

ADMISSION APPLICATION PROCEDURES (PLEASE READ IN FULL)

Florida Gulf Coast University encourages applications from qualified students regardless of color, race, religion, national origin, age, gender, disability, veteran status, marital status or sexual orientation. The online application is the preferred application method. To apply online go to www.fgcu.edu and click on “Admissions” and follow directions.

Applying by mail:

- Complete each item. (Be sure to carefully read your answers to questions 15 & 21 on page 3). An incomplete application may delay the processing of your application.
- Complete the Florida Residency Statement on the back of the application.
- Return your application and non-refundable \$30 application fee, made payable to Florida Gulf Coast University, check or money order (in U.S. dollars). Do not send cash. *Your application will not be processed without the application fee.*
- Students may submit a **Request for Waiver of College Application Fee** from the SAT or ACT Program Fee Waiver Service. These forms are obtained from the High School counselors. Students must submit these once they are completed to the Office of Undergraduate Admissions. *The SAT or ACT Test Fee Waiver forms will not be accepted as application fee waivers.*
- Mail your completed application and fee (or fee waiver) to:

Florida Gulf Coast University, Undergraduate Admissions, 10501 FGCU Blvd S., Fort Myers, FL 33965-6565

Please visit the website www.fgcu.edu for current admissions requirements and application deadlines.

Freshman Applicants

What to submit:

- Official SAT or ACT scores. International Students must submit TOEFL scores.
- Official high school transcript and transcripts from all post-secondary institutions you have attended. *Transcripts must be mailed directly from the institution or transmitted electronically to be considered official. Faxed copies will not be accepted.*
- Letters of Recommendation, Personal Statements, and Essays are not required for admission and will **only** be used when an applicant does not meet minimum requirements or if admissibility by regular admission requirements is questionable.

Lower Level Transfer Applicants

(Refers to students with less than 60 transferrable credit hours, as determined by the Office of Undergraduate Admissions).

What to submit:

- Must submit the same items as listed above for Freshman Applicants AND
- Must submit official transcripts from EACH and EVERY post-secondary institution attended. *Transcripts must be mailed directly from the institution or transmitted electronically to be considered official. Faxed copies will not be accepted.*

Upper Level Transfer Applicants

(Refers to students with 60 or more transferrable credit hours as determined by the Office of Admissions and/or an AA Degree from a Florida Public Community or State College or an AS in an approved AS to BS articulation agreement).

What to Submit:

- Must submit official transcripts from EACH and EVERY post-secondary institution attended. *Transcripts must be mailed directly from the institution or transmitted electronically to be considered official. Faxed copies will not be accepted.*
- Students should also submit Official SAT or ACT scores and their high school transcript, which will be used to determine requirements for Foreign Language and CLAST.

Other Applicants

Students who are **home-schooled, International Applicants, Returning Students** and **2nd Bachelor Degree Applicants** are encouraged to visit our website at www.fgcu.edu for specific admissions requirements and procedures. All documents submitted to FGCU by or on behalf of the applicant become the sole property of FGCU and may not be released to the applicant or a third party.

Federal Law allows the University to require that you provide your U.S. Social Security Number for the purpose of identification and verification of student records, including, registration, financial aid, and academic records (such as ACT or SAT scores and transcripts), verification of identity in connection with the provision of University services, and for required state and federal reporting as well as institutional purposes. By providing your SSN, you authorize the University to disclose it to third parties as necessary for these purposes.

1. _____ / _____ / _____
 U.S. Social Security Number

_____ / _____
 Last Name Jr., III, etc.

_____ / _____
 First Name

_____ / _____
 Middle Name

2. For which year and term do you seek admission?
 Year 20 ____ Fall Spring Summer

3. This application is for enrollment as:
 First-time-in-college **freshman**
 Undergraduate **transfer**
 Second bachelor's degree
 Former degree-seeking student **returning** (no fee required)
 Early Admission
 Other: _____

4. If your transcripts, test scores, etc. might arrive under any name(s) other than those listed above, enter here: _____

5. Nation of Citizenship: _____

6. Date of birth: _____ / _____ / _____
 Mo Day Yr.

8. Male Female

9. **Ethnicity** (please select 1 of the following):
 Hispanic or Latino
 Not Hispanic or Latino

Race (please select 1 or more of the following):
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

FGCU 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. The information requested will not be used in a discriminatory manner.

