

Undergraduate Readmission Application

Submitting an “Application for Undergraduate Readmission”

When must I apply for readmission and how do I apply?

- You must apply for readmission to UCF if:
 - a) You have not attended UCF for two consecutive semesters (Spring and Fall); **or**
 - b) If you have been academically suspended.; **or**
 - c) If previously you have earned a baccalaureate degree at UCF **and** currently you are pursuing a 2nd bachelor's degree.

Graduate Students Note: If previously you have earned a baccalaureate degree at UCF **and** currently you are pursuing a graduate degree **or** you wish to enroll in a “non-degree status” you **must** contact the Office of Graduate Studies (407-823-2766) for information on enrolling as a post-baccalaureate student.

- You will submit the **blue** colored “Application for Readmission” form if:
 - a) You have not attended UCF for two consecutive semesters (Spring and Fall); **or**
 - b) You have been “Disqualified” and you have completed your full two term academic suspension; **or**
 - c) You have earned a baccalaureate degree at UCF **and** currently you are pursuing a 2nd bachelor's degree.
- You will submit the **green** colored “Application for Readmission as an Exception to University Policy” if you have been “Disqualified” and you are seeking readmission **prior** to completing the two term academic suspension.
- You **must** submit the “Application for Undergraduate Readmission” to the Registrar’s Office (MH 161) by the deadline for each term published within the current *Undergraduate Catalog*.

Who is not eligible for readmission to UCF?

- **Students who are disqualified with a grade point deficiency of thirty (30) grade points or greater, or who have been excluded are not eligible for readmission to the University.**
- **Students who have been excluded are not eligible for readmission to the University.**
- For readmission purposes only, the term “grade point deficiency “ is defined as the number of UCF credit hours earned with a “B” (3.0 GPA) grade that a student requires to raise his or her UCF cumulative grade point average to 2.0.
- A student’s grade point deficiency is calculated when the student applies for readmission.
- Exceptions to this policy may be approved in rare cases by the Admissions and Standards Committee where the reason for the poor academic performance was due to documented extenuating circumstances. Contact the Registrar’s Office for additional information.

Readmission Applications

- Application processing requires approximately ten working days.
- The Registrar’s Office will use the information provided on the application to update the address and telephone numbers associated with your records. This office also will record the designated major listed on your application.
- The Registrar’s Office **will not** use this form to process a change in your name. To change your name you must obtain, complete and submit the “Name Change Form” available from the Registrar’s Office.
- You may be required to submit an updated “Health Form” prior to readmission. Contact the UCF Student Health Center at 407-823-3707 for additional information regarding this requirement.
- **Do not** leave any part of the application blank; **THE REGISTRAR’S OFFICE WILL NOT PROCESS INCOMPLETE READMISSION APPLICATIONS.** “Not applicable” **cannot be used to answer** Section 5 through Section 7.

Prior to submitting an “Application for Undergraduate Readmission” review all Readmission policies within the “Academic Regulations and Procedures” chapter of the current *Undergraduate Catalog*.

Contact the Registrar’s Office at 407-823-6418 or 407-823-3100 for additional information.



Undergraduate Readmission Application

REGISTRAR'S OFFICE

University of Central Florida
 P.O. Box 160114, Orlando, FL 32816-0114
 Phone: 407-823-3100; Fax: 407-823-5652; E-mail: registrar@mail.ucf.edu

Readmitting students must apply by the following deadlines:

Fall Semester: July 1 Spring Semester: November 1 Summer Term: April 1

Instructions:

- I. This form is for undergraduate student use only. Students in good standing should use this form if they have not enrolled at UCF for two consecutive semesters, not including the Summer term. Students also will submit this form if they have been academically suspended by UCF and **have completed** the academic suspension period. Students who have not completed the suspension period will not use this form but must submit the "Application for Readmission as an Exception to University Policy Form."
- II. Please verify your Florida residency for tuition purposes with the Registrar's Office when you submit this form and prior to Registration. Direct any questions or concerns regarding the documentation required to establish Florida residency and/or the appropriate "Residency Reclassification Request Form" submission deadlines to the Registrar's Office (MH 161).
- III. All students must have a "Student Health Form" on file with the Student Health Center that documents their immunities to Measles and Rubella. If you have not submitted a "Student Health Form" since the Fall 1990 term, additional documents may be required. Contact the Student Health Center at 407-823-3707.
- IV. Submit the fully completed and signed form to the Registrar's Office (MH 161). No application fee is required.

Complete all of the sections on both sides of this form (please print):

The Registrar's Office WILL NOT PROCESS an incomplete Readmission Application.

PID _____ I last attended UCF during (term/year) _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____ / _____ / _____
 Home Phone:(____) _____ Work Phone:(____) _____ E-mail: _____

1. Expected Enrollment (Choose start term only):

Fall (August) _____ YEAR Spring (January) _____ YEAR Summer (May/June) _____ YEAR

Planned Major: _____

2. Please indicate your status:

- Degree Seeking
- Non-Degree Seeking (and you have not earned a baccalaureate degree)
- Transient – One Semester/Term Only
- Second Bachelor – Degree Seeking

3. List below all colleges or universities that you have attended (if any) since you last enrolled at or applied to UCF. You must submit official transcripts from each institution attended.

| School | City/State | Dates of Attendance | Degree Earned/Expected Date | Semester/Credit Hours |
|--------|------------|---------------------|-----------------------------|-----------------------|
| _____ | _____ | _____ to _____ | _____ / _____ | _____ |
| _____ | _____ | _____ to _____ | _____ / _____ | _____ |
| _____ | _____ | _____ to _____ | _____ / _____ | _____ |

4. Are you currently or have you ever been subject to disciplinary action for misconduct at any educational institution?

- Yes
- No

If yes, was it:

- Behavioral misconduct (such as fighting) Yes No
 - Academic misconduct (such as cheating/plagiarism) Yes No
- You do not need to disclose any academic dismissal, suspension, or probation that was due to poor grades*

If you answered any of the questions above with a yes, please list all actions or charges and provide specifics. Note that this question includes any charges of misconduct at an educational institution, even if the matter was subsequently dropped or resolved in your favor.

