

## Guidelines and Requirements for Admission as a Postbaccalaureate Student

■ Postbaccalaureate applicants should coordinate with the department in which they desire admission before submitting the application and non-refundable application fee.

### Postbaccalaureate Admission

#### ■ Admission to Postbaccalaureate Studies

Postbaccalaureate study is for students who already have received a baccalaureate degree from an accredited institution. The university has limited space available for postbaccalaureate studies. Applicants should communicate their intentions with their proposed program before they apply.

#### Options for Postbaccalaureate Studies

Applicants must select a specific purpose; options are limited and are not available in all colleges and schools.

- Certificate Program/State Licensure
- Teacher Certification
- Prerequisites for graduate study
- Distance Learning

#### ■ When to Apply

Applications are accepted one year in advance. Some departments have deadlines for applications and supporting records that are earlier than the general university deadlines. **All applicants should verify their program's deadline with the appropriate department.**

**Admission notification will be mailed to the applicant directly from the department.**

#### ■ Application and Fee

Mail the application and \$30 non-refundable application fee to the University of Florida,

Office of Admissions, PO Box 2946, Gainesville, FL 32602-2946.

#### ■ Transcript Requirements

Applicants must ensure that official transcripts are sent from each higher-education institution attended to the University of Florida, Office of Admissions, PO Box 114000, Gainesville, FL 32611-4000. Students who have previously attended the university do not need to request University of Florida transcripts. Applicants who currently are enrolled at another institution must send updated transcripts as soon as grades for that term are available.

#### ■ Test Score Requirements

Proficiency in the English language is required of applicants from countries (including Puerto Rico) where English is not the official language. These applicants must submit official scores from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB). This requirement may be waived if you have been enrolled in a degree seeking program for one academic year (in a country where English is the official language) prior to your anticipated term of enrollment at UF. Official test scores must be sent to the University of Florida, Office of Admissions, PO Box 114000, 201 Criser Hall, Gainesville, FL 32611-4000.

Send the application and \$30 non-refundable application fee to the University of Florida, Office of Admissions, PO Box 2946, Gainesville, FL 32602-2946. **Send official transcripts from each institution to the University of Florida, Office of Admissions, PO Box 114000, 201 Criser Hall, Gainesville, FL 32611-4000. (352-392-1365)**

Legal Name: Last/ Family/Surname	First/Given Name	Middle/Maiden	Social Security Number: - - -	UFID (if known) -
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Permanent Mailing Address: (include street & number, city, state, and zip) **Correspondence will be mailed to this address.**

Current Mailing Address: (include street & number, city, state and zip)

Phone Number:	Work Phone Number:	E-mail Address:	Do you request special admission consideration because of a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation will be required.
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Date of Birth: - -	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nation of Citizenship: <input type="checkbox"/> United States <input type="checkbox"/> Other: _____	Non-U.S. citizens only: Are you a permanent resident alien? <input type="checkbox"/> Yes; attach a copy of both sides of your permanent resident alien card. <input type="checkbox"/> No; what visa do you presently hold? _____
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UF is a recipient of federal dollars and is required by the federal government to solicit certain demographic information to meet federal reporting requirements. Applicants are requested to provide this information voluntarily. This information will not be utilized in a discriminatory manner.

**Ethnicity:**  
Are you Hispanic? \_\_\_\_ Yes \_\_\_\_ No  
How would you describe yourself? Choose one or more:  
 \_\_\_\_ American Indian or Alaska Native      \_\_\_\_ Asian      \_\_\_\_ Black/African American  
 \_\_\_\_ Hawaii Native or Other Pacific Islander      \_\_\_\_ White

**Veteran Status:**  
Are you a member or veteran of the U.S. military? \_\_\_\_ Yes \_\_\_\_ No  
If "Yes", check the box to the right if you served on or after September 11, 2001   
Are you eligible to receive VA educational benefits as the spouse or dependent child of a veteran of the U.S. military? \_\_\_\_ Yes \_\_\_\_ No

Anticipated Term/Year of Enrollment:  Fall-August 20\_\_  Spring-January 20\_\_  Summer A/C-May 20\_\_  Summer B-June 20\_\_

College or school you wish to enter: \_\_\_\_\_ What is your planned major department? \_\_\_\_\_  
 Have you ever attended UF?  Yes  No  
 Are you currently enrolled at UF?  Yes  No