11. What is your planned major?

7. Print your permanent address. All correspondence will be mailed to this address.

_____ / _____
 Street Address Apt. No.

_____ / _____ / _____
 City County/Province State/Nation

_____ (____) _____ (____)
 Zip Code Home Number Emergency Telephone Number

_____ / _____
 Fax Number Email Address

10. In case of an emergency, indicate the person you request the university to contact:

_____ / _____ / _____
 Last Name First Name M.I.

_____ / _____
 Number and Street Address Apt. No.

_____ / _____ / _____
 City State/Nation Zip Code

_____ (____) _____ (____)
 Daytime Telephone Number Home Number

Relationship:
 Father Legal Guardian
 Mother Other: _____

12. Are you a first generation* college student? Yes No
 *First generation is defined by the U. S. Department of Education as "both parents have no more than a high school education."

13. High School Graduation Date: _____ / _____
 Month Year High School Name (official transcript must be provided)

High School Code: _____
 (Ask your counselor for the 6-digit CEEB Number.) City State/Nation

(____) _____
 High School Area Code and Telephone Number If High School was completed by GED, enter year _____
 (Official copy of test scores and copy of diploma required.)

14. An official transcript from EACH and EVERY postsecondary school, college, or university you have attended must be provided.

Please list in chronological order every postsecondary institution (including dual enrollment) you have attended or will attend prior to entering this university. (You must include schools even if you did not complete a term.) Include this university if you attended previously. For multi-campus institutions, indicate the specific campus. **Failure to list all institutions could result in your application being denied or your admission being rescinded. Use a separate sheet, if necessary.**

Enter dates of attendance (including present enrollment) and degrees earned or expected before attending this university. Include Associate Degrees, certificates, or diplomas.

Enter credit earned or expected from each institution attended.

School (do not abbreviate)	City, State, and/or Nation	Dates of Attendance				Degree/Date			Credit Hours	
		From Mo.	From Yr.	To Mo.	To Yr.	Type	Earned / Expected Mo.	Earned / Expected Yr.	Number	Sem./Qtr.
_____	_____									
_____	_____									
_____	_____									
_____	_____									
_____	_____									

Failure to answer both questions will delay processing of your application.

15. If your answer to any of the following is YES, you must submit a full statement of relevant facts on a separate sheet attached to this form. You are required to furnish the University with copies of all official court/educational institution documents explaining the final disposition of the proceedings. Failure to provide this information will delay an admissions decision. Specific colleges or departments may require students to verify the information provided through official criminal background checks before admission or registration.

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to either question, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades. Yes No

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license ? (You are not required to include traffic violations which only resulted in a fine). Yes No

16. If you have taken or plan to take any of the tests below, enter the month and year. Official records of all test scores must be provided.

Test	1 st Time		2 nd Time		3 rd Time		4 th Time	
	mo	yr	mo	yr	mo	yr	mo	yr
ACT								
SAT								
TOEFL								
CLAST								

17. Have you completed the SUS foreign language admission requirement?
 Yes No

If yes, where?
 High School College

(If yes, please submit appropriate official transcripts.)

18. Present High School/College Enrollment

a. If you are currently enrolled in a high school, college, or university, list all high school and college level courses which you are now taking or expect to complete before entering this university. Use a separate sheet, if necessary.

b. If you are not currently enrolled and do not expect to complete any courses, check here.

Courses for Which You Are Now Enrolled

Name of Institution _____

Courses You Expect to Complete Before Entering

Name of Institution _____

Course Name	Course No.	Date Course Will End		Credit Hrs (Sem/Qtr)	Course Name	Course No.	Date Course Will End		Credit Hrs (Sem/Qtr)
		mo	yr				mo	yr	

19. For Non-U.S. Citizens Only:

City and Country of Birth _____

What VISA do you presently hold? F1 F2 J1 J2 None Other: _____ I-94 Expiration Date: ____/____/____

What VISA are you applying for? F1 F2 J1 J2 None Other: _____ Mo. Yr.

Which institution issued your last I-20? _____ Did you attend? Yes No

If a permanent immigrant, enter the alien registration number shown on your I-551 form _____ and provide a photocopy of your Alien Registration card.

20. Provide a history of your activities since leaving high school. List chronologically how you have spent or plan to spend your time prior to entering this university (employment, military service, etc.). Use a separate sheet, if necessary.

Activity	City, State and/or Nation	From		To	
		Mo	Yr.	Mo	Yr.

21. Important. You must read and sign the following section in order to complete your application to this university.

I understand that this application is for admission to Florida Gulf Coast University and is valid only for the term indicated in Item 2 on Page 2. I also understand and agree that I will be bound by the university's regulations concerning application deadline dates and admission requirements. I further agree to the release of any transcript, student record, and test scores to this institution (including any SAT-I, SAT-II, and ACT score reports that this institution may request from College Board or ACT).

I certify that the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residency 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. Should any of the information I have given change prior to my enrollment at the university, I shall immediately notify the Office of Admissions.

I understand that the application fee I submit with this application is nonrefundable.

