

USF Online Graduate Application – How to Upload Documents

Option 1: Supplemental Materials Section of the Application

My Application	My Workspace	FAQs	Contact Us
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Personal Information I

Personal Information II

Academic Interest

Educational History

Standardized Testing

Conduct Information

Military Information

Residency

Supplemental Materials

How Did You Hear About Us?

Preview & Signature
status: **INCOMPLETE**

Supplemental Materials

Please review the application requirements for your program. If your program requires any of the items listed below you may upload them here. You may also upload these items and other documents either now or after you have submitted your application through the "My Workspace" tab above and the "My Documents" link.

My Recommendation Request(s) ?

- If you would like to request a recommendaton, you can add your request(s) below:
[+ Add A Recommendation Request!](#)

[Back To Top](#)

My Resume/Vitae ?

This is a great place to add your work experience, awards and honors, volunteer work, community service, extracurricular activities and leadership positions. Although this information is not required for admission purposes, any supplemental information will be holistically reviewed.

- If you don't already have a resume/vitae created, you can build one by adding items below:
[+ Add A Resume/Vitae Item!](#)
- If you already have a resume/vitae, you can upload it below:
[Upload Your Resume/Vitae!](#)

[Back To Top](#)

My Essay/Writing Sample ?

You may submit an essay relating to your activities, work experiences and any honors or awards you have received. If you upload your essay please be sure to include your name and address at the top of your essay.

- If you already have an essay, you can upload it below:
[Upload Your Essay!](#)

[Back To Top](#)

Statement of Purpose ?

Application: Supplemental Materials: Statement of Purpose

- If you already have a statement of purpose, you can upload it below:
[Upload Your Statement of Purpose!](#)

[Back To Top](#)

My Transcript(s) ?

Application: Supplemental Materials: My Transcript(s)

Official Transcripts: Request official college/university transcripts. Transcripts must be sent directly from the institution or testing agency to the University of South Florida. For your convenience and to expedite the processing of your graduate application you may attach transcripts and test scores with your application. These documents will be considered unofficial.

- If you want to provide us with your unofficial transcript(s), you can upload it below:
[Upload Your Transcript!](#)

[Back To Top](#)

[← Back](#) [Save & Exit Application](#) [Save & Continue →](#)



USF Online Graduate Application – How to Upload Documents

Option 2: “My Workspace” => “My Documents” Section of the Application

Sign Out

My Application
My Workspace
FAQs
Contact Us

My Documents

My Account: My Documents

• If you would like to attach a document to your application, you can upload it below:

Upload A Document!
Go Back

Back To Top

You may need to submit several documents to USF during the application process. Please review your admissions requirements (and program requirements, for graduate applicants). Find the items in the list below and upload them here. You may also need to upload documents for other offices based on your particular situation. These are listed below and can also be uploaded.

We prefer that you upload “pdf” type documents, however you may also use: “.doc”, “.docx”, or “.txt”. Other document types will not load.

You should upload the documents separately by type (e.g., resume, individual transcripts). However, multiple pages of the same document type (e.g., resume, FSU transcript) can be uploaded together in one file:

- 1) clicking on the item,
- 2) click “Browse” at the bottom of the page to find the document on your computer,
- 3) click on “upload” to attach that document (can have multiple pages),
- 4) continue steps 1-3 until you have uploaded all your required documents.

After you submit the application you can return to it and upload additional or updated items, as needed.

Please note that any transcripts or test scores uploaded with your application will be considered unofficial and, if admitted, you will be required to submit official documentation.

What type of document are you uploading? *

- Unofficial Transcripts
Transcripts (including translations and evaluations for international transcripts) you load here are considered unofficial. You must have official transcripts sent to USF if you are admitted.
- TOEFL Score Report (Test of English as a Foreign Language)
- IELTS Score Report (International English Language Test System)
- PTE-A Score Report (Pearson Test of English-Academic)
- GRE Score Report (Graduate Record Exam)
- GMAT Score Report (Graduate Management Admission Test)
- PRAXIS Score Report
- CLAST Score Report (College Level Academic Skills Test)
- GKT Score Report (General Knowledge Test)
- MAT Score Report (Miller Analogies Test)
- MCAT Score Report (Medical College Admission Test)
- DAT Score Report (Dental Admission Test)
- Statement of Purpose
- Essay/Writing Sample
- Resume/Vitae
- Other Documents
Any documents that do not fit other categories, e.g., special department/program requirements, department forms, etc.
- Conduct Information
Documents related to misconduct/legal matters you disclosed on your application.
- Florida Residency
Additional documentation that supports your status as a Florida Resident for tuition purposes
- Immigration Documents
International applicants: Other immigration documents.
- Passport
International applicants: Copy of passport
- Financial Support Documents
International applicants: Documentation of financial support [bank statements or bank letters indicating required currency amount in liquid asset form (cash deposits, certificates of deposit, savings accounts, etc.), translated into English; Investment statements indicating liquid assets, Scholarship or award letters; Sponsorship letter from your government, home institution, or employer; Offer letter for USF Funding (scholarship, fellowship, or assistantship). To download the form and/or for additional information please visit the [USF International Services web site](#)
- Promissory Note of Financial Support Form
International applicants: Promissory Note of Financial Support or Affidavit of Support, please visit the [USF International Services web site](#) for additional information and to download the form.
- Transfer Clearance Form
International applicants: This form is for F-1 students currently studying in the United States who have been accepted into a degree seeking academic program at the University of South Florida (USF) and have decided that they will attend USF. Please complete the student section and submit the form to the international student office at your current school. A Designated School Official (DSO) should complete the school section of this form and return the form to our office.
- Immunizations (For ADMITTED students only)
Completed USF Mandatory Immunization Health History Form and/or supporting medical documentation is required prior to orientation or course registration AND housing assignments. Please visit the [USF Student Health Services web site](#) to download the form and for additional information.

File: *

* Indicates a required field