

# State University System of Florida (SUS) Undergraduate Admission Application

## ***Admission Application Procedures (Please read in full.)***

This is the form you will use for applying for undergraduate admission to any of the eleven universities in the State University System of Florida. All institutions within the State University System of Florida encourage admission applications from qualified students regardless of color, race, religion, national origin, gender, disability, veteran status, or marital status.

You are urged to submit your application on-line. You may do so by visiting any of the university web site addresses listed within this application. Please be sure to complete each item, as incomplete forms cannot be processed, and to type or print in black ink.

### **1. Application for Admission**

- ✍ Please attach your \$20 check or money order (U.S. currency; do not send cash), made payable to the university to which you are applying. Your application cannot be processed if it is omitted. This is a nonrefundable application fee.
- ✍ If you wish to apply to more than one university, a separate application and fee will need to be submitted to each university along with the documents required. Address your application to the **Office of Admissions** for each university.
- ✍ Applications for admission will not be processed more than one year in advance of the date for which entrance is sought.
- ✍ Please contact each university for deadlines and any other information which might facilitate the application process for you.
- ✍ You will need to have a U.S. Social Security Number. This is your official student number. Contact your nearest U.S. Social Security Office to apply for a number, if necessary, before submitting this form. (All international students who are eligible to have a Social Security Number will need to have one.) The State University System of Florida operated a system of records prior to January 1, 1975, pursuant to regulations of the Florida Board of Regents that required the use of social security numbers. Therefore, each university may continue to require the disclosure of social security numbers by applicants and students under the Federal Privacy Act of 1974. This information was and currently is received from you for the purpose of identification and verification of student records, including registration, financial aid, and academic records and of verification of identity in connection with the provision of university services.
- ✍ Please be sure to answer question 15 in the appropriate place on page 3; to read, sign and complete statement 21 on page 3; and to complete and sign the Florida Residency Statement on page 5.
- ✍ **Talented Twenty Program:** If you graduate from a Florida public high school in the top 20% of your class, have taken the required 19 credits, and submitted an ACT or SAT test score you are guaranteed admission into the SUS, although not necessarily into the university of your choice.

### **2. Official Transcripts**

The following transcripts must be sent to the Office of Admissions at the address of the university you check on page 4. Request that your current name and Social Security Number be added to the transcript if necessary. All transcripts and test scores become the sole property of the university.

- ✍ If you are a beginning freshman or transfer applicant with less than 60 semester hours of transferable academic credit, ask your high school to forward your official secondary school record.
- ✍ If you have attempted any coursework either as dual enrollment in high school or following high school, ask each school to forward an official transcript of your academic record. Transcripts must be mailed directly from the institution or forwarded electronically.
- ✍ Completers of high school by GED must provide an official copy of test scores (as well as a partial high school transcript).
- ✍ Transfer students who completed 2 years of the same foreign language in high school must submit official high school transcripts.

### **3. Admission Test Scores**

It is your responsibility to make the necessary arrangements to take the appropriate tests. Contact your school counseling office.

- ✍ ACT or SAT scores are required if you are seeking admission as a freshman or transfer with less than 60 semester hours of transferable academic credit. Have the official test scores forwarded directly to the university by the testing agency.
- ✍ Transfer students seeking admission to State Approved Teacher Education programs should contact the university to which they are applying to determine if there are further criteria or test scores required for admission.
- ✍ Applicants whose native language is not English may be required to take the Test of English as a Foreign Language and have their scores submitted by the Educational Testing Service.

### **4. Additional Information: Admission Consideration Based on Disability**

- ✍ If you wish to request special admission consideration based on a disability, the SUS will consider this information within the following guidelines: (1) documentation regarding the disability will need to be provided on a voluntary basis, (2) all information will be kept confidential, (3) refusal to provide information will not subject the applicant to adverse treatment, and (4) information will only be used in connection with the university's voluntary efforts to overcome the effects of conditions that may have resulted in limited participation of persons with disabilities. See item 12, page 2.



**Failure to answer these questions will delay processing of your application.**

**15.** If your answer to any of the following is yes, you must submit a full statement of relevant facts on a separate sheet attached to this form. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings.

- a.**  Yes  No Are you currently or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?
- b.**  Yes  No Have you ever been charged with a violation of the law which resulted in, or, if still pending, could result in, probation, community service, a jail sentence, the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200 or more)?

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to 15a or 15b, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

**16.** If you have taken or plan to take any of the tests below, enter the month and year. Official records of all test scores must be provided.

Test	1st Time		2nd Time		3rd Time		4th Time	
	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.	Mo.	Yr.
ACT								
SAT								
TOEFL								
CLAST								

**17.** Have you completed the SUS foreign language requirement?  
 Yes  No

If yes, where?  
 High School  College

If yes, please submit appropriate official transcripts.

