

1. [Register to Apply](#)

2. Complete the UF Graduate School Application

After you complete the UF MBA applicant form, you will be instructed to complete the [University Office of Admissions application](#). Apply online and submit UF's non-refundable application fee of \$30.00. Credit card payments require an additional \$7.00 processing fee.

3. Complete the UF MBA Supplemental application

This application will be sent to you after step #2 is completed. Please allow for two business days for receipt. If not received, please email floridamba@warrington.ufl.edu

4. Submit required test scores to the attention of UF (school code 5812)

Register and prepare for the [GMAT](#). The test is administered year round and scores are valid for five years. Once you complete the test, fax unofficial score report to (352) 392-8791 or [email](#). Your official test score should be sent directly to the University of Florida, institution code 5812. Note: UF MBA will accept the GRE in lieu of the GMAT for all programs. Full Time MBA applicants are still encouraged to submit a GMAT Exam as it is the preferred test, however we will accept the GRE. International applicants for the Full Time MBA program MUST submit a GMAT exam. For Professional MBA applicants, test score exemptions are provided for those who have previously earned a doctoral/professional/terminal degree. For questions related to GMAT/GRE test scores, please contact an admissions representative.

5. Email your resume to: floridamba@warrington.ufl.edu

6. Recommendation letters (Two required, professional references only)

Please provide the letter of recommendation [form](#) to your recommenders. Letters should be emailed directly from your recommender to: floridamba@warrington.ufl.edu

7. Send one official copy of transcripts from all institutions attended.

Original academic records or transcripts can be submitted one of two ways:

1. Electronically email (transfer@admissions.ufl.edu) via Parchment, E-scrip or Scriptsafe.
2. Mailed directly to: UF MBA Programs Office
310 Hough Hall
PO Box 117152
Gainesville, FL 32611

- If mailed, transcripts must be received in a sealed, signed envelope, which you forward, unopened, to our office.
- If you are an alumnus of the University of Florida, we can retrieve your UF transcripts internally.
- If transcripts are in a language other than English, a certified, literal translation must be provided. Copies of transcripts and diplomas are acceptable for international applicants. If admitted to the MBA program, original transcripts and diplomas will need to be provided upon request. [More information for international applicants](#)

8. Submit TOEFL/IELTS/MELAB test scores (International applicants only)

If English is not your native language and you do not have a bachelor's degree or higher from a country where English is the language of instruction, a [TOEFL](#), [IELTS](#), or [MELAB](#) score must be submitted. University of Florida institution code is 5812. For more information pertaining to international applicants, please visit this [page](#).