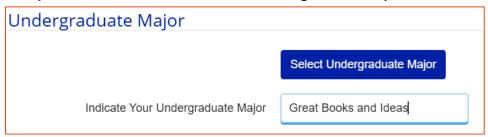


- 1. If you cannot find your major, scroll to the bottom of the list and select "Other"
  - Wildlife Ecology and Conservation
  - Women's Studies
  - Zoology
  - Other

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a.

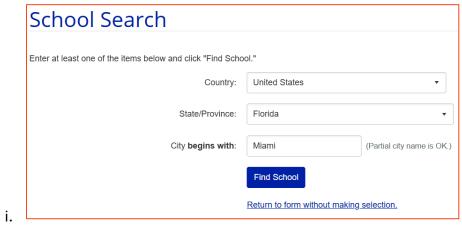
2. Type the major name into the "Indicate Your Undergraduate Major" box.



- 2. College Education Background
  - a. Select "Select a college"



b. Enter the Country, State/Province, & City/Town



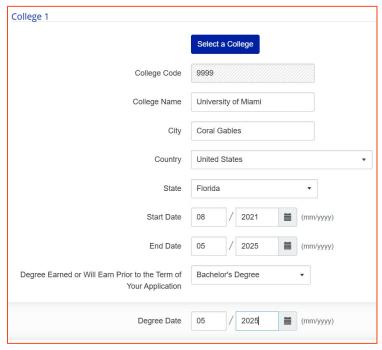
- c. If you cannot find your school,
  - i. You must first ensure you have entered the correct city. For example, **the University of Miami** is located in **Coral Gables, FL**. You can contact us if you need help finding your school.



ii. If you cannot find your previous institution, you can select "None of the Above"



iii. You can then manually enter your school information:



d. If you have attended more than one College/University select "Add Additional College"



- e. Optional Upload of Transcript
  - i. Official transcripts are required for us to issue a decision.
  - ii. You do *not* need to upload an unofficial transcript.
- 3. Self-Reported GPA Calculation
  - a. Decisions are made using the GPA on your official transcripts.
  - b. The self-reported GPA is just a reference point; it is not used to make an admission decision.
    - i. Please just do your best, it does not need to be perfect.
    - ii. We will honor grade forgiveness. You can exclude the failed courses from the self-reported GPA.



#### **Activities**

- 1. At minimum, we recommend entering your most recent employer in this section.
- 2. This section exists so we can better understand your journey. Some people try to start a master's program after finishing their bachelor's degree, while others will begin their career for several years before trying to start a master's program. Everyone's journey is different, please share your journey since you completed your bachelor's degree.
  - a. It is very important to list activities outside of employment /education that might be relevant to what you want to study in our program.
    - i. For example, if you are interested in Financial and Tax Compliance and you are a member of an organization like the National Association of Tax Professionals, it would make your application more competitive to list that you are involved in that organization.
    - ii. You are welcome to list all the activities you are involved in, please ensure you at least list the ones that are relevant to your application.
- 3. End Date for ongoing Activities
  - a. If you plan to continue an activity while you complete our program, please enter your intended start date for our program. We understand that you will continue to be involved. The system does not have a continue indefinitely option.

#### **Test Score Information**

- 1. Test scores are not required.
- 2. If you are an international student, the TOEFL or IELTS is required.
  - a. Please review International Applicant Information for exemptions and more information.
  - b. Minimum acceptable scores:
    - i. TOEFL (iBT & Home Edition): 80
    - ii. IELTS Academic: 6.5

### **Additional Questions**

- 1. Statement of Purpose
- 2. Resume
- 3. Special Programs



#### Letters of Recommendation

1. Letters of Recommendation are not required!

## Residency

- 1. Florida Residency Declaration
  - a. Qualification by Exception
  - b. Do you qualify as a resident for tuition purposes?
    - i. Yes
      - 1. Provision of Documents to Support Claim of Florida Residency
      - 2. To claim residency, you must provide two "Section A" documents OR at least one "Section A" document and one "Section B" document.

#### a. Section A documents

- i. Voter's Registration
- ii. Driver's License
- iii. State Identification Card
- iv. Vehicle Registration Information
- v. Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment
- vi. Proof of a homestead exemption in Florida
- vii. 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.
- viii. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

#### b. Section B Documents

- i. Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes
- ii. Florida professional or occupational license
- iii. Florida Incorporation
- iv. Document evidencing family ties in Florida
- v. Proof of membership in a Florida-based charitable or professional organization
- vi. 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.

- ii. No
- 1. "Checking the box below represents my signature authority."



- a. "I am not a resident of the state of Florida for tuition purposes."
- 2. We *cannot* assist you with Residency questions. Residency is determined by the Main Campus Office of Admissions. You can contact them if you have questions at <a href="mailto:residency@admissions.ufl.edu">residency@admissions.ufl.edu</a> | (352) 392-1365

# Acknowledgment

1. Please check this box to certify.

