

## Master of Science in Psychology with a Major in Behavior Analysis Application Process

Applying to the Master of Science in Psychology with a Major in Behavior Analysis is a Multi-Step process that includes completing an online application, paying the application fee and then submitting supporting application materials (official transcripts, GRE scores, statement of intent, Resume/CV, and letters of recommendation). Please see below for more details about each step.

### Step 1

Complete Graduate Application found online by visiting <http://gradschool.fiu.edu>

Pay the \$30 application fee

To apply you will need to create an account on FIU's main application page. Once you have created your login information and completed the application, you will be prompted to submit a \$30 application fee (steps for payment will be provided when creating your account). For speedy processing, please have a major credit card (Visa, Master Card, American Express, or Discover) available. After successfully submitting your application, a confirmation e-mail will be sent which will include your next steps.

All supporting admission materials will need to be submitted through the application or electronically after your application has been received by the University. Once you submit your application and the submission status shows as "posted," you will have view only access to the application *but will still be able to upload and attach supporting documents* to your application file. You may also email documents to [gradadm@fiu.edu](mailto:gradadm@fiu.edu) (emailing documents will take longer to process and update to your file).

# Let's Get Started


### Master's Application

Graduate Admission Application

Students interested in the following programs must submit the applications below **instead** of using the general graduate application:

- Professional MBA Online Application
- Application for All Other Business Master's
- MSN Nurse Practitioner Application
- Occupational Therapy (MS-OT) Application
- Physician Assistant Studies (MPA) Application
- Public Health (MPH) Application
- Athletic Training (MS-AT) Application

For students applying to the FIU bachelor's/master's combined program: **Combined Bachelor's/Master's**



[HTTPS://ADMISSIONS.FIU.EDU/HOW-TO-APPLY/GRADUATE-APPLICANT/APPLICATIONS/INDEX.HTML](https://admissions.fiu.edu/how-to-apply/graduate-applicant/applications/index.html)

<https://admissions.fiu.edu/how-to-apply/graduate-applicant/applications/index.html>

# Be Aware

WHEN APPLYING DO NOT HAVE ANY OTHER  
PROGRAMS OPEN ON YOUR BROWSER OR OPEN AN  
ENTIRELY SEPARATE BROWSER

-IF YOU HAVE MY.FIU.EDU PORTAL OR ANOTHER PEOPLESOFT APPLICATION  
OPEN YOU WILL GET AN ERROR MESSAGE SAYING YOU ARE UNAUTHORIZED

## Message

You are not authorized to access this component. (40,20)

You have not been granted security authorization for the component you are attempting to access. You may have access to the designated component and page, but not in the specified action mode (such as Correction or Update/Display). Contact your system administrator.

OK

When applying do not have any other browser programs open on your browser or open an entirely separate browser. If you have my.fiu.edu portal or another peoplesoft application open you will get an error message saying you are unauthorized (see image above)

