New students never enrolled at USF must submit a $20 application fee and complete this entire Pre-Clearance Registration packet, including the following:

1. Non-Degree Enrollment Application
2. Residency Affidavit
3. Medical History (Mandatory regardless of age) and Immunization Form

Returning USF students not enrolled within the last 12 months must submit a $20 application fee, a Non-degree enrollment application and Residency Affidavit, but need not re-submit a Medical History or Immunization Form.

Returning Florida resident students who enrolled within the last 12 months must submit a $20 application fee and a Non-degree enrollment application, but need not submit a Medical History or Immunization Form or a Residency Affidavit.

All students register via OASIS USF’s web registration system at http://usfonline.admin.usf.edu and non-degree student registration is on a space available basis.

New USF students, after identifying oneself to OASIS by Student ID (usually SSN) and date of birth (for example, 080659) will be prompted to self-assign a six-digit Personal Identification Number (PIN), essentially creating an electronic signature.

Returning USF students who’ve forgotten a PIN must follow instructions at http://www.registrar.usf.edu

Registration for Non-Degree students for Summer Semester 2005 begins May 2, 2005. NOTE: The College of Business Administration (COBA) allows non-degree students to register into their undergraduate courses, but only during the first week of the semester based upon space availability and completion of any necessary prerequisite courses. COBA does not allow registration into graduate level courses except for visiting students from other AACSB accredited graduate programs, and only after contacting COBA Graduate Studies at (813) 974-3335 for pre-approval.

To ensure clearance for registration, submit the Non-Degree Enrollment Application, $20 fee and related documents by mail as soon as possible to:

Non-Degree Registration Pre-Clearance
Office of the Registrar, SVC 1034
University of South Florida
4202 E. Fowler Avenue
Tampa, FL 33620

Timely applicants will receive notice of clearance and residency status by return mail. Applicants must bring completed documents to the Registrar’s Office on the Tampa campus no later than the fifth (5th) day of classes during the first week of classes.

The class Schedule Search at http://www.registrar.usf.edu provides the most up-to-date course offerings. Obtain an electronic permit from the department offering the class for any course(s) requiring Approval/Permit by the college before registering.
A $20 application fee to USF allows you to enroll in this student status established to serve the academic enrichment needs of the Tampa Bay area. Enrollment is on a space available basis after degree seeking students have had opportunity to register.

Refer to registration procedures listed in the current Schedule of Classes.

Parking Decals are required to park on campus. Contact Parking Services, psweb@admin.usf.edu for detailed information.

Completion of this form signifies that you agree to abide by the policies of the governing board and the rules and regulations of the University of South Florida.

Non-degree seeking students must meet the immunization requirement prior to registration and show proof of Florida residency as defined in 1009.21 Florida Statute in order to be billed for in-state registration fees.

All new non-degree students (those who have never attended USF) and inactive students who have not been enrolled at USF for any of the past three consecutive terms must complete the Residency Affidavit.

Eligibility
Non-Degree Enrollment is open to individuals who wish to take courses for professional or academic enrichment and have either decided not to pursue a degree or are awaiting admission into a degree seeking program at USF.

Individuals who formerly attended USF in a degree seeking program, are not eligible to register as a non-degree seeking student unless you completed your previous degree program or earned an equivalent degree at another institution.

Individuals who have been denied admission to USF as a degree seeking undergraduate are not permitted to enroll in this category. Individuals denied admission to a degree seeking graduate program are eligible to enroll as Non-Degree Seeking. It is important to note that performance in courses taken as a non-degree seeking student will not qualify an application for admission as a degree seeking student.

Once admitted to the University, Non-degree students are permitted to register for USF undergraduate or graduate courses on a space available basis during the non-degree registration period.

Limitations on Hours Earned
There is no limit as to the number of credit hours a non-degree seeking student may take at USF. However, no more that 12 and 14 hours respectively of credit earned in this status may be applied toward a graduate and undergraduate degree. Hours taken as an non-degree seeking student do not count toward a degree without approval from your college. See the appropriate college advising office for further information.

Academic Policies
All undergraduate academic policies listed in the USF Catalog and the Schedule of Classes, e.g. payment deadlines, drop/add and withdrawal deadlines, probationary and dismissal regulations, apply to non-degree seeking students. STUDENTS ARE FEE LIABLE FOR ANY COURSES NOT DROPPED BY THE FIFTH DAY OF THE TERM. FEES MUST BE PAID BY THE FIFTH DAY OF CLASSES TO AVOID CANCELLATION OF REGISTRATION.

Financial Aid
Non-degree seeking students are not eligible for Financial Aid. Please contact the Financial Aid Office for exceptions.

Workshops
See Instructor for procedures.
RESIDENCY AFFIDAVIT - REQUIRED of New & Former Students Returning After 1 Year

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.

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 in order to be considered for Florida Residency.

Signature in Ink: ___________________________ Date: ___________________________

FLORIDA RESIDENTS
A copy of you 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 IRS.

INDEPENDENT: A person who provides more than 50% of his/her support.

☐ I am an independent person and have maintained legal residence in Florida for at least 12 months.

☐ I am a dependent person and my parent/legal guardian 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.)

☐ I am a dependent person who has resided for five years with an adult relative other than my parent/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.)

☐ 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 license, spouse’s voter registration, driver license, and vehicle registration.)

☐ 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.

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 residency status.)

☐ I am part of the Latin American/Caribbean Scholarship program. (Required: Copy of scholarship papers.)

Person claiming residency should complete this section in full. Please print.

1. Name of Student: ___________________________ 2. Student ID #: ___________________________

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): ___________________________ 8a. Voter Registration Issue Date: ___________________________

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: ___________________________
NON-DEGREE APPLICATION  $20 FEE  (Pre-Clearance)

SOCIAL SECURITY NUMBER  DATE OF BIRTH  SEMESTER  GENDER

Month  Day  Year  Month  Year

NAME:-local

Last  First  M.I.

LOCAL ADDRESS:

Street Address  City  State  Zip Code  County  Telephone

PERMANENT ADDRESS:

Street Address  City  State  Zip Code  County  Telephone

E-MAIL ADDRESS:

IN AN EMERGENCY NOTIFY:

Last  First  M.I.

Street Address  City  State  Zip Code  County  Telephone

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?

   Visa type (check one)  F-1  F-2  J-1  J-2  Other

2. Ethnicity (please check one):  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. Are you currently or have you 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 been arrested or charged with a violation of law which resulted, or may if pending, in probation, community service, a jail sentence, revocation or suspension of your driver’s license or a fine of $200 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.

APPLICANT’S SIGNATURE  DATE

NDAPP.N65 REV 02/2002