Applicant's Original Signature (in ink) _____

U.S. Social Security Number _____

Date _____

Information for Residency Classification

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 consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be as a bonafide 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 twelve-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 State Board of Education. 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 on 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. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent has moved from another state within the past 12 months.

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 to be considered for Florida resident classification.

Signature in Ink: _____ Date: _____

Florida Residents

This section must be completed in full if you claim Florida Residency for tuition purposes.

- Attach copies (if any) of documents required.
 - A notarized copy of your and/or your parents’ most recent tax return or other documentation **MAY** be requested to establish dependence/independence.
 - **Dependent:** a person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.
 - **Independent:** a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, per 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.
 - A copy of the marriage certificate is required in all cases of spouse claiming partner’s residency.
- A. I am an **independent person and have maintained legal residence in Florida for at least the past 12 consecutive months.**
- B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive months.
- C. I am a **dependent person** who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least the past 12 consecutive months. (**Required:** Copy of most recent tax return on which you were claimed as a dependent, or other proof of dependency.)
- D. I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I have now established legal residence and intend to make Florida my permanent home. (**Required:** Copy of marriage certificate and other documents required to establish residency.)
- E. 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.
- F. According to U.S. Citizenship and Immigration Services, I am a permanent resident alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least the past 12 consecutive months. (**Required:** USCIS documentation and proof of Florida residency status.)
- G. I am a member of the Armed Services of the United States and I am currently stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member’s spouse or dependent child. (**Required:** Copy of military orders or DD2058 showing home of record.)
- H. I am a full-time instructional or administrative employee employed by a Florida public school or institution of higher education (as defined in s. 1000.21 (3) and (6)), or I am the employee’s spouse or dependent child. (**Required:** Copy of employment verification.)
- I. I am part of the Latin American/Caribbean Scholarship Program. (**Required:** Copy of scholarship papers.)
- J. I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.988, F.S.) (**Required:** Copy of Florida pre-paid recipient card.)
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student’s spouse or dependent child. (**Required:** Copy of marriage certificate or proof of dependency.)
- L. I am a Southern Regional Education Board’s Academic Common Market graduate student. (**Required:** Certification letter from State Coordinator.)

Continued...

- M. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- N. I am a McKnight Fellowship recipient. (**Required:** Verification from graduate studies.)
- O. I am an active member of the Florida National Guard who qualifies under s.250.10 (7) for the tuition assistance program.
- P. I am an active duty member (or the spouse/dependent child of the member) of the Armed Services of the United States attending a public college or university within 50 miles of the military establishment where the member is stationed, if such a military establishment is within a county contiguous to Florida.
- Q. I am an active duty member (or the spouse or dependent child of the member) of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, attending a public college or university within 50 miles of the military establishment where the active duty member is stationed.
- R. I am a U.S. Citizen living outside the U.S. who is teaching at a Department of Defense Dependent School or in an American International School who has enrolled in a graduate level education program which leads to a Florida teaching certificate.
- S. I am an active duty member (or spouse/dependent child of the member) of a foreign nation's military who is serving as a liaison officer. I am residing or stationed in Florida and attending a public college or university within 50 miles of the military establishment where I am stationed.

Person claiming residency must complete this section in full.

- Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the first day of classes** for the term for which a Florida resident classification is sought. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested in some cases.

Please Print:

- | | |
|---|--|
| 1. Name of Student: _____ | 2. Student's Date of Birth: ____/____/____ |
| 3. Name of Person claiming Florida residency: _____ | 4. Claimant's Relationship to Student: _____ |
| 5. Claimant's permanent legal address: _____ | 6. Claimant's telephone number: (____) _____ |

Street/P.O. Box	Apt. No.	City	State	Zip Code
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7. Date claimant began establishing legal Florida Residence and domicile: ____/____/____

8. Please complete information for 2 of the 3 following documents*:

- | | | | | |
|-------------------------------------|--------------|-------------------|---------------|----------------------------|
| a) Claimant's voter registration: | State: _____ | Number: _____ | County: _____ | Issue Date: ____/____/____ |
| b) Claimant's driver's license: | State: _____ | Number: _____ | | Issue Date: ____/____/____ |
| c) Claimant's Vehicle Registration: | State: _____ | Tag Number: _____ | | Issue Date: ____/____/____ |

**Note: Other documentation as defined in s.1009.21 (3)(c) may be used in cases where the documents above are unavailable or are not dated, issued, or filed 12 months before the start of the term.*

9. Non-U.S. Citizen only: Resident Alien Number: _____ Issue Date: ____/____/____

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category for above 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 to FBOG Rule 6A-10.044 and 6A-20.003 F.A.C.

_____ Signature of person claiming Florida Residency (as listed in Item #3 above)	_____ Date
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