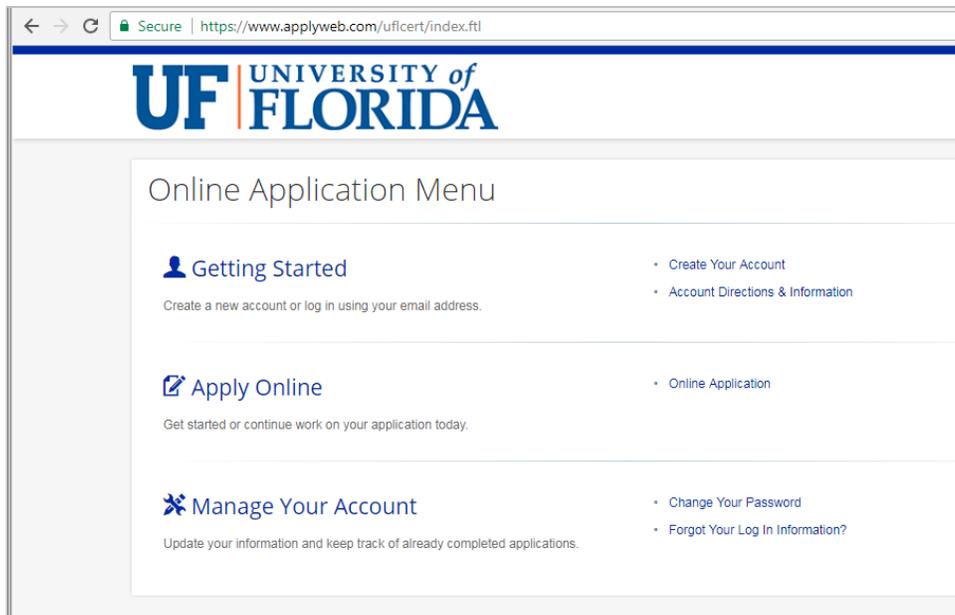


Step Two: UF Certificate Application Online Graduate Certificate in Geographic Information Systems for Urban & Regional Planners

These instructions are for Step Two of the application process. First complete Step one: Department Application Form before moving on.

1. Go to: <https://www.applyweb.com/uflcert/index.ftl>
2. Create an account or log in.
3. Once logged in, go to Apply Online.
4. Please note: there are 8 pages to complete. You can save your application and return later to complete it.



5. On the Page for Application Type, choose **Certificate Level = Graduate**

A screenshot of the 'UF Application for Certificate Admissions' form. The page title is 'UF Application for Certificate Admissions'. The left sidebar shows 'Application Sections' with 'Application Information' selected. The main content area is titled 'Application Information' and 'Application Type'. It contains two dropdown menus: 'Have you ever submitted an application to the University of Florida?' and 'Have you ever attended the University of Florida?'. Below these is a dropdown menu for 'Certificate Level' with 'Graduate' selected, which is highlighted with a red box. At the bottom, there are buttons for 'Previous Page', 'Save', 'Save & Exit', and 'Save & Next Page'. The page number 'Page 3 of 8' is also visible.

6. On the Certificate Program page, you will see a list of colleges. **First, choose “College of Design, Construction and Planning”.** **Next choose “Geographic Information Systems for Urban and Regional Planners.”** **Finally, select the Term for which you are applying and then “Select a Certificate and Term”.**

UF UNIVERSITY of FLORIDA

Application Sections

- Personal Information
- Conduct Disclosure
- Application Information
- Certificate Program**
- Academic Background
- Activities
- Residency Information
- Acknowledgement

Locked pages will open as requirements are met in the form.

UF Application for Certificate Admissions

Identify your preferred certificate and term of entry. Once selected, you will be asked to provide information specific to your certificate program.

Certificate Program

Search for a Program Name

Show All Program Names Filter by...

Click on any organization name to display available program names.

- College of Agricultural and Life Sciences
- 1. College of Design, Construction and Planning**
- College of Education
- College of Journalism and Communications
- College of Liberal Arts and Sciences
- College of Medicine
- College of Pharmacy

UF UNIVERSITY of FLORIDA

Application Sections

- Personal Information
- Conduct Disclosure
- Application Information
- Certificate Program**
- Academic Background
- Activities
- Residency Information
- Acknowledgement

Locked pages will open as requirements are met in the form.

UF Application for Certificate Admissions

Identify your preferred certificate and term of entry. Once selected, you will be asked to provide information specific to your certificate program.

Certificate Program

Search for a Program Name

Show All Program Names Filter by...

Click on any organization name to display available program names.

- College of Agricultural and Life Sciences
- College of Design, Construction and Planning
 - 2. Geographic Information Systems for Urban and Regional Planners** Level - Graduate
 - Historic Preservation Level - Graduate
 - Sustainable Architecture Level - Graduate
 - Sustainable Design Level - Graduate
- College of Education
- College of Journalism and Communications

Application Sections

- Personal Information
- Conduct Disclosure
- Application Information
- Certificate Program**
- Academic Background
- Activities
- Residency Information
- Acknowledgement

Locked pages will open as requirements are met in the form.

UF Application for Certificate Admissions

Identify your preferred certificate and term of entry. Once selected, you will be asked to provide information specific to your certificate program.

Certificate Program

Search for a Program Name

Click on any organization name to display available program names.

College of Agricultural and Life Sciences

College of Design, Construction and Planning

Geographic Information Systems for Urban and Regional Planners Level - Graduate

Select Term:

Historic Preservation Level - Graduate

Sustainable Architecture Level - Graduate

Sustainable Design Level - Graduate

7. Verify that you have chosen the correct certificate and term.

Application Sections

- Personal Information
- Conduct Disclosure
- Application Information
- Certificate Program**
- Academic Background
- Activities
- Residency Information
- Acknowledgement

Locked pages will open as requirements are met in the form.

UF Application for Certificate Admissions

Identify your preferred certificate and term of entry. Once selected, you will be asked to provide information specific to your certificate program.

Certificate Program Display

You have successfully chosen a program name. See details below.

Your Selection

Term

Page 4 of 8

8. Complete the remaining sections of the application: Academic Background, Activities, Residency Information and Acknowledgement.

9. After you complete the UF application, please move to “Step Three: Send Official Transcripts” and “Step Four: Email Resume or Curriculum Vitae” <https://www.geoplan.ufl.edu/gis-cert/apply.html>