

Application Instructions for the AuD Distance Learning Program

The application process has been revised as of March 2009.

The AuD Program Office prefers applicants to use the online application process.* Additionally, it is recommended to pay the \$30 application fee online with a credit card for faster processing. The online application can be saved as you are working, so it does not need to be completed in one session.

Please read the following instructions carefully before submitting your online application. **If you do not complete section two with the correct degree and program goals, the AuD Program Office may not receive your application.**

Section 1 – Please provide an accurate **email address** that you check often. Email is the main tool the AuD Program Office will use to correspond with you about your application.

Section 2 – In the “Entry Term and Degree” section, be sure to select “**Doctorate degree (not PhD)**”. The program of study you want to select in the “Primary Program” section is “**Audiology - Distance Education.**” You do not need to select a specialization, put down a department contact, or choose additional programs.

✓ *Be sure to complete the **Statement of Purpose** in Section 2. You may write this directly into the text box or copy and paste from a word-processing document.*

Section 5 – You should request letters of recommendation from **three** references using the **online request system**. It is **your** responsibility to frequently check the status of your requests and make sure all recommendations are submitted by the application deadline.

In addition to completing the University of Florida Application for Admission to Graduate School, you will need to mail the following supplementary items to the AuD Program Office by the application deadline.

Please send all materials together in one packet.

- Current Resume or CV.
- Licensure/Certification Verification: Provide a copy of your current state audiology license, ASHA audiology certification, and/or ABA certification in audiology.
- Official Transcripts: See explanation below.

* Paper applications and check payments can take up to one month to process. This may cause you to be delayed in receiving access to the University of Florida online resources if you are admitted to the program. If you still prefer to choose this method, you may call the AuD Program Office at 866-479-4737 or email audiology@p.php.ufl.edu to request a paper application. **Make sure you list “HP” as the college and “ADL” as the program you wish to enter. If you mark these two items incorrectly, the AuD Program Office may not receive your application.** If submitting a paper application, your statement of purpose and letters of recommendation will need to be sent in your application packet. Call or email the AuD Program Office to request recommendation forms.

EXPLANATION OF REQUIRED ITEMS

Statement of Purpose (submitted online)

This is your opportunity to tell us why you want to earn the AuD from the University of Florida. This letter weighs heavily in the decision process. Address this to the Admissions Committee.

Letters of Recommendation (Three required; submitted online)

- All letters should be current, professional, and specific to your application to this program.
- Colleagues, professors, and other professionals with whom you have had professional interactions should write them.

Official Transcripts

Submit **one** copy of your official transcripts with your packet – do not have them sent to UF by the institution. **(Note: Official transcripts must arrive in an envelope sealed by the institution. If you need to review your transcripts to complete the application, request a second copy for your records.)** Provide **one** official copy from **ALL** undergraduate and graduate institutions attended.

SUPPLEMENTARY MATERIALS CHECKLIST

1	<input type="checkbox"/>	Current Resume or CV
2	<input type="checkbox"/>	Licensure/Certification Verification: Provide a copy of your current state audiology license, ASHA audiology certification, and/or ABA certification in audiology (or international equivalent)
3	<input type="checkbox"/>	Official Transcripts: See explanation above.

PLEASE SEND ALL MATERIALS TOGETHER IN ONE PACKET.

MAILING INSTRUCTIONS

Please use an overnight delivery method if needed to assure delivery by the application deadline. **Late materials will result in review of your application for the next enrollment period.**

The mailing address depends upon delivery method. Failure to use the appropriate address will delay delivery.

Regular US Postal Service

Lynn Niederlitz, Program Coordinator
College of Public Health and Health Professions
Doctor of Audiology Distance Learning Program
University of Florida
PO Box 100174
Gainesville, FL 32610

Overnight Methods (FedEx, UPS, etc.)

Lynn Niederlitz, Program Coordinator
College of Public Health and Health Professions
Doctor of Audiology Distance Learning Program
University of Florida
101 S. Newell Drive, Room 2135
Gainesville, FL 32611

APPLICATION PROCESS FAQ's:

How will I know you have received my application materials?

An acknowledgement of receipt will be sent to you when your completed packet is received. Please call the AuD Program Office if you have questions.

When will I know if I am admitted?

You should expect to receive an email notification as well as a written notification of your official admission status approximately two weeks following the application deadline.

Do I need the GRE?

Applicants to the AuD program do not need a GRE score if they received their Master's degree from a US Institution. **Students who earned their master's degree outside the US, including Canada and Puerto Rico, need to submit GRE scores.** Students with International degrees should refer to the Graduate Catalog for special instructions or call the AuD Program Office.

When can I register for classes?

If you are admitted to the program, an email will be sent to you with instructions on how to register for the upcoming semester. See the AuD website for a list of registration deadlines per term. Tuition is due in full at the time of registration.

How can I get oriented to the program?

If admitted, a New Student Packet will be sent to you with critical information. Admitted students are also given access to an online orientation course to familiarize themselves with our online course system.

Why did UF send me a request for my transcripts when I sent them in already?

It is very typical for the University of Florida to send notices about missing materials after you have sent items to the AuD Program Office. The notices are generated automatically and cannot be “turned off” for our applicants. Please disregard notices about transcripts and immunizations **unless it comes from the AuD Program Office.** We will notify you if there are missing materials.

How much experience is required for admission?

We require 1 year of post-master’s professional work experience. The CFY is included in the requirement.

Can I apply before I have the required experience?

Yes, you can apply before you have met experience requirements, but you will not be admitted as a degree-seeking student without the required experience. Simply specify on the application the semester and year you would like to begin. Our admissions committee can make an admission decision conditional on your experience, so you can find out in advance if you have met the other requirements for admission.

What if I’m admitted but can’t start the program as expected?

If you miss two or more consecutive semesters after being admitted, you will have to complete another online application and submit another \$30 application fee.

QUESTIONS?

Contact the AuD Program Office:



Toll Free: 866-479-4737



Fax: 352-273-6555



Website: www.audiology.ufl.edu



Email: ljn@phhp.ufl.edu

Lynn Niederlitz, Program Coordinator