



Congratulations on your recommendation for acceptance into the  
Executive Ph.D. Program at Florida Atlantic University!

To ensure your acceptance is official, please complete the following steps:

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## Submit Official Graduate Application



- **CLICK HERE** to complete the application
- *Please note this application is separate from the initial supplemental application you completed to gain acceptance*

## Submit All Official Transcripts

- Individual transcripts are required from all universities ever attended
- Electronic delivery method is preferred: [gcadmissions@fau.edu](mailto:gcadmissions@fau.edu)
- If sending via mail, use exact address below:

Florida Atlantic University Attention: Graduate College  
777 Glades Rd,  
SU 80, Room 101  
Boca Raton, FL 33431

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## Submit \$2,400 Enrollment Deposit



- Deposit will be deducted from first semester's total balance
- Student Z number not required to pay deposit
- **CLICK HERE** to pay



## Submit Immunization Records

- **Steps 1 & 2 above and the receipt of GMAT/GRE scores must be completed first before proceeding. You will be notified by Marc Wharton when you can continue with this specific step**
  - When notified, **click here** to visit [MedProctor.com](https://www.medproctor.com) and click "register for a new account." Type in your school email address to get started and follow the directions to fully register a new account
  - Download the "Immunization Certificate" form, complete in its entirety, and upload it to your account when finished.
  - For questions, you can contact FAU Student Health Services at 561-297-3512

## Schedule/Attend Mandatory New Student Meetings

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- Academic Advising
  - A one-on-one advising session with your PHD program coordinator to discuss program details, course registration, schedule, and other important information
  - **CLICK HERE** to schedule
- RSVP & Attend Virtual New Student Orientation
  - Friday, August 11 - Sunday August, 13
  - This orientation will fully prepare you for the start of classes. Hear from faculty & alumni panelists, connect & network with your incoming cohort, and learn about the services and resources available throughout your program. **Extended details to follow closer to the event**
  - **CLICK HERE** to RSVP



**YOUR GRADUATE JOURNEY BEGINS!**



### CONTACT US:

ADMISSIONS: MARC WHARTON @ 561-297-2561

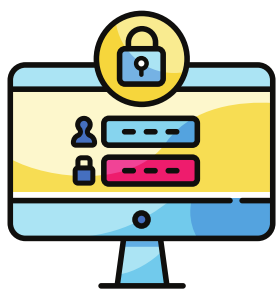
FINANCIAL SERVICES: [EXECEDFINANCE@FAU.EDU](mailto:EXECEDFINANCE@FAU.EDU)

INFORMATION TECHNOLOGY: [EXECEDIT@FAU.EDU](mailto:EXECEDIT@FAU.EDU)

# ADMISSIONS FAQ



## MyFAU Log-in Access:



MyFAU is the University's web portal, which allows you access to your FAU email, class grades, financial aid and more. Once you have been fully admitted, you will receive access to MyFAU and will get your personal FAU Net ID and FAU email address during orientation. Please contact ExecEdIT at [ExecEdIT@fau.edu](mailto:ExecEdIT@fau.edu) with questions.

## Z Number:

A Z number is a student ID used for identification purposes within the FAU system. Your Z number is unique to you and protects your privacy; this is assigned once you complete the [Graduate College Application](#). You can search for your Z number by going to [locate Z Number](#).

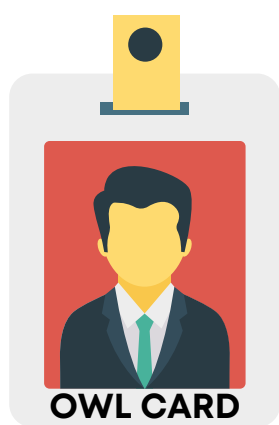


## Registering For a Class:

Executive PhD students do not register for classes online. Following advising meeting, you will be registered for classes by our program advisor.

## Parking ePermit:

Until you are officially registered for classes by your Academic Advisor, you will not be able to register for your parking ePermit on MyFAU. Your Academic Advisor will contact you when you are eligible to register online for your permit. There will be no ticketing during orientation or the first weekend of classes.



## Owl Card:

During your advising meeting, your Academic Advisor will take your picture and then order your Owl Card on your behalf. You will receive your Owl Card during the first few weeks of class. Your Owl Card serves as your official student photo ID, library card, building key, gym membership ID and more on campus. You must be fully admitted and registered for classes before we can provide an Owl Card.

## Textbooks:

Your textbooks will be available on the first day of class after you have submitted your deposit. Coordination and distribution of all Executive Ph.D. Program textbooks are managed by **Monico Ortega**. If you have any questions about the textbooks, he can be reached at [ExecEdOps@fau.edu](mailto:ExecEdOps@fau.edu) or 561-297-2867 (Office).



**FOR STUDENT SERVICE SUPPORT, CONTACT:**  
**[FINANCIAL SERVICES: EXECEDFINANCE@FAU.EDU](mailto:EXECEDFINANCE@FAU.EDU)**  
**[INFORMATION TECHNOLOGY: EXECEDIT@FAU.EDU](mailto:EXECEDIT@FAU.EDU)**