

# Admissions

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## Useful Contacts

- **Application Submission:** Vanessa Blanco, [vblanco@mail.ucf.edu](mailto:vblanco@mail.ucf.edu); (407) 823-2766, x252
- **Application Payment:** [gradadmission@mail.ucf.edu](mailto:gradadmission@mail.ucf.edu); (407) 823-5353
- **Florida Residency:** [gradresidency@mail.ucf.edu](mailto:gradresidency@mail.ucf.edu); (407) 823-6199
- **EMBA & PMBA:** [emba@bus.ucf.edu](mailto:emba@bus.ucf.edu); [pmba@bus.ucf.edu](mailto:pmba@bus.ucf.edu); (407) 239-3912
- **MBA, One Year and Lockstep:** [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723
- **MS, Accounting & MS, Taxation:** [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723
- **Ph.D., Business Administration and Economics:** [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723
- **Certificates:** [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723
- **Internships & Employment:** [OCPCM@bus.ucf.edu](mailto:OCPCM@bus.ucf.edu); (407) 823-JOBS

## GMAT/GRE

1. *What is the minimum GMAT or GRE requirement for admission to a graduate business program?*

PROGRAM	GMAT	GRE
MBA Lockstep	540	1080
MBA One Year	550	1200
MSA	540	1080
MST	540	1080
Certificates	540	1080

2. *Can I have the GMAT or GRE requirement waived?*

No. An entrance exam is required for admission to all graduate programs in the College of Business Administration.

3. *Where do I find more information on the GMAT or GRE (cost, testing locations, scheduling appointments, etc.)?*

Go to [www.mba.com](http://www.mba.com) for GMAT information. Go to [www.ets.org](http://www.ets.org) for GRE information.

4. *Does UCF offer any preparatory classes for the GMAT or GRE?*

Yes. The Division of Continuing Education at UCF has review courses. Contact them at [www.ce.ucf.edu](http://www.ce.ucf.edu).

5. *If I have taken the LSAT, MCAT or PCAT, do I still need to take the GMAT?*

Not necessarily. If you have completed a law degree, medical degree or pharmaceutical degree, you can petition to use these scores. If you have not completed one of these degrees, you will have to take the GMAT or GRE.

## **OTHER ADMISSIONS INFORMATION**

1. *Do I need work experience to be accepted into an MBA program?*

Work experience is not required for the One Year or Lockstep MBA programs.

2. *What if I do not meet minimum admission requirements?*

Talk to the graduate advisor for your program. They will look at your application packet, transcripts and other admission criteria to determine your options.

3. *What concessions do the graduate programs make for students with learning and/or physical disabilities?*

Students with certified disabilities can contact the [Student Disability Services Office](#) for assistance related to their individual disability.

4. *How do I become an in-state resident?*

You must fill out the residency portion of the admission application and supply the required documentation. If you need assistance or additional information as to requirements for Florida residency, you will need to contact the [College of Graduate Studies](#).

# Academics

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## **Academic Requirements**

1. *If my undergraduate degree was in business, can I have the prerequisites waived?*

If you have a Bachelor's of Science in Business Administration from an AACSB-accredited university, all prerequisite courses may be waived. All other transcripts will be evaluated for prerequisite courses.

2. *If I have started a graduate program at another university, how many credits can I transfer into the graduate program at UCF?*

You are allowed to transfer up to nine hours of approved graduate coursework from another AACSB-accredited business school. You can transfer up to six hours of approved graduate coursework from other regionally accredited business schools. All courses must be petitioned and a copy of the syllabus and transcripts must be attached.

3. *What happens if I receive a "C" in a class?*

Only two grades of "C" can be used for graduation purposes and you must have a 3.0 GPA to graduate. If your graduate GPA falls below a 3.0, you will be placed on academic probation. In your next nine credit hours you must bring your graduate GPA back up to a 3.0 to remain active in your program. If you receive a third "C" grade, but your graduate GPA is still over 3.0, you must retake one of the courses in which you received a "C" grade.

4. *Is there any way I can take graduate business classes before admission into a graduate business program?*

No, you must be admitted to a graduate business program to take graduate business courses, including foundation core courses.

5. *How many courses do I need to be considered full-time?*

Courses in the full-time One Year MBA program must be followed as scheduled per semester - 15 credits in fall and spring and 9 credits in summer. Three classes (9 hours) are considered full-time for the Lockstep MBA program. Any number of credit hours less than 9 hours is considered part-time.

