



### Applying to the Orlando Summer 2016 MSEM—Professional Engineering Management Offering

#### Step 1. Contact UCF PEM for Application Code

Contact Dr. Catherine Vergopia via email at [Catherine.Vergopia@ucf.edu](mailto:Catherine.Vergopia@ucf.edu) for the application code. This code will waive the application fee. Use the email subject line: **Application Code for PEM Orlando Summer 2016 Cohort**. Each person will receive a unique application code. Do not share your unique code with anyone.

For additional information about the program go to: <http://eli2.cecs.ucf.edu/graduate.php>

#### Step 2. Request your undergraduate transcripts to be sent to:

UCF College of Graduate Studies  
Millican Hall, Room 230  
PO Box 160112  
Orlando, FL 32816-0112

#### If sending through FEDEX/UPS:

UCF College of Graduate Studies  
4365 Andromeda Loop N.  
Millican Hall Room 230  
Orlando FL 32816-0112

#### Step 3. Apply Online!—All UCF application materials, including transcripts, must be completed by **March 15!**

Go to [www.graduate.ucf.edu](http://www.graduate.ucf.edu) and click on the 'Apply Now!' link.

#### Step 4. Create an Account

Click on the 'Create Account' button and complete the account profile information -- click again on 'Create Account'. This will take you directly into the first section of the application. Remember your user name and password (you will need this to log back in to the application later).

#### Step 5. Complete the Online Application

Navigate through each section of the application by using the "Save and Continue" button at the bottom of each page and the links on the right side under "Application Steps" and completing all applicable/required fields.

- **Program Info section**—For the **Professional Engineering Management PSM track**, please select the following options within this section:
  - **Academic term** = Summer 2016
  - **Degree or nondegree** = Degree--Seeking
  - **Academic Level** = Masters
  - **Program** = Engineering Management MS
  - **Track** = Professional Engineering Management PSM track
- **Supporting Documents section**—Upload your resume in this section. Note: This section will not appear until you complete the "Program Info" section.
- **Florida Residency section**—Fill this out completely. Pay close attention to the required documents that you should upload. Questions regarding this section should be directed to [gradresidency@ucf.edu](mailto:gradresidency@ucf.edu).
- **Submission & Payment section**—
  - **Choose applicant type** = Not applicable
  - **Method of payment** = Promo Code
  - Enter the **Departmental Application Fee Waiver code** that was provided to you.
  - Enter full name in the signature line, then press "Submit and Pay" when you are ready to submit. Note: Once you submit and pay, you will no longer be able to edit the application, so be sure that everything is correct first.
- **Questions**—Contact the UCF College of Graduate Studies at [gradadmissions@ucf.edu](mailto:gradadmissions@ucf.edu) or 407.823.2766.