## Step Two

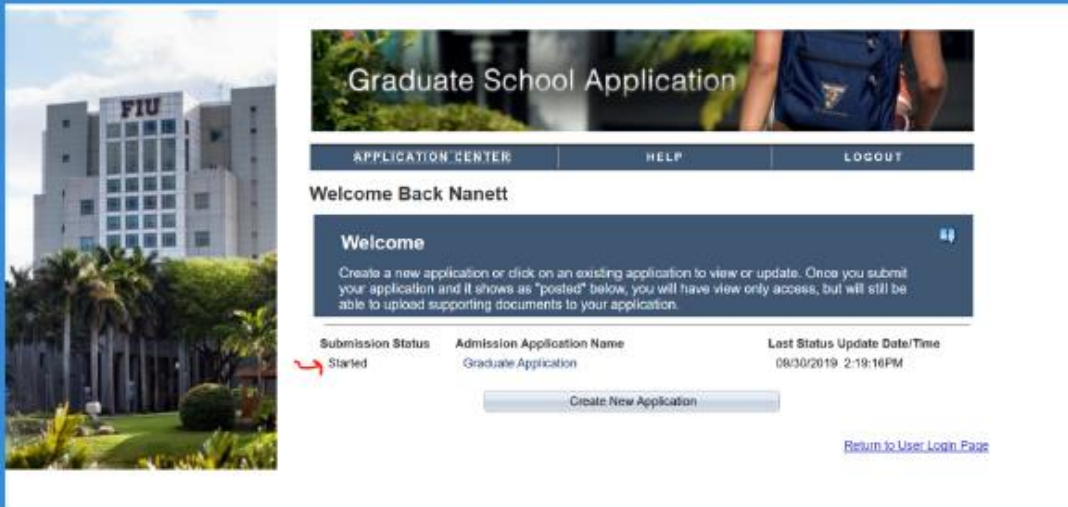
The screenshot shows the FIU University Graduate School application portal. At the top, there's a banner with the FIU logo and the text 'University Graduate School FLORIDA INTERNATIONAL UNIVERSITY'. Below the banner, there's a 'Welcome to FIU's graduate admission application!' message. To the right, there's a 'Sign In' section with fields for 'User ID' and 'Password', and a 'Login' button. Below the 'Sign In' section, there are links for 'Create User Account' and 'Forgot User ID/Password?'. On the left side of the page, there's a 'Notice' section with text about logging in, creating an account, and contacting the support center. At the bottom, there's a 'Supported Web Browsers' section listing Internet Explorer, Mozilla Firefox, and Safari.

USERNAME IS YOUR OWN CREATION  
(USE SOMETHING YOU WILL REMEMBER)

IT IS NOT THE SAME AS  
YOUR PANTHER ID

Username is your own creation (use something you will remember). It is not the same as your panther ID.

# Step Three



The screenshot shows the 'Graduate School Application' portal. On the left is a large image of the FIU building. The main content area has a header with 'APPLICATION CENTER', 'HELP', and 'LOGOUT' links. Below this, it says 'Welcome Back Nanett'. A 'Welcome' message follows, explaining that users can create a new application or view/update an existing one. A table shows the application status: 'Started' for 'Graduate Application' with a 'Last Status Update Date/Time' of '08/30/2019 2:19:16 PM'. A 'Create New Application' button is visible, along with a link to 'Return to User Login Page'.

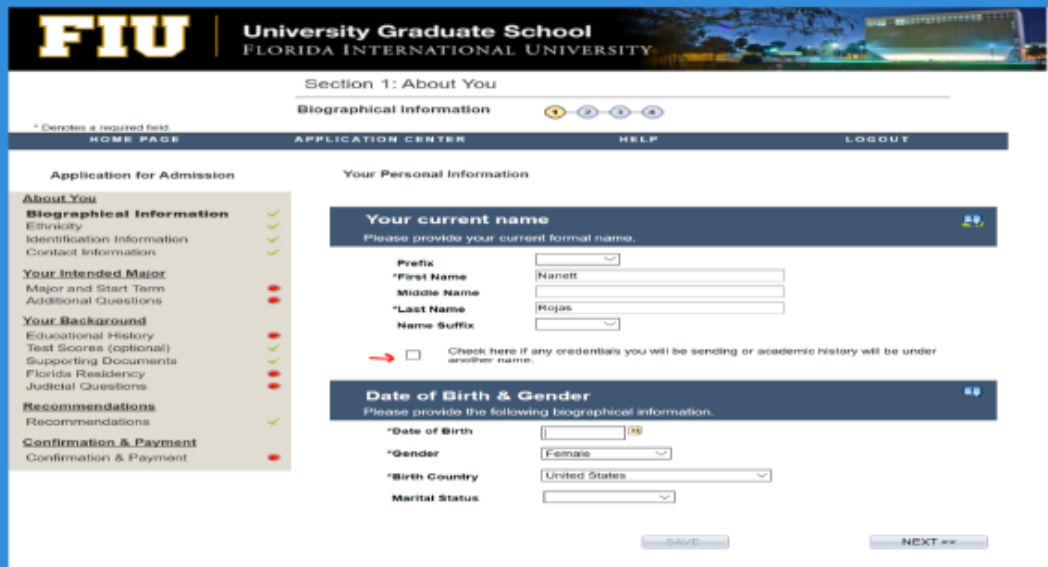
Submission Status	Admission Application Name	Last Status Update Date/Time
Started	Graduate Application	08/30/2019 2:19:16 PM

