



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 post baccalaureate studies. Applicants should communicate their intentions with their proposed academic unit 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 Office of Admission, P.O. Box 2946, Gainesville, FL 32602-2946.

■ Transcript Requirements

Applicants must ensure that official transcripts are sent from each higher-education institution attended to the Office of Admission, P.O. 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

All applicants from countries in which English is not the official language, including U. S. territories and protectorates, must present scores from the Test of English as a Foreign Language (TOEFL). This requirement may be waived if the applicant has spent at least one academic year at a college or university in a country where English is the official language, excluding Intensive English Language programs.

■ Directory

Fisher School of Accounting	352-273-0200 www.cba.ufl.edu/fsoa
College of Agricultural and Life Sciences	352-392-2251 www.cals.ufl.edu
M.E. Rinker Sr. School of Building Construction	352-273-1150 www.bcn.ufl.edu
Warrington College of Business Administration	352-392-2397 www.cba.ufl.edu
College of Dentistry	352-392-2911 www.dental.ufl.edu
College of Design, Construction and Planning	352-392-4836 www.dcp.ufl.edu
College of Education	352-392-0728 www.coe.ufl.edu
College of Engineering	352-392-6000 www.eng.ufl.edu
College of Fine Arts	352-392-0207 www.arts.ufl.edu
School of Forest Resources and Conservation	352-846-0850 www.sfrc.ufl.edu
College of Health and Human Performance	352-392-0578 www.hhp.ufl.edu
College of Journalism and Communications	352-392-6557 www.jou.ufl.edu
Center for Latin American Studies	352-392-0375 www.latam.ufl.edu
Levin College of Law	352-392-2087 www.law.ufl.edu
College of Liberal Arts and Sciences	352-392-0780 www.clas.ufl.edu
College of Medicine	352-392-3690 www.med.ufl.edu
School of Natural Resources and Environment	352-392-9230 snre.ufl.edu
College of Nursing	352-273-6400 con.ufl.edu
College of Pharmacy	352-273-6312 www.cop.ufl.edu.uzma
College of Public Health and Health Professions	352-273-6379 www.phhp.ufl.edu
College of Veterinary Medicine	352-392-4700 www.vetmed.ufl.edu
Distance Learning	352-392-1711 www.fcd.ufl.edu

■ Important Web sites

Application Deadlines – www.admissions.ufl.edu/grad/postbacc.html

Division of Housing – www.housing.ufl.edu

Office of Admission – www.reg.admissions.ufl.edu

Office of the University Registrar – www.registrar.ufl.edu

Student Financial Affairs – www.ufsa.ufl.edu/sfa

ISIS - Integrated Student Information System – www.isis.ufl.edu

UF Home Page – www.ufl.edu

For additional information, contact the Office of Admission at 352-392-1365.



Send the application and \$30 non-refundable application fee to the Office of Admission, P.O. Box 2946, Gainesville, FL 32602-2946. Send official transcripts from each institution to the Office of Admission, P.O. Box 114000, 201 Criser Hall, Gainesville, FL 32611-4000. Phone 352-392-1365.

Form with fields for Legal Name, Social Security Number, Mailing Addresses, Phone Number, Date of Birth, Gender, Nation of Citizenship, and various checkboxes for admission requirements.

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:

Table with columns: Office Use, Institution, Major, From Month/Year, To Month/Year, Earned, Will Earn, Date Month/Year.

If English is not your native language and if you have not been enrolled for one year or longer at an institution in an English-speaking country, the Test of English as a Foreign Language (TOEFL) is required. Residents of U.S. territories and protectorates must submit TOEFL scores. Test Date of TOEFL:

Occupational or Professional Experience After Graduation From College: 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.

Table with columns: Position/Activity, Location, From Mo/Yr, To 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.

Checkboxes for disciplinary action and law violations. Includes text: 'Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?' and '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...'

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.

Applicant's Signature _____ Date _____

RES: MAJ: TRK: COL: HI: COLF: APCD: MES: CDT:

All applicants must complete the reverse side of this form.

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 residency 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 Bureau of Citizenship and Immigration Services. 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 the Florida 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.

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. If I

Signature (in black ink)

UFID

Date

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

- 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 provides more than 50% of his/her own support.
- 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 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 residence.)
 - D. I am **married to a person** who has maintained legal residence in Florida for at least 12 months. I now have established legal residence and intend to make Florida my permanent home. (Required: Copy of marriage certificate, claimant's voter registration, driver's 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 I 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 am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am the 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 **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 duty member of the **Florida National Guard** who qualifies under s.250.10 (7) and (8) for the tuition assistance program.
 - P. I am an **active duty member** (or spouse of) of the **Armed Services of the United States** attending a public community 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 of Florida.
 - Q. I am an **active duty member** (or spouse or dependent child of) of the **Canadian military** residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, attending a public community college or university within 50 miles of the military establishment where the active

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. UFID: _____

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

5. Claimant's permanent legal address: _____

6. () _____ Street / P.O. Number / Apartment

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, and to B.O.E. Rule 6C-6.001(6), F.A.C.)

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

Date