## **ACADEMIC ADVISORS**

1. *How do I contact my academic advisor in the College of Business Administration?*

- **MBA (Lockstep and One Year):** Graduate Business Programs Office; [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723
- **MSA/MST:** Dr. Charles Kelliher; [ckelliher@bus.ucf.edu](mailto:ckelliher@bus.ucf.edu); (407) 823-5128
- **CERTIFICATES:** Graduate Business Programs Office; [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723

# International Student Questions

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1. *If I am an international student needing a student visa, how do I obtain one?*

After applying and being accepted to a graduate program, the International Services Center will issue an I-20 and send it to you. You must have the I-20 to obtain an F1 visa before entering the United States.

2. *What is a WES evaluation?*

All foreign transcripts for the Business Graduate degree programs must be evaluated. World Education Services (WES) is the preferred service that is available for this purpose. You can contact them directly through their [Web site](#). If you have a degree in business, we prefer a course-by-course evaluation so we will be able to waive any prerequisite courses you may have taken previously.

3. *Do all international students have to take the TOEFL or IELTS?*

If your degree is not from an English-speaking country, you must take the TOEFL or IELTS. We require a score of 233 on the computerized TOEFL (92 on the IBT, or 575 on the written TOEFL), and a score of 7 on the IELTS. International students with a bachelor's or master's degree from the U.S. can have this requirement waived.

4. *How do I find a place to live?*

UCF has a Housing and Residence Life office, and information can be found [here](#).

5. *What is OPT (optional practical training)?*

Optional practical training is a one-year, full-time work-related opportunity after graduation for international students. Visit the [International Services Center Web site](#).

# Internships and Employment

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1. *Is there on-campus job recruitment?*

Yes. Employers visit the campus for interviews in fall and spring through the Office for Corporate Partnerships & Career Management (OCPCM). Visit the [Web site](#) for more information on career management services, research tools and internships. Also visit the [Career Services Web site](#) for information on career fairs and expos.

2. *How many MBA students have an offer of full-time employment after graduation?*

There are many factors to consider involving offers of full-time employment after graduation. Students can utilize the resources available to them to secure employment, including KnightLink, career expos, networking and researching through career Web sites on the Internet. Full-time hires for the One Year, Full-Time MBA program class of 2008 shows 44% had job offers by graduation. Visit the [OCPCM Web site](#) for employment reports and names of top employers that hired for internships and full-time employment.

### 3. *What is an internship?*

An internship is a paid or unpaid work experience with an employer for a specified period of time that is approved and monitored by the OCPCM office and can be used for elective internship credit. Visit the [OCPCM Web site](#) for more information on internships.

### 4. *How do I secure an internship?*

There are several ways to secure an internship, all of which involve student initiative and involvement. Students can post their resume and search internships on the [OCPCM Web site](#) and KnightLink, take advantage of individual advising, practice interviews, workshops, and assistance with improving skills at the OCPCM and the Career Services Center. Attending career expos/fairs on campus offers immediate exposure to employers who are hiring, and is an opportunity for students to meet, interview and learn about various companies at one location.

## Current Student Resources

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### Academic Advisors

- **MBA (Lockstep and One Year):** Graduate Business Programs; [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723
- **MSA/MST:** Dr. Charles Kelliher; [ckelliher@bus.ucf.edu](mailto:ckelliher@bus.ucf.edu); (407) 823-5128
- **CERTIFICATES:** Graduate Business Programs; [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu); (407) 823-4723

### Registration, Records & Graduation

- [MyUCF](#)
- [Academic Calendar](#)
- [Tuition and Fees](#)
- [Drop/Withdrawal Deadlines](#)
- [Planning for Graduation](#)
- [Intent to Graduate Form](#) - The form should be sent to the Graduate Business Programs Office (BA1, Room 240; fax to (407) 823-0219; email to [cbagrad@bus.ucf.edu](mailto:cbagrad@bus.ucf.edu)). Forms must be submitted the semester before you plan to graduate. Failure to submit an Intent to Graduate form will delay graduation.

## Other Student Resources

- [UCF Bookstore](#)
- [Campus ID Card](#)
- [Parking Services](#)
- [Student Health Services](#)
- [International Services Center](#)
- [Graduate Student Association](#)
- [Writing Center](#)
- [Thesis and Dissertation Links](#)
- [Graduate Catalog](#)