[Return to User Login Page](#)

COVER A RANGE OF SKILLS, FROM ACADEMIC ABILITIES TO RESEARCH EXPERIENCES, TO APPLIED EXPERIENCES IN AND OUT OF CLASS

Here you will create a new application or click on an existing application to view or update.

# Biographical Information



The screenshot shows the 'Section 1: About You' form for 'Biographical Information'. The left sidebar lists sections: 'About You' (with sub-sections: Biographical Information, Identification Information, Contact Information, Your Intended Major, Your Background, Recommendations, Confirmation & Payment), 'Your Personal Information', 'Your current name', 'Date of Birth & Gender', and 'Your Background'. The main form area is titled 'Your Personal Information' and contains fields for 'Your current name' (Prefix, First Name, Middle Name, Last Name, Name Suffix) and 'Date of Birth & Gender' (Date of Birth, Gender, Birth Country, Marital Status). A checkbox is present for 'Check here if any credentials you will be sending or academic history will be under another name.' The form has 'SAVE' and 'NEXT' buttons at the bottom.

**Section 1: About You**

**Biographical Information**

**Your Personal Information**

**Your current name**

Please provide your current formal name.

Prefix: [Dropdown]  
First Name: [Text Field]  
Middle Name: [Text Field]  
Last Name: [Text Field]  
Name Suffix: [Dropdown]

☐ Check here if any credentials you will be sending or academic history will be under another name.

**Date of Birth & Gender**

Please provide the following biographical information.

Date of Birth: [Text Field] [US]  
Gender: [Female]  
Birth Country: [United States]  
Marital Status: [Dropdown]

[SAVE](#) [NEXT >>>](#)

# Intended Major/Program

The screenshot shows the 'Section 2: Your Intended Major' page of the FIU University Graduate School application. The page has a header with the FIU logo and navigation links: HOME PAGE, APPLICATION CENTER, HELP, and LOGOUT. A sidebar on the left lists application sections with progress indicators: About You, Your Intended Major (selected), Your Background, Recommendations, and Confirmation & Payment. The main content area is titled 'Term and Major' and contains a form to select the intended major and start term. The form includes dropdown menus for 'Admit Type' (set to 'Graduate Applicant - Domestic'), 'Start Term' (set to 'Summer 2020 (May-Aug)'), and 'Degree Level'. A 'What is my admit type?' link is also present. Navigation buttons for '<< PREVIOUS', 'SAVE', and 'NEXT >>' are at the bottom.

**FIU** | University Graduate School  
FLORIDA INTERNATIONAL UNIVERSITY

Section 2: Your Intended Major

Major and Start Term

\* Denotes a required field

HOME PAGE APPLICATION CENTER HELP LOGOUT

Application for Admission

Select your intended major and start term.

**Term and Major**

Select your intended major and start term.

\*Admit Type Graduate Applicant - Domestic [What is my admit type?](#)

\*Start Term Summer 2020 (May-Aug)

\*Degree Level

1205 Summer 2020 (May-Aug)  
1208 Fall 2020 (Aug-Dec)  
1211 Spring 2021 (Jan-Apr)  
1215 Summer 2021 (May-Aug)

<< PREVIOUS SAVE NEXT >>

Here you will select your intended major and start term. For example, Master of Science in Psychology, Behavior Analysis, Fall 2020.

