

## Guidelines and Requirements

■ 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.

Review specific details for postbaccalaureate study in the following programs:

- Pre Health Post Bac (PHPB)  
<http://www.clas.ufl.edu/prehealthpostbac/>
- Food Science and Human Nutrition Licensure/  
Certification  
<http://fshn.ifas.ufl.edu/>
- Microbiology & Cell Science Online B.S. Degree  
<http://microbiology.ifas.ufl.edu/apply/post-baccalaureate-students/>

### Options for Postbaccalaureate Studies

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

- Pre Health Post Bac (PHPB)
- Teacher Certification
- Prerequisites for graduate study
- Distance Learning
- Licensure/Certification

### ■ When to Apply

Applications are accepted one year in advance.

**All applicants should verify their program's deadline with the appropriate department.**

■ **The Self-Reported GPA Computation Worksheet must be completed.**

### ■ 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 32627-2946.

### ■ 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.

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

Send the application and \$30 **non-refundable** application fee to the University of Florida, Office of Admissions, PO Box 2946, Gainesville, FL 32627-2946. **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) -
Permanent Mailing Address: (include street & number, city, state, and zip) <b>Correspondence will be mailed to this address.</b>				
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.	
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? _____	
<p>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.</p> <p><b>Ethnicity:</b> Are you Hispanic? <input type="checkbox"/> Yes <input type="checkbox"/> No      <b>How would you describe yourself?</b> Choose one or more:</p> <p><input type="checkbox"/> American Indian or Alaska Native      <input type="checkbox"/> Asian      <input type="checkbox"/> Black/African American  <input type="checkbox"/> Hawaii Native or Other Pacific Islander      <input type="checkbox"/> White</p>				
<p><b>Veteran Status:</b> Are you a member or veteran of the U.S. military? <input type="checkbox"/> Yes: Active Duty      <input type="checkbox"/> Yes: Veteran      <input type="checkbox"/> No          If "Yes", check the box to the right if you served on or after September 11, 2001 <input type="checkbox"/></p> <p>Are you eligible to receive VA educational benefits as the spouse or dependent child of a veteran of the U.S. military? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
Anticipated Term/Year of Enrollment: <input type="checkbox"/> Fall-August 20__ <input type="checkbox"/> Spring-January 20__ <input type="checkbox"/> Summer A/C-May 20__ <input type="checkbox"/> Summer B-June 20__				
College or school you wish to enter:	What is your planned major department?	Have you ever attended UF? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently enrolled at UF? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Select one option: <input type="checkbox"/> Pre Health (PHPB) <input type="checkbox"/> Teacher Certification <input type="checkbox"/> Graduate Study Prereqs <input type="checkbox"/> Distance Learning <input type="checkbox"/> Licensure/Certification				

**List all colleges or universities attended.** Include the University of Florida. **Use additional paper, if necessary.**  
 Self-Reported Junior/Senior GPA: \_\_\_\_\_ Other names on your transcript: \_\_\_\_\_

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

At the University of Florida, all references to criminal history in admissions applications are separated upon receipt and applications are reviewed for admission without awareness of whether the applicant checked the box related to criminal justice history. A separate team of specially trained University professionals on campus security and consultation assessment will evaluate whether a past criminal offense would justify a denial of admission and make a recommendation to the Director of Admissions

Simply acknowledging a prior criminal history is not necessarily a bar to admission and applicants with a criminal justice history should not be discouraged from applying.

**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?

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**

\* The Federal Privacy Act of 1974 and Section 119.071(5)(a)2, 5(a)3 and 5(a)4 of Florida Statutes authorizes the university to require the disclosure of Social Security Numbers by applicants and students for the purpose of identification and verification of student records, including registration, financial aid and academic records and for verification of identity in the provision of university services. The university does not use your Social Security Number for student identification. It is only used to assign your UF student identification number (UFID).

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

Name: \_\_\_\_\_  
(Please print)

UFID: \_\_\_\_\_

Applicants for postbaccalaureate study at the University of Florida are required to compute their college-level junior and senior year grade point average, unless your institution uses a non-traditional grading system. This GPA will be verified by the university. An accurate self-reported GPA will help to expedite the processing of your application.

**Please use these guidelines:**

- Junior and senior level study refers specifically to all coursework taken after the term during which you earned 60 semester hours or 90 quarter hours. Typically, these courses are taken in the third and fourth years of study. This coursework continues until you graduate with a baccalaureate degree.
- If you apply to graduate school before you have graduated, your calculation of grade point average (GPA) would continue up to but not include the current term of enrollment. The current term is considered a term in progress.
- This GPA calculation includes all coursework completed. Do not include courses that were dropped or courses that do not award letter grades (e.g., satisfactory / unsatisfactory grades). However, if you have repeated a course, both grades must be included.
- When the GPA is computed, the result is truncated after the first decimal place.

**Converting quarter hours to semester hours:**

- If all hours were earned at institutions using only quarter hours, you do not have to convert to semester hours but may use quarter system credit hours to complete the calculation.
- Do not combine quarter credit hours with semester credit hours; instead, convert quarter hours to semester hours using the following equations:

1 quarter hour = 2/3 semester hour **OR** 3 quarter hours = 2 semester hours

For example: 24 quarter hours x 2/3 = 16 semester hours.