Select one option:  Certificate/Licensure  Teacher Certification  Graduate Study Prerequisites  Distance Learning

**List all colleges or universities attended.** Include the University of Florida if you are a current or former student. **Use additional paper, if necessary.** Other names that may appear on your transcript: \_\_\_\_\_

Office Use	Institution — include city and state	Major	From		To		Earned	Will Earn	Date	
			Month	Year	Month	Year			Month	Year
			/	/	/	/			/	/
			/	/	/	/			/	/

**Activities and locations:** Indicate how you spent or how you plan to spend all time from graduation until enrollment at the University of Florida. **Use additional paper, if necessary.**

Position/Activity	Location — include city and state	From		To	
		Mo/Yr	Mo/Yr	Mo/Yr	Mo/Yr
		/	/	/	/
		/	/	/	/

**Failure to answer these questions will delay processing of your application.** If you answer yes to any of the following questions, submit a full statement of the relevant facts and attach to this form. You may be required to furnish the university with copies of all official documents explaining the final disposition of the proceedings.

Yes  No Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?  
 Yes  No Have you ever been charged with a violation of the law that resulted in probation, community service, a jail sentence or the revocation or suspension of your driver's license (including traffic violations that 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, answer yes and disclose all incidents fully to avoid risk of disciplinary action or revocation of your admission offer.

I certify that the information given in this application is complete 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 Florida Board of Education and the rules and regulations of the University of Florida. Should any of the information I have given change prior to my entry to the university, I shall notify the University of Florida, Office of Admissions immediately.

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_  
**Date**

**All applicants must complete the residency form.**



## PROGRAM DIRECTORY

Fisher School of Accounting	352-273-0200	<a href="http://www.cba.ufl.edu/fsoa">www.cba.ufl.edu/fsoa</a>
College of Agricultural and Life Sciences	352-392-2251	<a href="http://www.cals.ufl.edu">www.cals.ufl.edu</a>
M.E. Rinker Sr. School of Building Construction	352-273-1150	<a href="http://www.bcn.ufl.edu">www.bcn.ufl.edu</a>
Warrington College of Business Administration	352-392-2397	<a href="http://www.cba.ufl.edu">www.cba.ufl.edu</a>
College of Dentistry	352-273-5955	<a href="http://www.dental.ufl.edu">www.dental.ufl.edu</a>
College of Design, Construction and Planning	352-392-4836	<a href="http://www.dcp.ufl.edu">www.dcp.ufl.edu</a>
College of Education	352-392-0728	<a href="http://www.coe.ufl.edu">www.coe.ufl.edu</a>
College of Engineering	352-392-6000	<a href="http://www.eng.ufl.edu">www.eng.ufl.edu</a>
College of Fine Arts	352-392-0207	<a href="http://www.arts.ufl.edu">www.arts.ufl.edu</a>
School of Forest Resources and Conservation	352-846-0850	<a href="http://www.sfrc.ufl.edu">www.sfrc.ufl.edu</a>
College of Health and Human Performance	352-392-0578	<a href="http://www.hhp.ufl.edu">www.hhp.ufl.edu</a>
Center for Latin American Studies	352-392-0375	<a href="http://www.latam.ufl.edu">www.latam.ufl.edu</a>
College of Journalism and Communications	352-392-0466	<a href="http://www.jou.ufl.edu">www.jou.ufl.edu</a>
Levin College of Law	352-273-0890	<a href="http://www.law.ufl.edu">www.law.ufl.edu</a>
College of Liberal Arts and Sciences	352-392-0780	<a href="http://www.clas.ufl.edu">www.clas.ufl.edu</a>
College of Medicine	352-392-4569	<a href="http://www.med.ufl.edu">www.med.ufl.edu</a>
School of Natural Resources and Environment	352-392-5870	<a href="http://www.snre.ufl.edu">www.snre.ufl.edu</a>
College of Nursing	352-273-6400	<a href="http://con.ufl.edu">con.ufl.edu</a>
College of Pharmacy	352-273-6312	<a href="http://www.cop.ufl.edu">www.cop.ufl.edu</a>
College of Public Health & Health Professions	352-273-6379	<a href="http://www.phhp.ufl.edu">www.phhp.ufl.edu</a>
College of Veterinary Medicine	352-392-2213	<a href="http://www.vetmed.ufl.edu">www.vetmed.ufl.edu</a>
Distance Learning	352-392-1711	<a href="http://www.distantlearning.ufl.edu">www.distantlearning.ufl.edu</a>

