

Applicant FAQs

INCOMING FRESHMEN

- **How do I request an application?**
 - You can email HonorsAdmissions@ucf.edu with your name, UCF ID, mailing address, and email address to request an application. Please be sure to indicate that you are an incoming freshman in the email.
- **How do I submit my application?**
 - You can send it through the mail, or you can scan it and attach it as a .pdf file to send to HonorsAdmissions@ucf.edu. If you want to email your application, the document and ALL attachments must be in .pdf format; we cannot work with other formats or photographed documents.
 - Be advised that UCF will not process special delivery mail submitted through FEDEX, UPS, etc. Only USPS mail will be processed during this period.
- **What is the deadline to apply?**
 - The deadline is still March 31st (postmarked) to guarantee consideration. Applications received after the deadline will be considered on a space-available basis.
- **What do I do if my school is closed and I cannot get my transcript?**
 - Remember that an unofficial transcript is acceptable. If you have an online virtual counselor or grade portal, feel free to send us a copy of what you have there. If you have report cards or grade reports to share with us, feel free to do so.
 - If you have no access to your grades at all, please send us your application without your transcript by the March 31st deadline and send your transcript as soon as you can do so. As long as your application with other materials is received by the deadline, you will be guaranteed consideration.
- **How will I receive my application decision?**
 - You can check your application status online at <https://my.honors.ucf.edu> (log in with your UCF NID and password).
- **I was deferred. How will I receive my final decision?**
 - We have started to make our final decisions for deferred applicants. You can check your updated status online at <https://my.honors.ucf.edu> (log in with your UCF NID and password).
- **How do I reserve my seat?**
 - The seat reservation process can be completed entirely online. There are three steps:
 - 1) Submit the UCF Enrollment Deposit Form to Undergraduate Admissions (which can be completed online at www.my.ucf.edu), AND
 - 2) Register for a UCF Freshman Orientation session at www.fye.ucf.edu, AND
 - 3) Submit the completed Honors Student Reply Form to HonorsAdmissions@ucf.edu to accept your seat in Honors.-If you do not have the Honors Student Reply Form, you can email us at HonorsAdmissions@ucf.edu with the following:
 - a) Your Name and UCF ID

b) The following statement: I have submitted the UCF Enrollment Deposit, I am signed up to attend Orientation on _____ (fill in your Orientation date here), and I wish to accept my seat in the Burnett Honors College for Fall 2020.

- **How can I ask a question?**
 - Please email us at HonorsAdmissions@ucf.edu with any questions, and we will respond within 24 hours (during the workweek).
- **Can I schedule a visit?**
 - The UCF Campus is closed to all except essential UCF Employees, so no visitors are allowed on campus until further notice. You can learn a lot about our program by browsing our website. If you want to learn more about our program, please email us at HonorsAdmissions@ucf.edu and we will be happy to tell you more. Once the University has resumed regular operations, we will be able to schedule visits once more.

TRANSFER STUDENTS

- **How do I request an application?**
 - Please email us at HonorsAdmissions@ucf.edu with your name, UCF ID (if known), mailing address, and email address. Please be sure to indicate that you are a transfer student in the email.
- **How do I check on my application status?**
 - Please email our Honors Admissions Specialist, Ms. Brandy Blue, at Brandy.Blue@ucf.edu.
- **What do I do if my school is closed and I cannot get my transcript?**
 - Remember that an unofficial transcript is acceptable. If you have an online virtual counselor, transcript, or grade portal, feel free to send us a copy of what you have there.
 - If you have no access to your grades at all, please send us your application without your transcript by the deadline, and send your transcript as soon as you can do so. As long as your application with other materials is received by the deadline, you will be guaranteed consideration.
- **How do I submit my application?**
 - Since the deadline to apply for transfer students is your first day of classes at UCF, you should be able to mail your application to us as usual. Please continue to check our website for updates as things may change depending on how long campus remains closed.

SECOND YEAR ENTRY APPLICANTS

- **I submitted my Eligibility Form. How do I get the Second Year Entry Application?**
 - Once you have completed the Online Eligibility Form and have confirmed that you are eligible, please email Honors@ucf.edu to request the Second Year Entry Application.
- **How do I get my Letter of Nomination/Letter of Recommendation?**

- Your letter writers are welcome to submit their letters via email to Honors2ndYearEntry@ucf.edu. Please have them include your full name and whether this is the Letter of Nomination or Letter of Recommendation in the email subject line.
- If you are not comfortable requesting your Letter of Nomination or Letter of Recommendation via email, then you may submit your application as complete as possible by the deadline (April 15th) and still receive guaranteed consideration.
- **How do I submit my application?**
 - If campus remains closed to students past the April 15th deadline, applications may be submitted via email to Honors2ndYearEntry@ucf.edu. Please attach your documents as a .pdf; we cannot accept other types of documents or photographs of pictures.
 - Please continue to check the Honors website for updates as things may change depending on the length of the campus closure!

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