**18.** Present High School/College Enrollment

- a. If you are currently enrolled in a high school, college, or university, list all high school and college level courses which you are now taking or expect to complete before entering this university. Use a separate sheet if necessary.
- b. If you are not currently enrolled and do not expect to complete any courses, check here.

**Courses for Which You Are Now Enrolled**

**Courses You Expect to Complete Before Entering**

Name of Institution: Title of Course	Course No.	Date Course Will End		Credit Hrs. (Sem./Qtr.)
		Mo.	Yr.	

Name of Institution: Title of Course	Course No.	Date Course Will End		Credit Hrs. (Sem./Qtr.)
		Mo.	Yr.	

**19. For Non-U.S. Citizens Only:**

City and Country of Birth \_\_\_\_\_  
 What VISA do you presently hold?  F1  F2  J1  J2  None  Other: \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 What VISA are you applying for?  F1  F2  J1  J2  None  Other: \_\_\_\_\_ Mo. Yr.  
 Which institution issued your last I-20? \_\_\_\_\_ Did you attend?  Yes  No  
 If a permanent immigrant, enter the alien registration number shown on your I-551 form: \_\_\_\_\_ or you must provide a photocopy of your Alien Registration card.

**20.** Provide a history of your activities since leaving high school. List chronologically how you have spent or plan to spend your time prior to entering this university (employment, military service, etc.). Use a separate sheet if necessary.

Activity	City, State or Nation	From		To	
		Mo.	Yr.	Mo.	Yr.

**21. Important. You must read and sign the following section in order to complete your application to this university.**

I understand that this application is for admission to the university designated on page 4 and is valid only for the term indicated in item 2 on page 2. I also understand and agree that I will be bound by the university's regulations concerning application deadline dates and admission requirements. I further agree to the release of any transcript, student record, and test scores to this institution (including any SAT-I, SAT-II, and ACT score reports that this institution may request from the College Board or ACT).

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residence statement may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Regents and the rules and regulations of the university. Should any of the information I have given change prior to my enrollment at the university, I shall immediately notify the Office of Admissions.

I understand that the \$20 check or money order I submit with this application is a nonrefundable fee.

Applicant's Original Signature (in ink) \_\_\_\_\_

U.S. Social Security Number \_\_\_\_\_

Date \_\_\_\_\_

## State University System Application Addresses

Please select one (1) State University System institution from the list below. Attach a check or money order for twenty dollars (\$20) payable to the selected institution. If you wish to apply to another SUS institution, you must complete a separate application and submit an additional twenty dollar (\$20) application fee to that institution.

Staple  
\$20  
Application Fee  
Here

### You are encouraged to apply on-line.

✍ **Florida A&M University**      [www.famu.edu](http://www.famu.edu)  
Tallahassee, FL 32307-3200  
*Personal statements are required for admission.*

✍ **University of Florida**      [www.ufl.edu](http://www.ufl.edu)  
Box 2946, Gainesville, FL 32602-2946  
✍ **University of Florida Early Decision**  
*Personal statements are required for admissions.  
One written recommendation required.*

✍ **Florida Atlantic University**      [www.fau.edu](http://www.fau.edu)  
Boca Raton, FL 33431-0991  
*Personal statements are not required for admission.*

✍ **University of North Florida**      [www.unf.edu](http://www.unf.edu)  
Jacksonville, FL 32224-2659  
*Personal statements are not required for admission.*

✍ **FAU Honors College**      [www.honorscollege.edu](http://www.honorscollege.edu)  
Jupiter, FL 33458  
*Supplemental application materials are required.*

✍ **University of South Florida**      [www.usf.edu](http://www.usf.edu)  
Tampa, FL 33620-6900  
*Personal statements are not required for admission.*

✍ **Florida Gulf Coast University**      [www.fgcu.edu](http://www.fgcu.edu)  
Ft. Myers, FL 33965-6565  
*Personal statements are not required for admission.*

✍ **New College of Florida**      [www.ncf.edu](http://www.ncf.edu)  
Sarasota, FL 34243-2197  
*Personal statements are required for admission.*

✍ **Florida International University**      [www.fiu.edu](http://www.fiu.edu)  
Miami, FL 33199-0001  
*Personal statements are not required for admission.*

✍ **University of West Florida**      [uwf.edu](http://uwf.edu)  
Cashier's Office, Pensacola, FL 32514-5750  
*Personal statements are not required for admission.*

✍ **Florida State University**      [www.admissions.fsu.edu](http://www.admissions.fsu.edu)  
Box 5000, Tallahassee, FL 32314-5000  
*Personal statements are required for admission.*

