New, never enrolled at USF students submit a non-refundable $20 processing fee with this three-part application:

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

Returning USF students* not enrolled the last 12 months submit a non-refundable $20 processing fee with two-parts of this application:

1. Non-Degree Enrollment Application
2. Residency Affidavit

Returning USF students enrolled within the last 12 months submit a non-refundable $20 processing fee with one-part of this application:

1. Non-Degree Enrollment Application

Non-Degree students register on a space available basis via OASIS USF’s online system at http://usfonline.admin.usf.edu

New students to USF initially identify yourselves to OASIS by Student ID (assigned or SSN) and your 6-digit (mmddyy) date of birth, for example, 080659. You will be prompted to self-assign a 6-digit PIN (Personal Identification Number) known only to you, essentially creating an electronic signature.


The class Schedule Search at http://www.registrar.usf.edu provides the most up-to-date college course offerings.

Obtain electronic permits from the department offering the class before registering for any requiring Approval/Permit by the college.

NOTE: COBA, the College of Business Administration, allows undergraduate level course registration based only on:

1. Applicable prerequisite course completion
2. Only during the first week of the semester.

COBA does allow registration into graduate level courses, but only for students visiting from other AACSB accredited programs who’ve been pre-approved after contacting COBA Graduate Studies at (813) 974-3335.

To ensure clearance for registration by mail, submit the Non-Degree Enrollment Application, $20 non-refundable fee and applicable supporting documents 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. Otherwise, applicants bring necessary applications to the Registrar's Office on the Tampa campus or any regional campus Registration & Records office no later than the 5th day of classes during the first week of the semester.
GENERAL INFORMATION

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 FEES 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. Drivers License (State/Number): ____________________________ 9a. Drivers 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)*

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<th>SOCIAL SECURITY NUMBER</th>
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**NAME:**

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**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:**

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<th>M.I.</th>
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Street Address  
City  
State  
Zip Code  
County  
Telephone

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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?  

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

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. 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**

---

**DO NOT WRITE IN THE SHADED BOX**

**NEW**  
**FSR**  
**CONTINUING**

**INTERNATIONAL STUDENT CENTER**  
Application has complied with Florida Admin. Code Chapt.6c-6.009(6)

**GRADUATE CERTIFICATE PROGRAM CODE**

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NDAPP.P65 REV 02/2002
ATTENTION ALL STUDENTS
THE RETURN OF THE INFORMATION ON THE REVERSE SIDE IS
MANDATORY FOR REGISTRATION!

UNIVERSITY OF SOUTH FLORIDA
Immunization Policy

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubella) and RUBELLA (German Measles). Consistent with Department of Health and Rehabilitative Services guidelines, acceptable proof of immunity is as follows:

MEASLES: Students can be considered immune to measles (rubella) only if they have documentation of at least one of the following:

1. Medical documentation of immunization with TWO (2) DOSES of live measles virus vaccine on or after the first birthday [and administered no less than 28 days later]. Persons vaccinated with killed, or an unknown vaccine, prior to 1968 must be revaccinated. Persons born before 1957 may be considered to have had a natural infection, and, therefore, do not need measles vaccine (Immunization Form on reverse can be completed by physician or documentation attached) OR,

2. Copy of laboratory (serologic) evidence of measles immunity (IgG rubella titer) OR,

3. A written, dated statement signed by a physician on his/her stationery that specifies the date seen and stating that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101° Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician’s opinion, is diagnosed to have had the 10 day measles (rubella).

RUBELLA: Students can be considered immune to rubella only if they have documentation as follows:

1. Medical documentation of immunization with live rubella virus vaccine on, or after, the first birthday (Immunization Form on reverse can be completed by physician or documentation attached) OR,

2. Copy of laboratory (serologic) evidence of rubella immunity (IgG rubella titer).

ADDITIONAL INFORMATION:

- If a student has no documentation of any doses of measles vaccine, vaccine should be given at the time of entry and the second dose no less than twenty-eight (28) days later. It is recommended that both doses of measles vaccine be given as a combined measles-mumps-rubella (MMR) vaccine.
- The documented date of immunization for both measles and rubella should indicate the day, month, and year. However, only month and year will suffice if the month and year indicate that the immunization was given at least 13 months after the month of birth.
- Temporary medical exemptions - must be submitted by the attending physician, must include reason for exemption and duration of exemption.
- Religious exemptions - contact USF Student Health Services, 974-4056, for an application.
- Immunizations and blood tests are available at USF Student Health Services, Tampa campus. Call 974-4056 for information. Contact Lakeland or St. Petersburg campuses for information on Immunization Clinics.

PLEASE NOTE: ALL FEMALES SHOULD BE AWARE THAT THEY SHOULD NOT BE VACCINATED IF THERE IS ANY POSSIBILITY OF PREGNANCY

Student Health Services (SHS)
University of South Florida
4202 East Fowler Avenue, SHS 100
Tampa, FL 33620-6750
(813) 974-4056 - Immunization Department
FAX (813) 974-5888
MEDICAL HISTORY
MANDATORY FOR ALL STUDENTS REGARDLESS OF AGE

Social Security Number:

Last Name：First Name：Middle

Street Address

City：State：Zip Code

Phone Number：Birthday：Age

For which term are you applying? (circle a term and fill in the year)
Spring：Summer：Fall：Year

Florida Administrative Code Rule 6C-6.001(4) requires each student, prior to registration, to submit a medical history form, provided by the institution and SIGNED BY THE STUDENT.

Please complete the following:

Do you have any health problems or concerns of which USF Student Health Services should be aware?

Yes ______ No ______

If you wish to receive care for the above problems or concerns at USF Student Health Services, it is your responsibility to make a follow-up appointment and to provide copies of pertinent medical records as necessary. A complete health history will be obtained at the time of your first visit.

YOUR SIGNATURE IS MANDATORY!
YOU WILL BE UNABLE TO REGISTER IF YOU FAIL TO COMPLETE, SIGN AND RETURN THIS FORM TO USF STUDENT HEALTH SERVICES.

Student Signature：Date

Medical Consent (for minors)：I grant permission for emergency medical treatment including immunizations and hospitalization to be rendered to my minor child.

Parent/Guardian Signature：Date

For office use only:

IMMUNIZATION FORM

REQUIRED IMMUNIZATIONS PRIOR TO REGISTRATION.
As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). See reverse side for complete immunization policy.
Proof includes this form properly completed, stamped, and signed by your physician, OR, health department records, doctor’s records, or school records attached to this form. Return to Student Health Services, University of South Florida, 4202 E. Fowler Ave., SHS 100, Tampa, FL 33620-6750 (FAX #813-974-5888).

ANY DOCUMENTATION LISTED BELOW MUST BE SIGNED BY A PHYSICIAN OR AUTHORIZED HEALTH CARE PROVIDER AND ACCOMPANIED BY AN OFFICE STAMP.
INCOMPLETE FORMS WILL NOT BE ACCEPTED!

Rubeola (Measles)

First Vaccination

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Second Vaccination

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Rubella (German Measles)

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MMR (Measles-Mumps-Rubella) may be given instead of individual immunizations.

First MMR

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Second MMR

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Physician/Authorized Signature：Date：Office Address Stamp

Positive titters (IgG blood tests) may also be submitted as proof of immunity in lieu of vaccinations. Copies of lab results must accompany this form.

Rubeola Titer (Measles)

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Rubella Titer (German Measles)

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All documents submitted become the property of USF and will not be returned to the sender or forwarded to another institution.