

## 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 and online application, paying the application fee and then submitting supporting application materials (official transcripts, 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).

The screenshot shows a webpage titled "Let's Get Started" with a blue background. The main content area is white and titled "Master's Application" with a sub-header "Graduate Admission Application". It lists several application options for students interested in specific programs, including 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, and Athletic Training (MS-AT) Application. A photo of a graduate in a cap and gown holding a sign that says "#FIU grad" is also visible. At the bottom, the URL <https://admissions.fiu.edu/how-to-apply/graduate-applicant/applications/index.html> is displayed.

<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

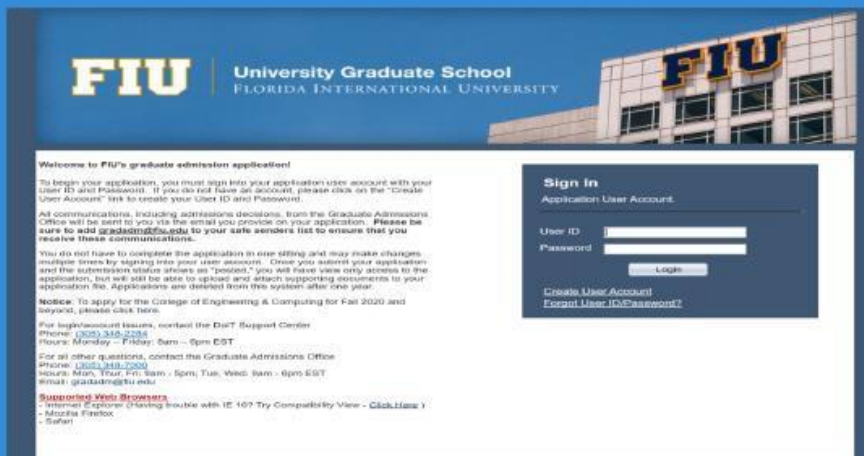
You are not authorized to access this component. (40,20)

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



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

Welcome to FIU's graduate admission application!

To begin your application, you must sign into your application user account with your User ID and Password. If you do not have an account, please click on the "Create User Account" link to create your User ID and Password.

All communications, including admissions decisions, from the Graduate Admissions Office will be sent to you via the email you provide on your application. **Please be sure to add gradadm@fiu.edu to your safe senders list to ensure that you receive these communications.**

You do not have to complete the application in one sitting and may make changes multiple times by signing into your user account. 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. Applications are deleted from this system after one year.

**Notice:** To apply for the College of Engineering & Computing for Fall 2020 and beyond, please click here.

For application issues, contact the DoIT Support Center  
Phone: (305) 348-2288  
Hours: Monday - Friday, 9am - 5pm EST

For all other questions, contact the Graduate Admissions Office  
Phone: (305) 348-2200  
Hours: Mon, Tues, Fri: 9am - 5pm; Tue, Wed: 9am - 6pm EST  
Email: gradadm@fiu.edu

**Supported Web Browsers**  
- Internet Explorer (Having trouble with IE 10? Try Compatibility View - [Click Here](#))  
- Mozilla Firefox  
- Safari

**Sign In**  
Application User Account

User ID:   
Password:

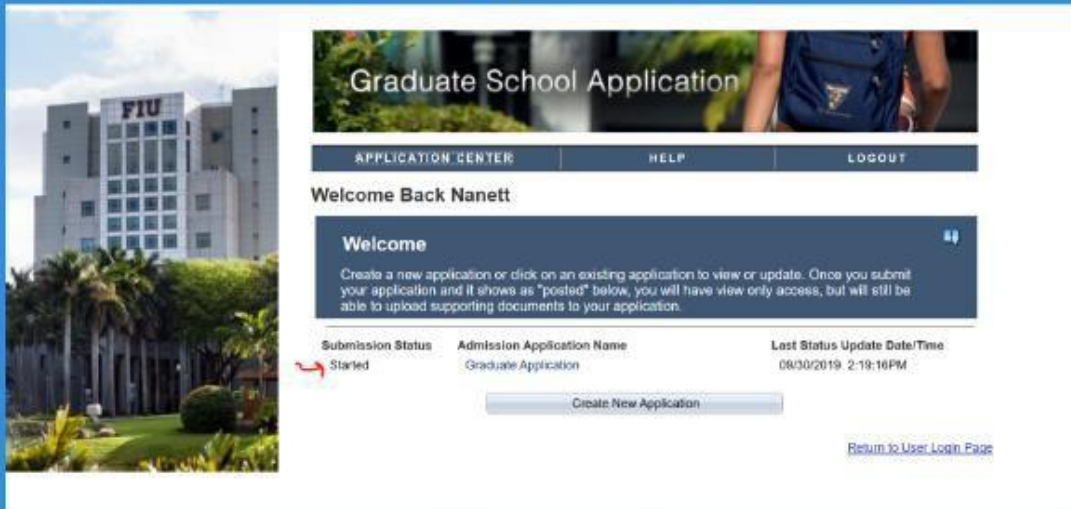
[Create User Account](#)  
[Forgot User ID/Password?](#)

