



**Request to Change Admission Term  
Office of Undergraduate Admission**

**This form must be submitted to the Office of Undergraduate Admissions no later than 1 week prior to the payment deadline. Forms received after that date will not be accepted.**

Date:	University ID #:	First Name:	Last Name:
Are you attending another college/university before the term you intend to enroll at FGCU? *Admitted students attending another college/university must reapply.			
Name of college/university:			
<b>Original Term:</b> I was accepted into the _____ semester of _____ (year) to major in _____.			
<b>New Term:</b> I wish to change my acceptance to the _____ semester of _____ (year).			
Reason(s) for deferring:			
Street Address:			Telephone Number:
City:	State:	Zip Code:	E-Mail Address:

**Conduct Disclosure:** Applicants must answer the following questions to complete the admissions process.

1. 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.
  
2. 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)?

If you marked “YES” for one or both questions, you must provide a full explanation and copies of all official court/educational documents - go to the [Admissions Clearance Conduct Form](#) for more details.

**Application Signature and Certification:**

By signing this document, you certify that the information given on this form is complete and accurate, and you understand that to make false or fraudulent statements may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. If admitted, you agree to abide by the policies of the Board of Governors and the rules and regulations of this university. You understand the requirements of changing your admission term as stated below. You further understand that admission to the university does not necessarily guarantee admission to limited access programs, and that further application materials may be required for these programs prior to admission. You agree to the release of any transcripts and test scores to FGCU; moreover, you understand that all documents submitted to Undergraduate Admission become the sole property of FGCU and may not be released to the applicant or a third party.

Signature
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**Requirements:**

1. Admitted students may defer their enrollment for a full year and do not have to reapply. Denied students must submit a new application with fee and cannot submit this form.
2. **Students attending another college/university, or that have been accepted into the nursing program, may not change terms.**
3. If the change of term request is approved and student has paid the deposit, then their \$200 Admissions Deposit will be credited to the new term.
4. International students are required to provide new Financial Documents before a new I-20 is issued.
5. Freshmen must provide a final high school transcript showing date of graduation before they can start their new term.
6. **Students changing their term of admission must notify** the Registrar's Office to ensure proper withdrawal from classes to avoid tuition & fee charges. They should contact the Financial Aid and Housing offices as well.
7. Students awarded a Tuition Waiver must re-apply for a waiver for the new term.
8. Admissions into the new term is not guaranteed as these requests will be processed based on space availability and admissibility into the new term.

You may submit this form by emailing it to [undergrad@fgcu.edu](mailto:undergrad@fgcu.edu), faxing it to 239-590-7894, or mailing it to 10501 FGCU Boulevard South Fort Myers, FL 33965-6565.