# College Name Search

The screenshot shows the 'College Name Search' page. It features a search form with fields for Country (Cuba), State/Province (Villa Clara), City (optional), and School (optional). A 'Search' button is below the form. To the right of the form, a text box provides instructions: 'Please search using the drop down Country and State/Province. You may also use the other fields to narrow your search. If you are having difficulties finding your school, remove information to broaden your search.' Below the search form, a 'Search Results' section displays a table of results. The table has columns for School Name, Country, State, and City. Three results are shown, each with a 'Select' button. At the bottom of the results section, there are 'Cancel' and 'Click Here If School Not Found' buttons.

College Name Search

Country: Cuba

State/Province: Villa Clara

City (optional):

School (optional):

Search

Please search using the drop down Country and State/Province. You may also use the other fields to narrow your search. If you are having difficulties finding your school, remove information to broaden your search.

**Search Results**

	School Name	Country	State	City
Select	Central U Las Villas Marta Ab	CUB	VC	Santa Clara
Select	Felix Varela Pedagogic Inst	CUB	VC	Santa Clara
Select	High Inst of Med Sci Zerafin R	CUB	VC	Santa Clara

Cancel Click Here If School Not Found

Use the drop-down Country and State/Province. You may also use the other fields to narrow your search. If you are having difficulties finding your school, remove information to broaden your search.

# Educational History

**FIU** | University Graduate School  
FLORIDA INTERNATIONAL UNIVERSITY

Section 3: Your Background

**Educational History** 1 2 3 4 5

\* Denotes a required field

HOME PAGE APPLICATION CENTER HELP LOGOUT

Application for Admission

- About You
  - Biographical Information ✓
  - Ethnicity ✓
  - Identification Information ✓
  - Contact Information ✓
- Your Intended Major
  - Major and Start Term ✓
  - Additional Questions ✓
- Your Background
  - Educational History** 2
  - Test Scores (optional) ✓
  - Supporting Documents ✓
  - Florida Residency ✓
  - Judicial Questions ✓
- Recommendations
  - Recommendations ✓
- Confirmation & Payment
  - Confirmation & Payment ✓

Please list all colleges and universities where you have completed course work. An official transcript must be submitted from each college or university directly to FIU. Failure to list all institutions will result in your application being denied or your admission revoked. Note: Current or past FIU students do not need to submit an official FIU transcript but must include FIU in the list below.

**Educational History** Search for each school using the Find My College button.

College Information

Find My College

Add college below:

\*School Name

\*City

\*Country

State

\*From Date

\*To Date

\*Degree

\*Major

Date (or anticipated date) of Graduation

<< PREVIOUS SAVE NEXT >>

List all colleges and universities where you have completed course work. An official transcript must be submitted from each college or university directly to FIU. Failure to list all institutions will result in your application being denied or your admissions revoked. Note: Current or past FIU students do not need to submit an official FIU transcript but must include FIU in the list below.

# Test Information

**FIU** | University Graduate School  
FLORIDA INTERNATIONAL UNIVERSITY

Section 3: Your Background

**Test Scores (optional)** 1 2 3 4 5

\* Denotes a required field

HOME PAGE APPLICATION CENTER HELP LOGOUT

Application for Admission

- About You
  - Biographical Information ✓
  - Ethnicity ✓
  - Identification Information ✓
  - Contact Information ✓
- Your Intended Major
  - Major and Start Term ✓
  - Additional Questions ✓
- Your Background
  - Educational History ✓
  - Test Scores (optional)** 2
  - Supporting Documents ✓
  - Florida Residency ✓
  - Judicial Questions ✓
- Recommendations
  - Recommendations ✓
- Confirmation & Payment
  - Confirmation & Payment ✓

**Test Information**

**Unofficial Test Scores (optional)**

If you have taken any of the tests listed below, please enter your scores. These are considered unofficial and you are still required to provide official scores to the graduate admissions office. Click the "!" icon to the right for more information.

