

MFT M.S. APPLICANT CHECKLIST

Accepting Applicants for Cohort	Fall 2025 (Application period open)
Priority Consideration Deadline	January 15th 2025

Application Requirements:

- A bachelor's degree from an approved regionally accredited institution (all majors considered)
- Minimum GPA of 3.0
- Completed an undergraduate college Statistics or Research Methods Course
- Complete the online [USF Graduate School Application](#) & pay the \$30 app fee
- Submit all documents (#1-3 below) by **Jan 15**

1. Upload to the application portal:

- Current resume/CV
- Statement of Intent/Purpose
 - 1-2 page maximum, should describe why you are applying to the MFT Program, interests, relevant experiences, professional and/or academic goals, and how this program will help you achieve your professional and/or academic goals. There is no word limit or preference in spacing
- Copy of Unofficial GRE scores taken within the last 5 years
 - General GRE test - Verbal, Quantitative, and Writing required
 - Submit official scores to USF institution code 5828
- Signed copies of the Student Accountability Form & Background/Drug Screen Forms
 - https://www.usf.edu/cbcs/cfs/academics/mft/documents/mft_student_accountability_screening_forms.pdf
- Upload an unofficial copy of transcripts from all higher learning institutes attended
 - Official transcripts required if an offer of admission is made, submit electronically or mail:
University of South Florida
Office of Admissions
4202 E Fowler Avenue, SVC 1036
Tampa, FL 33620

2. Letters of Recommendation:

- Three letters of recommendation submitted by the recommender
 - At least one of the three, should be from a former Professor
 - Provided the email addresses of three recommenders when in the application portal (supplemental area). Upon submitting the application, an email with a link will be automatically sent to the recommender, instructing them to upload the letter. Letters uploaded by the applicant will not be accepted.

3. Faculty Interviews:

- Upon **Jan 15**, completed applications will be reviewed and selected applicants will be contacted to interview with Faculty. The interview and offer process continues through the spring.

Failure to submit required documentation by **January 15th, could lead to an application being considered incomplete**

International Applicants and those with international credentials from non-English speaking countries or who have not earned a degree in the US: Transcripts must be evaluated and translated by an approved agency listed on the International Graduate Admission Website. Must provide a course-by-course evaluation including, degree awarded (must meet the US equivalency of 4 years/8 semesters), courses, grades, credits, and GPA. For GRE scores that do not meet the minimum standards (including 153 on verbal section) an English proficiency exam will be required to demonstrate proficiency. For Full details visit:

[Office of Admissions International Graduate Students](#)

COMMON APPLICANT QUESTIONS

Visit the entire list of FAQ on our webpage:

<https://www.usf.edu/cbcs/cfs/academics/mft/admissions/faq.aspx>

1. When are new graduate students accepted?

*The MFT Program will be accepting new students during the Fall semester only. The priority application deadline for Fall admission is **January 15th**.

2. Do I have to take the GRE?

*Yes, you must take the GRE regardless of your grade point average.

*If you have a doctorate or a master's degree with a GRE less than five years old, the Graduate School allows the Director to waive the GRE requirement. The Director will only give a GRE waiver after the entire application is submitted as the decision is made based off the entire application. Post graduate courses without a degree do not qualify.

3. How many hours can I transfer into the program?

- The Graduate School will accept coursework constituting up to 40% of the USF Marriage and Family Therapy Program at the discretion of the Chair and the Program. The following rules apply to all transferred credit:
 - Transfer credits must be from a program accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE).
 - Courses that were completed to meet the requirements for another degree cannot be counted as transfer credit toward a second degree.
 - Students must petition through the Graduate Transfer Course Form to have transfer credits accepted into the graduate program, and students are responsible for providing a syllabus for each course to be considered. The Graduate Transfer Course Form can be found here: [http://www.grad.usf.edu/inc/linked-files/transfer course.pdf](http://www.grad.usf.edu/inc/linked-files/transfer%20course.pdf). This must be completed and submitted to the Office of Graduate Studies preferably in the first semester, but no later than the second semester the student is enrolled in the graduate degree program.
 - A grade of B or better must be earned in order for transfer credits to be approved.
 - Field placement coursework will not be accepted as transfer credit under any circumstances.
 - Transferred courses must be at the graduate level and acceptable to the program.
 - Courses that were earned seven or more years before the student applied for admission to the program will not be accepted as transfer credit.
 - Transfer of direct equivalent courses syllabi must be approved by the faculty member who teaches the course and a copy of the syllabi must be submitted for approval.

4. Where can I get information about licensure?

- For licensure as a Licensed Marriage and Family Therapist (LMHC) in the state of Florida please see the following link: <https://floridasmentalhealthprofessions.gov/licensing/licensed-marriage-and-family-therapist/>