5. Have you ever been charged with or convicted of a felony?

Yes

No

If yes, please list all charges/convictions and provide specifics:

6. In the past ten years and including any pending charges, have you been the subject of any criminal proceeding other than a minor traffic violation?

Yes

No

If yes, please list all charges/convictions and provide specifics:

NOTE: DUI is a crime, **not** a “minor” traffic violation. “Minor” traffic violations are those not involving reckless driving or alcohol and for which the fine imposed is less than \$400. For example, a moving violation not involving alcohol for which the penalty was \$175 is a “minor” traffic violation. If in doubt about what constitutes a “minor” violation, you should answer yes and provide specifics. You should answer “yes” to the above question and provide information even if charges were dropped or not prosecuted because you were granted pretrial diversion or intervention.

NOTE on Expunged Records: You do not need to disclose information on criminal offense records which have been expunged according to applicable law. Please verify for yourself, however, that your records actually have been expunged. The university is not responsible if records you believed were expunged are revealed to the university.

Failure to disclose this information may result in revocation of admission.

To complete your application for readmission, please review all portions of the application, read and sign the following section. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

I understand that this application for readmission applies only to the semester/term indicated. I recognize that I am bound by the University's regulations concerning application deadlines and readmission requirements. By my signature below, I hereby authorize the appropriate parties to release any and all transcripts and test scores (including all SAT Achievement Tests and ACT score reports) to the University of Central Florida.

I certify that this information is complete and accurate. False or fraudulent statements included on this readmission application may result in disciplinary action, denial of readmission, change in Florida residency status, and invalidation of credits or degrees earned.

If readmitted to UCF, I agree to abide by the policies of the UCF Board of Trustees and the rules and regulations of the University of Central Florida. Should any information change prior to my entry to the University, I will notify the UCF Registrar's Office immediately.

Applicant's signature (must be signed in ink) Date: _____

Readmission Following Academic Suspension (Disqualification)

Readmission following an academic suspension **is not** automatic. A student who has been academically suspended by UCF who has completed the academic suspension period must satisfy **all** University requirements for readmission. See 'Readmission' within the “Academic Regulations and Procedures” chapter of the current *Undergraduate Catalog* for readmission policy and procedure information.

The Registrar's Office will process the readmission petition **only** when it receives **all** of the documents required by University policy.

Remarks

Complete all sections on page 4 of this form.

Residency Verification for ALL UCF Readmit Students: REQUIRED

- 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.
- Residence in Florida must be as 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, permanent resident alien or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services.
- 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 limited special categories authorized by the Florida Legislature and Department of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes."
- Living, owning property or attending school in Florida will not, in itself, establish legal residence for tuition purposes. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

PID _____ I last attended UCF during (term/year) _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ / _____ / _____

Home Phone:() _____ Work Phone:() _____ E-mail: _____

Length of time residing at the location above: _____ years, _____ months

*** May be asked to provide evidence you physically reside at this location at least 12 months prior to the term you readmit.**

If Claimant for Florida residency is not student, relationship to student: Parent Spouse

Name of Claimant: _____ Visa Status (if not citizen): _____

Please list your **current** employment, military service, and activities (including coursework taken) in Florida for one year (or more) prior to the term you are readmitting. Please list the **locations** and **dates**. All GAPS, incomplete information, or lack of information will necessitate more documentation to verify ties to Florida.

| Employer/Military/Activities in Florida: | City/State | From: (Mo/Yr) To: (Mo/Yr) |
|--|------------|---------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Will you be claiming Florida Residency for tuition purposes?

Yes I understand that that my residency will be designated *Non-Florida* until documentation to prove I qualify as a Florida resident for tuition purposes is received and verified. Please go to the following website:

<http://admissions.ucf.edu/files/2010/10/UCF-Residency-Form.pdf> and print out the Residency Classification form. This form must be completed and submitted to assist in the residency verification process for readmitting students.

Copies of ALL documents must be submitted or be on file, and valid for 12 months, up through the term the student is readmitting.

A minimum of TWO documents are required (**more may be requested by UCF**) including: driver's license, vehicle registration, proof of domicile, proof of Full-time Employment, homestead exemption, or any other exemption must be indicated. Additional documents may be attached with the application for readmitting or mailed, or e-mailed to Registrar@ucf.edu or delivered to the Registrar's Office (Millican Hall, room 161) prior to the term you readmit for.

Copies of driver's license will not be accepted by FAX.

Students may use parents to claim residency (if under age 24) or spouse (if married). Contact the Registrar's Office for more information.

- I may qualify for a Florida residency exemption (Florida prepaid, Military, State Employee, FT Teacher).
- I have not resided/been employed/or attended school outside of Florida since last attending UCF.
- I have resided out of Florida since last attending but can prove I have returned for 12 months or more prior to the term.
- I will explain my lack of information or absence in a separate attachment.

No I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency reclassification. **All eligible Florida residency exceptions** (Florida pre-paid, Military, State Employees, Full-time teachers) **must claim Florida residency and complete the detailed residency information requested AND provide a copy of documentation.** [If NO, sign below, no other documentation will be required.]

I understand that making a false statement on this application will subject me to the penalties pursuant to 837.06, Florida Statutes, and to BOR Rule 6C-7.005 F.A.C.

Signature: _____

Date: _____