**Grades:**

A = 4	B+ = 3.33	C+ = 2.33	D+ = 1.33	E = 0.0 (failing grade)
A- = 3.67	B = 3	C = 2	D = 1.0	I = 0.0 (incomplete)
	B- = 2.67	C- = 1.67	D- = 0.67	

Sample:					Use this form to calculate your Junior - Senior Year GPA			
Grade	Credit Hours		Grade Value	Grade Points	Grade	Number of Credit Hours	Multiply by	Number of Grade Points
A	15	x	4.0	=	A		x 4.0 =	
A-		x	3.67	=	A-		x 3.67 =	
B+	8	x	3.33	=	B+		x 3.33 =	
B		x	3.0	=	B		x 3.0 =	
B-		x	2.67	=	B-		x 2.67 =	
C+		x	2.33	=	C+		x 2.33 =	
C	7	x	2.0	=	C		x 2.0 =	
C-		x	1.67	=	C-		x 1.67 =	
D+		x	1.33	=	D+		x 1.33 =	
D		x	1.0	=	D		x 1.0 =	
D-		x	0.67	=	D-		x 0.67 =	
E	3	x	0.0	=	E		x 0.0 =	
	33							
Grade Points		=	100.64		Totals			
Credit		=	33	= 3.0				
						Total Grade Points	=	_____
						Total Credit Hours	=	_____
							=	Result _____

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 (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be a bona fide 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, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the twelve-month legal residence requirements 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 pursuant to section 1009.21, Florida Statutes. 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 upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

**PLEASE PRINT if submitting hard copy.**

Name of Student: \_\_\_\_\_ UFID: \_\_\_\_\_  
 Student is a:  U.S. Citizen  Non-U.S. Citizen  Permanent Resident  Other Date of Birth: \_\_\_\_\_  
 Alien Registration Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Visa Category: \_\_\_\_\_

*All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.*

**NON-FLORIDA RESIDENT**

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form except for the signing below.

Student Name: \_\_\_\_\_ UFID: \_\_\_\_\_  
 Signature of Student: (Electronic or ink): \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES:**

I qualify as a **resident** for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that: *(select one of the options below)*:

- I am a **dependent student**, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." A copy of your parent's tax return may be requested to establish dependence.
- I am an **independent person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial 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 *(including financial independence.)* A copy your tax return may be requested to establish independence.
- I meet residency requirements through one of the Qualifications by Exception below (check appropriate exception):

**TERM OF APPLICATION:** (check one):  FALL  SPRING  SUMMER YEAR: 20 \_\_\_\_\_

**QUALIFICATION BY EXCEPTION (to be completed by the student)**

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (documentation required):

- I am a **qualified beneficiary** under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) **(Required: Copy of Florida Prepaid Recipient card)**
- 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/or other documents required to establish residency.)**
- I was **previously enrolled at a Florida state postsecondary institution** and classified as a Florida resident for tuition purposes. I am **transferring** to another Florida state postsecondary institution within 12 months of the previous enrollment.
- I was **previously enrolled at a Florida state postsecondary 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.**
- Active duty members** of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the **Florida National Guard.** **(Required: Copy of military orders or DD2058 showing home of record)**
- Active duty members** of the **Armed Services of the United States** and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. **(Required: Copy of military orders)**
- United States citizens **living on the Isthmus of Panama** who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. **(Required: Copy of marriage certificate or proof of dependency.)**
- Full-time instructional and administrative personnel **employed by state public schools and institutions of higher education** and their spouses and dependent children. **(Required: Employment verification)**
- Students from **Latin America and the Caribbean** who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. **(Required: Proof of scholarship and Latin America or Caribbean residency)**

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- Southern Regional Education Board's Academic Common Market** graduate students attending Florida's state universities. *(Required: Certification letter from State Academic Common Market Coordinator)*
- Full-time employees of state agencies or political subdivisions of the state** when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. *(Required: Employment verification/payment agreement)*
- McKnight Doctoral Fellows and Finalists** who are United States citizens. *(Required: Verification from graduate studies)*
- United States citizens **living outside the United States** who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program that leads to a Florida teaching certificate. *(Required: Proof of enrollment in graduate [program for FL teaching certificate])*
- Active duty members of the Canadian military** residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. *(Required: Proof of active duty membership for specified purpose)*
- Active duty members of a foreign nation's military who are serving as liaison officers** and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. *(Required: Proof of active duty membership for specified purpose)*

**TO BE COMPLETED BY THE CLAIMANT/PERSON CLAIMING FL RESIDENCY:**

**NOTE:** If the student is a **dependent**, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. If the student is **independent**, the student is the claimant and will complete this section and provide evidence of residency supporting the claim. No single document shall be conclusive in establishing residency. Additional documentation, other than what is prescribed, may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Claimant/Name of Person Claiming FL Residency: \_\_\_\_\_  
 Claimant's Relationship to Student: \_\_\_\_\_  
 Claimant's Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Date Claimant began establishing legal FL residence (if upon birth, enter birthdate): \_\_\_\_\_

**PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY**

Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

**A. Claimant must provide at least one of the following of his/her personal documentation:**

- Florida voter's registration card number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Florida driver's license number: \_\_\_\_\_ Original Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Florida State identification card number: \_\_\_\_\_ Original Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Florida vehicle registration number: \_\_\_\_\_ Original Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. *(Required: Document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration)*
- Proof of a homestead exemption in Florida. *(Required: Document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence)*
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months. Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_. *(Required: Transcript)*
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. *(Required: Pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer)*

**B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):**

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes
- Florida professional or occupational license  Florida incorporation
- Document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

**RESIDENCY DECLARATION:**

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my status as a Florida resident for tuition purposes.

Student Name (Please Print): \_\_\_\_\_ UFID: \_\_\_\_\_  
 Claimant Name (if not the Student): \_\_\_\_\_  
 Signature of Claimant (Electronic or ink): \_\_\_\_\_ Date: \_\_\_\_\_