ON-CAMPUS ALTERNATIVE CALENDAR CREDIT COURSES, OFF-CAMPUS STANDARD CALENDAR CREDIT COURSES, AND OFF-CAMPUS ALTERNATIVE CALENDAR CREDIT COURSES

REGISTRATION INFORMATION/PROCEDURES

DEADLINE: All forms and fees must be post-marked no later than two (2) weeks from the first schedules class meeting.

INSTRUCTIONS

1. Mail the completed registration form, non-refundable $20 application fee, appropriate tuition fees (check or money order only, made payable to the University of South Florida), and/or valid Fee Waiver, if applicable, to:

   Division of Finance and Accounting – Mail Registration
   University of South Florida
   4202 East Fowler Avenue – ADM 147
   Tampa, FL 33620-5800

2. Refer to current semester University Schedule of Classes or instructor’s matrix for fees

   FEES ARE SUBJECT TO CHANGE

3. Indicate hours for credit or audit in Part III of the Registration Form.

4. Students who has attended classes without being registered must petition the Academic Regulations Committee (ARC) for late registration in undergraduate courses or the Graduate Council for late registration in graduate courses to receive course credit.

Non-degree students who have never attended USF and inactive students who have not been enrolled at USF in any one of the past three terms (12 months) MUST complete the Residency Affidavit portion of this form. Residency Affidavit must be attached for processing. Document 12 mos. legal Fla residence or applicable exception, e.g. teacher, for in-state tuition rate.
# REGISTRATION FORM

## UNIVERSITY OF SOUTH FLORIDA

**Office of the Registrar**

**REGISTRATION FORM**

**DO NOT WRITE IN THE SHADED BOX**

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**College, Major, Classification**

**Residency** ______________________

**Type of Registration:** To be completed by Contact Person/Coordinator

- **Off Campus Standard Calendar Location:** ___________________
- **Off Campus Alternative Calendar Location:** ___________________
- **On Campus Alternative Calendar CHECK LOCATION**
  - Sarasota
  - Lakeland
  - St. Petersburg
  - Tampa
  - Other

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## ON-CAMPUS ALTERNATIVE CALENDAR CREDIT COURSES

## OFF-CAMPUS STANDARD CALENDAR CREDIT COURSE AND OFF-CAMPUS ALTERNATIVE CALENDAR CREDIT COURSES

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## STUDENT INFORMATION

**NAME:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
</tr>
</thead>
</table>

**LOCAL ADDRESS:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**PERMANENT ADDRESS:**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>Telephone</th>
</tr>
</thead>
</table>

**IN AN EMERGENCY**

**NOTIFY:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Relation</th>
</tr>
</thead>
</table>

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1. **Are you a citizen of the United States?**
   - Yes
   - No
   - If no:
     - **A.** Are you a U.S. permanent resident (Green Card Holder)?
       - Yes
       - No
     - **B.** What is your nation of citizenship? _____________________________

2. **Ethnicity (OPTIONAL):**
   - Hispanic or Latino
   - Yes
   - No

   **Race (please check all that apply):**
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Other Pacific Islander
   - White

3. **Home Campus:**
   - Tampa
   - St. Petersburg
   - Sarasota
   - Lakeland

4. **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

5. **Have you ever been arrested or charged with a violation of law which resulted in probation, community service, a jail sentence, revocation or suspension of your driver’s license or in a fine of $200.00 or more?**
   - Yes
   - No

   If your answer to either of the foregoing is yes, you must submit a full statement of relevant facts on a separate sheet attached to this form, and you are required to furnish the University with copies of all official documents explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to this question. The University will undertake to expeditiously review your request for enrollment; however, your registration is conditional until the review is complete.

6. **Are you taking/planning to take courses for teacher certification or recertification in this term?**
   - Yes
   - No

7. **Are you taking/planning to take courses as part of a graduate certificate program?**
   - Yes
   - No

8. **How did you learn about the University of South Florida?**
   - Web
   - Mailing/Brochure
   - Radio
   - Advertisement ___________________________(Name of Newspaper)
   - Friend
   - Employee

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## COURSE INFORMATION

**CRN**

<table>
<thead>
<tr>
<th>Department</th>
<th>Prefix</th>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
</table>

**STUDENT'S SIGNATURE**

**DATE**

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**Semester Credit Hours**

**Permit Approval Stamp**

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**TO BE COMPLETED BY COLLEGE COORDINATOR/CONTACT PERSON**

(Alternative Calendar Courses Only)

<table>
<thead>
<tr>
<th>First Class Meeting</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

**Sponsored by Grant**

**Official Contact Person**

<table>
<thead>
<tr>
<th>(Area Code) Telephone</th>
</tr>
</thead>
</table>

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DISTRIBUTION: BLUE - REGISTRAR  YELLOW (2 COPIES) - FINANCE & ACCOUNTING  GREEN - INSTRUCTOR/COLLEGE  PINK - STUDENT
Student Residency Affidavit

If you believe you qualify as a Florida resident for tuition purposes, complete this form. Additional documentation other than what is described may be required by the University. 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 12 months prior to the first official day of the semester for which you are applying. 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 special categories authorized by the Florida Legislature and the Board of Trustees. All other persons are ineligible for classification as a Florida "resident for tuition purposes".

IT IS IMPORTANT TO KNOW:
• To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the INS.
• Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes. All documentation is subject to verification, and a minimum of two forms of documentation are required.
• 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 in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

Signature in Ink: ___________________________ Date: ___________________________

PERSON CLAIMING RESIDENCY

1. Name of Student: _____________________________________________________________

2. Student SSN: ___________________________ _____

3. Name of Claimant (if different from student): ________________________________________

4. Relationship: ___________________________ _______________________

5. Permanent Legal Address of Claimant: ______________________________________________________________________________________ ___________

6. Telephone Number: (_____) ______________________________   7. Date began establishing Legal Florida Residence and Domicile: ________________

8. Voter’s Registration (State/Number): ________________________________________________________________________________________

9. Driver’s License (State/Number): ___________________________ 9a. Driver’s License Issue Date: ________________

10. Vehicle Registration (State/Number): ___________________________ 10a. Veh Registration Issue Date: ________________

11. Non-U.S. Citizen Only (Resident Alien Number and Issue Date):

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 that a false statement in this affidavit may subject the above named student to the penalties for making a false statement pursuant to BOR Rule 6C-6.01(6), F.A.C.

Signature of Student or Claimant               Date