Test Name

Test Component

Score

Test Date

[Click here to add another Test.](#)

<< PREVIOUS SAVE NEXT >>

If you have taken any of the tests listed below, please enter your scores. These are considered unofficial and you are still required to provide official scores to the graduate admissions office. Click the "!" icon to the right for more information.

# Supporting Documents

**FIU** | University Graduate School  
FLORIDA INTERNATIONAL UNIVERSITY

Section 3: Your Background

Supporting Documents

\* Denotes a required field.

HOME PAGE APPLICATION CENTER HELP LOGOUT

**Application for Admission**

- About You
  - Biographical Information ✓
  - Ethnicity ✓
  - Identification Information ✓
  - Contact Information ✓
- Your Intended Major
  - Major and Start Term ✓
  - Additional Questions ✓
- Your Background
  - Educational History ✓
  - Test Scores (optional) ✓
- Supporting Documents**
  - Florida Residency ✓
  - Judicial Questions ✓
- Recommendations
  - Recommendations ✓
- Confirmation & Payment
  - Confirmation & Payment ✓

Please click on the Document Type drop down menu to view any required supporting documents for your application. If "Other" is the only document type listed, then the program does not require additional supporting documents. Academic transcripts/mark sheets uploaded with this application are considered unofficial.

**Supporting Documents**

Attach documents from list below. Note: You can upload and attach supporting documents to your application file at any time, even after your application has been submitted.

Document Type: Other, Resume, Statement

File Name:

Attach File:

View Attachment: [View Attachment](#)

Click here to add another document: [Click here to add another document](#)

Navigation: << PREVIOUS SAVE NEXT >>

Click on the document type drop-down menu to view any required supporting documents for your application. Academic transcripts/mark sheets uploaded with this application are considered unofficial.

You can upload and attach supporting documents to your application file at any time, even after your application has been submitted.

## Continued

**List of Recommenders**

Your recommenders will receive an email requesting an electronic recommendation for you. Please click on the "!" icon for more information.

Email Address	Status	Last Update Date/Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

Navigation: Delete Add

**Recommender Contact Information**

Please enter contact information and click on the Save & Send Email button

\*First Name:

\*Last Name:

Phone (Main office line):

\*Email Address:

Title:

Employer:

Relationship to you:

Do you wish to waive your right to examine this letter of recommendation?

\* ☐ Yes ☐ No

Under the Family Educational Rights and Privacy Act of 1974, enrolled students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence.

If you would like to include a personal note in the notification email that is delivered, please use the space below:

Navigation: Cancel Save & Send Email

Navigation: << PREVIOUS SAVE NEXT >>

Your recommenders will receive an email requesting an electronic recommendation for you. Please click on the "!" for more information.



# Once Submitted

YOU WILL NOT BE ABLE TO UPDATE  
EDUCATIONAL HISTORY, DEMOGRAPHIC  
INFORMATION, CHANGE  
PAYMENT OPTIONS BUT...

YOU MAY STILL LOG BACK INTO THE APPLICATION AND  
ADD SUPPORTING DOCUMENTS

YOU MAY ALSO MONITOR RECOMMENDATION  
STATUS

- SEE IF RECOMMENDATION WAS ALREADY SUBMITTED
- ADD/DELETE RECOMMENDERS
- SEND REMINDER EMAILS

Once you have submitted the application, you will not be able to update educational history, demographic information, change payment options, BUT...you may still log back into the application and add supporting documents. You may also monitor recommendation status such as seeing if your recommendation was already submitted, add/delete recommenders, and send reminder emails to your recommenders.

## Step 2

### Submit Official University/College Transcripts

This includes university/college official transcript from all institutions previously attended in a sealed institution envelope. If you graduated from FIU, you do not need to request transcripts unless you attended another institution afterwards. Students who have received an education from non-English speaking countries must have their transcripts translated when sent to FIU.

If you need your transcripts evaluated more information is provided here:

<https://admissions.fiu.edu/how-to-apply/submit-transcripts/index.html>

## Step 3

### Submit Official GRE scores (Quantitative, Verbal, and Analytical Writing Assessment)

When you take the GRE, submit your scores using the University Institution Code: 5206

The GRE is required and mandatory.

