

# Florida Gulf Coast University

## Non-Degree Application

### ***ADMISSION APPLICATION PROCEDURES (PLEASE READ IN FULL)***

The non-degree seeking student classification status has been established at FGCU to help serve the academic needs of the community. This enrollment is on a **space available basis** after all degree seeking students have had an opportunity to register. Transient students from other State of Florida public universities (SUS institutions) should NOT complete this form, but should complete a transient application through FACTS.org.

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.

### **Restrictions:**

- This enrollment procedure is open to individuals who have never attended the university in a degree seeking program. **If you formerly attended FGCU in a degree seeking program, you are not eligible to register as a non-degree seeking student unless you have completed your previous degree program or earned an equivalent degree at another institution. An official copy of your transcript reflecting this degree must be sent to the Office of Admissions.**
- An applicant denied admission to FGCU as a degree seeking undergraduate will not be permitted to enroll in this category. Applicants denied admission to a degree seeking **graduate program** are eligible to register as a non-degree seeking student. This restriction may be waived if the student, subsequent to the denial from FGCU, has completed a degree program or has been a student in good academic standing at another postsecondary institution. Official transcripts will be required in these cases.
- First time in college students will not be allowed to enroll in a non-degree seeking status.
- Hours taken at FGCU as a non-degree seeking student cannot be used to meet the 60 transferrable hours required for admission as an upper-level student.
- Individuals enrolling as non-degree seeking students are limited to 15 hours of undergraduate coursework or 9 hours graduate coursework. A student seeking admission to the College of Education graduate program may take up to 12 credit hours. (Students seeking certification may request an exemption to the coursework credit hour limit.)
- Non-degree seeking students are subject to the same academic policies as degree seeking students and must adhere to deadline dates published in the University's Schedule of Classes.
- **A non-degree seeking student who has been dismissed from FGCU is not eligible for admission to FGCU as a degree seeking student.**
- Non-degree seeking students are not eligible to receive **GPA honors, to live in University housing, or to receive financial aid with the exception of some certificate programs.**
- A non-degree seeking student must be in good academic standing at his/her previous institution and eligible to return.
- Registration for classes is on a space-available basis; subject to any required course pre-requisites and other restrictions as determined by the applicable College or Program.
- International students with F-1 status must present a copy of current I-20 authorized for concurrent enrollment at FGCU for the term specified. All other students who hold non-immigrant visas will need to present original passport, US visa stamp and current I-94 card. Eligibility to enroll as a non-degree student while holding a non-immigrant visa will be determined based on documentation provided by the prospective student.

### **General Information:**

#### **Health Requirement**

Students must submit the appropriate immunization documentation prior to registering for classes.

Visit <http://studentservices.fgcu.edu/HealthServices/immunizations.html> for more information on the immunization requirements.

#### **English Proficiency**

Applicants must demonstrate English proficiency in accordance with University policy, and will be required to submit acceptable TOEFL (Test of English as a Foreign Language) scores unless the country of origin uses English as the official language. A minimum score of 213 is required on the computerized TOEFL, 79 on the internet based TOEFL, and 550 on the paper based TOEFL. With the approval of the Director of Admissions, applicants may furnish satisfactory evidence of English competency in lieu of the TOEFL. Examples of satisfactory evidence include, but are not limited to, completion of the IELTS with a minimum score of 6.5, completion of ENC 1101 and ENC 1102 (or equivalent) with a grade of C or higher, and/or receipt of an Associate of Arts (AA) degree from a Florida public institution.

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## Registration

1. Complete Non-Degree Application and Residency Affidavit.
2. Submit a one-time non-refundable \$30.00 application fee.
3. Registration for Non-Degree seeking students begins during the designated OPEN REGISTRATION PERIOD. **Please refer to the Schedule of Classes or Academic Calendar** by visiting our website at: <http://enrollment.fgcu.edu/registration/> for specific dates and deadlines.
4. **You will not be allowed to register for classes until you provide proof of immunization.** For more information, you may contact Student Health Services at (239) 590-7966.
5. Once your application has been processed you will be emailed your University Identification Number (UIN).
6. In a separate communication (email and mail) you will receive your PIN number.
7. To utilize internet registration system “Gulfline,” (FGCU’s Student Web System) you will need to use your UIN and PIN. Your UIN and PIN numbers are used to access Gulfline. This system allows you to register, view and print schedules, and fee assessment statements, etc. For more information on how to utilize Gulfline, please visit our website at: <http://enrollment.fgcu.edu/registration/>.
8. If someone else is processing your registration, he/she must have a signed letter from you authorizing them to do so and must present photo identification of themselves.
9. You may encounter holds, or various restrictions while you are registering. Some of these restrictions require college approval. For assistance regarding these holds and/or restrictions, please refer to the Registration Troubleshooting Guide for assistance at: <http://enrollment.fgcu.edu/registration/>.

If you have any questions pertaining to your application, please call the Office of Admission at (239) 590-7915, or visit our website at: <http://enrollment.fgcu.edu/admissions/>, or contact via email: [admissions@fgcu.edu](mailto:admissions@fgcu.edu).

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.



## 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.
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- 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.)

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- 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\*:**

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|-------------------------------------|--------------|-------------------|---------------|----------------------------|
| 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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**Office Use Only**

Received by \_\_\_\_\_

Form of payment \_\_\_\_\_

Entered by \_\_\_\_\_