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 residency in Florida for at least 12 consecutive months preceding the first day of classes of the term for which Florida residency is sought. 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 U.S. Citizenship and Immigration Services. Other persons not meeting the 12 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 the State Board of Education. 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. Residence for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent, has moved from another state.**

**Non-Florida Residents:** I understand that I do not qualify as a Florida resident for tuition purposes for the term to which I have applied. I also understand that if I should qualify for Florida residency in some future term, I must file the required documentation prior to the beginning of that term.

\_\_\_\_\_  
Signature (in ink) UFID Date

**Florida Residents:** Complete this section in full if you claim Florida residency for tuition purposes. **Attach required documentation (if any).**

- A copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.
  - Dependent:** a person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code. **Independent:** a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, per the U.S. Department of Education for the purposes of federal aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence.
- A copy of marriage certificate is required in **all cases** of a spouse claiming a partner's residency.
- A. I am an **independent person** and have maintained legal residence in Florida for at least the past 12 consecutive months.
- B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive 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 the past 12 consecutive 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 the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (**Required:** Copy of marriage certificate and other documents required to establish residency.)
- 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 U.S. Citizenship and Immigration Services, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least the past 12 consecutive months. (**Required:** USCIS documentation and proof of Florida residency status.)
- G. I am a **member** (or the spouse/dependent child of) of the **Armed Services of the United States**, and am currently stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida. (**Required:** Copy of military orders or DD2058 showing home of record.)
- H. I am a full-time instructional or administrative employee (or the spouse/dependent child of) **employed by a Florida public school, community college or institution of higher education.** (**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.1009.98, F.S.) (**Required:** Copy of Florida prepaid recipient card.)
- K. I am a U.S. citizen (or the spouse/dependent child of) **living on the Isthmus of Panama** and have completed 12 consecutive months of college work at the FSU Panama Canal Branch. (**Required:** Copy of marriage certificate or proof of dependency.)
- L. I am a **Southern Regional Education Board's Academic Common Market** graduate student. (**Required:** Certification letter from state coordinator.)
- M. 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.
- N. I am a **McKnight Fellowship recipient.** (**Required:** Verification from graduate studies.)
- O. I am an active member of the **Florida National Guard** who qualifies under s.250.10 (7) and for the tuition assistance program.
- P. I am an **active duty member** (or the spouse/dependent child of) of the **Armed Services of the United States** attending a public college or university within 50 miles of the military establishment where the member is stationed, if such a military establishment is in a county contiguous to Florida.
- Q. I am an **active duty member** (or spouse/dependent child of) of the **Canadian military** residing or stationed in this state under the North American Air Defense (NORAD) Agreement, attending a public college or university within 50 miles of the military establishment where the active duty member is stationed.
- R. I am a U.S. citizen living outside the U.S. who is **teaching at a Department of Defense Dependent School or in an American International School** and who has enrolled in a graduate-level education program that leads to a Florida teaching certificate.
- S. I am an **active duty member** (or spouse/dependent child of) of a **foreign nation's military who is serving as a liaison officer.** I am residing or stationed in Florida and attending a public college or university within 50 miles of the military establishment where I am stationed.

**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 start** of the term.
- Additional documentation also may be requested. All documentation is subject to verification.

**PLEASE PRINT**

1. Name of Student: \_\_\_\_\_ 2. UFID: \_\_\_\_\_

3. Name of person claiming Florida residency: \_\_\_\_\_ 4. Claimant's relationship to student: \_\_\_\_\_

5. Claimant's permanent legal address: \_\_\_\_\_  
Street / PO Number / Apartment

6. ( ) \_\_\_\_\_  
Claimant's telephone number City State Zip

7. Date claimant began establishing legal Florida residence and domicile: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Claimant's voter registration State: \_\_\_\_\_ Number: \_\_\_\_\_ County \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

9. Claimant's driver's license State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

10. Claimant's vehicle registration State: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

11. Non-U.S. citizen only 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 the 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.

\_\_\_\_\_  
Signature (in ink) of person claiming Florida residency as listed on Item #3 above Date