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' dashboard. 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 box explains that users can create a new application or view/update an existing one. A table shows application details: Submission Status (Started), Admission Application Name (Graduate Application), and Last Status Update Date/Time (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

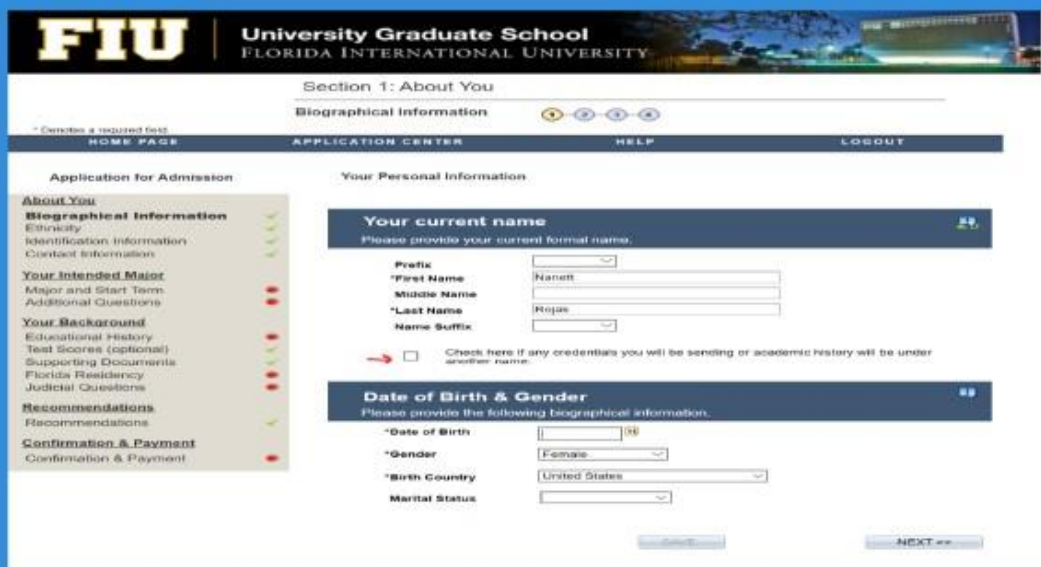
[Create New Application](#)

[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 'Biographical Information' section of the application. The header includes the FIU logo and 'University Graduate School FLORIDA INTERNATIONAL UNIVERSITY'. The section is titled 'Section 1: About You' and 'Biographical Information'. A sidebar on the left lists application steps: 'About You' (Biographical Information, 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), and 'Confirmation & Payment' (Confirmation & Payment). The main content area is titled 'Your Personal Information' and contains two sections: 'Your current name' and 'Date of Birth & Gender'. The 'Your current name' section has fields for Prefix, First Name (Nanett), Middle Name, Last Name (Rojas), and Name Suffix. The 'Date of Birth & Gender' section has fields for Date of Birth (08), Gender (Female), Birth Country (United States), and Marital Status. A checkbox is present for 'Check here if any credentials you will be sending or academic history will be under another name.' Navigation buttons 'PREVIOUS' and 'NEXT' are 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: Nanett  
Middle Name: [Text]  
Last Name: Rojas  
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: [08]  
Gender: Female  
Birth Country: United States  
Marital Status: [Dropdown]

[PREVIOUS](#) [NEXT](#)

# Intended Major/Program

**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

\*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 2021.

# College Name Search

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** 1 2 3 4 5
  - 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)** 1 2 3 4 5
  - 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 "i" 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 "i" 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:

[Click here to add another document](#)

[View Attachment](#)

[Attach File](#)

[Save](#) [Next >>](#) [Previous <<](#)

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="radio"/>	<input type="text"/>

[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:*

[Cancel](#) [Save & Send Email](#)

[Save](#) [Next >>](#) [Previous <<](#)

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/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 4

### **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 5

**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:



## STEP 6

### 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 the deadline for each admission semester to be considered for admission to that semester. The Master of Science in Psychology with a Major in Behavior Analysis Program only admits twice a year in the spring and fall.

Deadline for Fall is June 1

Deadline for Spring is October 1

### Admissions Decisions

The admissions committee will review applications upon receipt of materials. Applicants will be notified via email of an admissions decision after the application deadline.