If applicable, enter name of Center/Branch/Regional/Area Campus: \_\_\_\_\_

Have you previously submitted an application to this university?    ✍ No    ✍ Yes    Term \_\_\_\_\_    Year \_\_\_\_\_

✍ **University of Central Florida**      [www.ucf.edu](http://www.ucf.edu)  
P. O. Box 628286, L-2031  
Orlando, FL 32891-7059  
*Personal statements are strongly recommended for admission.*

Have you ever attended this university?    ✍ No    ✍ Yes  
From \_\_\_\_\_ to \_\_\_\_\_

### **Personal Statement (for freshmen applicants only)**

The personal statement is a very important part of your application. It assists the University in knowing you as an individual, independent of test scores and other objective data. We ask that you respond to two of the topics below. Your personal statement should be no longer than 250 words each or a total of 500 words for both personal statements. The best personal statements are not necessarily the longest ones.

- 1) Describe an activity, interest, experience, or achievement in your life (this could be a book, movie or an activity or experience at work, home or school) that has been particularly meaningful to you.
- 2) How has your family history, culture, or environment influenced who you are?
- 3) What qualities or unique characteristics do you possess that would allow you to contribute to the university community?

## Information for Residency Classification

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Regents. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

### Non-Florida Residents

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency classification.

Signature in Ink: \_\_\_\_\_ Date: \_\_\_\_\_

### Florida Residents

*This section must be completed in full if you claim Florida residency for tuition purposes.*

**Attach copies (if any) of documents required.**

A notarized copy of your and/or your parents' most recent tax return or other documentation **may** be requested to establish dependence/independence.

**Dependent:** a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.

**Independent:** a person who provided more than 50% of his/her own support.

A copy of marriage certificate is required in all cases of spouse claiming partner's residency.

- A. I am an **independent person** and have maintained legal residence in Florida for at least 12 months.
- B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- C. I am a **dependent person** who has resided for **five years** with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 months. (**Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- D. I am **married to a person** who has maintained legal residence in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. (**Required:** Copy of marriage certificate, claimant's voter registration, driver license and vehicle registration.)
- E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile **less than 12 months** ago and am now re-establishing Florida legal residence.
- F. According to the United States Immigration and Naturalization Service, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least 12 months. (**Required:** INS documentation and proof of Florida residency status.)
- G. I am a **member of the armed services** of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. (**Required:** Copy of military orders or DD2058 showing home of record.)
- H. I am a full-time instructional or administrative employee **employed by a Florida public school, community college or institution of higher education**, or I am the **employee's spouse or dependent child**. (**Required:** Copy of employment verification.)
- I. I am part of the **Latin American/Caribbean Scholarship program**. (**Required:** Copy of scholarship papers.)
- J. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program** (s.240.551, F.S.).
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student's spouse or dependent child. (**Required:** Copy of marriage certificate or proof of dependency.)
- L. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- M. I am a **Southern Regional Education Board's** Academic Common Market graduate student. (**Required:** Certification letter from State Coordinator.)
- N. I am a **McKnight Fellowship** recipient. (**Required:** Verification from graduate studies.)
- O. I am an active member of Florida National Guard who qualifies under s.250.10 (7) and (8) for the tuition assistance program.

### Person claiming residency must complete this section in full.

Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the first day of classes** of the term for which a Florida resident classification is sought. All documentation is subject to verification.

Additional documentation other than what is required above may be requested in some cases.

- |   |  |
|---|--|
| 1. Name of Student: _____                           | 2. Student's Social Security Number: _____ / _____ / _____ |
| 3. Name of person claiming Florida residency: _____ | 4. Claimant's relationship to student: _____               |
| 5. Claimant's permanent legal address: _____        | 6. Claimant's telephone number: (____) _____               |

- |   |                              |                   |   |
|---|------------------------------|-------------------|---|
| 7. Date claimant began establishing legal Florida residence and domicile: _____ / _____ / _____ | Apt. No. _____               | City _____        | State _____ Zip Code _____                      |
| 8. Claimant's <b>voter registration</b> :   | State: _____                 | Number: _____     | County: _____ Issue Date: _____ / _____ / _____ |
| 9. Claimant's <b>driver license</b> :   | State: _____                 | Number: _____     | Issue Date: _____ / _____ / _____               |
| 10. Claimant's <b>vehicle registration</b> :  | State: _____                 | Tag Number: _____ | Issue Date: _____ / _____ / _____               |
| 11. <b>Non-U.S. Citizen only</b> :  | Resident Alien Number: _____ |                   | Issue Date: _____ / _____ / _____               |

*(Copy of both sides of card required.)*

**I do hereby swear or affirm** that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to Rule 6C-7.005 F.A.C.