Due to COVID-19, It can now be taken at home through the end of June.

Information is available at: <https://www.ets.org/s/cv/gre/at-home/>

Only the General GRE exam is required. We will not be able to waive the GRE requirements, however, there is no minimum score required for the GRE.

Generally, GRE scores take 10-15 business days to be reported to the University, however, due to COVID-19, you should consider it may take longer. You should contact the administrators of the GRE for more information regarding the reporting timeline at this time. Our recommendation is that you take the GRE no later than June 20<sup>th</sup> (a month before the deadline). You may submit unofficial scores to the program via email ([behavior@fiu.edu](mailto:behavior@fiu.edu)) while your official scores are in the process of being reported.

## Step 4

**Submit/Attach supporting materials** to your application or email [gradadm@fiu.edu](mailto:gradadm@fiu.edu) and copy [behavior@fiu.edu](mailto:behavior@fiu.edu) if you are unable to attach these documents (please note, emailing these documents will delay the processing, therefore, uploading them directly to the application is the most efficient way to submit these documents).

- **Statement of Intent:** Brief essay stating the reasons for interest in the program and career goals. Should not exceed three type-written double-spaced pages
- **Resume/CV:** highlighting relevant experience and/or coursework in behavior analysis
- **Three letters of recommendation:** from persons who can evaluate your professional and academic performance and potential for success in the master's program. Recommendations from professors are preferred. Workplace recommendations should be from locations where the work is behavior analytic in nature.

## Step 5

### Submit Residency Documents

Residency status is used primarily to determine whether students pay in-state or out-of-state tuition. Whether you are a Florida resident, U.S. resident or international student, you are required to submit proof of residency. Failing to provide residency documentation will delay your enrollment.

More information on declaring residency here:

<https://onestop.fiu.edu/student-records-myfiu/personal-records/declare-residency/>

## Step 6

**Only if you are an international student**, you will also need to submit the following:

- Official Translations of University/College transcripts (see step 2 above)
- English Proficiency
  - TOEFL scores (550 paper-based, 80 internet-based)
  - IELTS scores (6.5)
- Visa Documents (to have an I-20 issued)
  - Copy of passport
  - Declaration and Certification of Finances (DCF):

<https://internationaladmissions.fiu.edu/wp-content/uploads/2020/04/IA-DCF-4.16.2020.pdf>

- Bank Letter/Statement (or as completed on the DCF)
- Sponsor Letter, if the funds are not held in your name (or as completed on the DCF)

For more information about receiving your I-20 or student visa process please visit:

<https://internationaladmissions.fiu.edu/graduate/>

## Step 7

### Check Application Status

When you finish your application, you will be assigned a Panther ID within 3-5 work days. This will give you access to your MyFIU account where you can check your application status.

Please allow 2-3 business days to view your application status. Remember your login and check the dashboard for updates.

Be sure to check your email junk/spam folders and/or indicate FIU is a trusted source to ensure you receive all important email messages.

Check your status here:

[https://myportal.fiu.edu/psp/ihub/EMPLOYEE/CAMP/c/SA\\_LEARNER\\_SERVICES.SS\\_ADM\\_APP\\_STATUS.GBL](https://myportal.fiu.edu/psp/ihub/EMPLOYEE/CAMP/c/SA_LEARNER_SERVICES.SS_ADM_APP_STATUS.GBL)

APPLICATION DEADLINE

ADMISSIONS DECISIONS

### Application deadline

All documents listed in Steps above need to be submitted by July 20, 2020 to be considered for admission for Fall 2020. The Master of Science in Psychology with a Major in Behavior Analysis Program only admits once a year in the Fall.

### Admissions Decisions

The admissions committee will review applications upon receipt of materials. Applicants will be notified via email of an admissions decision at the latest by July 27, 2020.