



UNIVERSITY OF SOUTH FLORIDA

Student Support Services

2016 Summer Program Checklist



Below is information that must be completed and returned to our office. **If you have already submitted** some of the forms please continue and submit the remaining documents. Click on the links below to access the forms. Space is limited so in order to guarantee your space in SSS, please complete the following steps:

Step 1

_____ **SSS Eligibility Assessment Form**

_____ **SSS Participation Agreement Form**

_____ **FAFSA – Summer 2015/2016** - When completing the FAFSA select the IRS retrieval tool to upload the 2014 1040 information to the FAFSA to ensure accuracy of your information

_____ **Major Declaration and College Credit Form**

_____ **U.S. Citizen** – All non-U.S. Citizens must submit copy of your green card. Scan the front and back of your card and email to: ugs-asksss@usf.edu. Faxed copies will be too dark to read.

_____ **Tax Transcripts** – we will also need you (and/or) your parent(s) 2014 tax **transcript**. Please put the student U# on each page of the transcript and fax both sides to our office at 813-974-8208. You can order your transcript at www.irs.gov. If you do not have the tax transcript send us your parent's 2014 1040 until the transcript arrives; however, please note that **you must still submit the 2014 IRS tax transcript**.

_____ **Parent Verification Worksheet** – 2015-2016 form enclosed.

_____ **Immunization Form** – print, secure your physicians signature and email this form to www.ugs-asksss@usf.edu or fax to 813-974-8208 or mail to University of South Florida, Student Support Services, 4202 E. Fowler Ave., SVC 2011, Tampa, FL 33620

_____ **Fall Housing Application** – Complete ASAP!! Available December 15, 2015 for Fall 2016. All SSS students are required live on campus for one year.

We will make sure your forms are submitted to the correct department.

Please ensure you follow the procedures outlined on the Program Information Sheet (enclosed) for the next items

Step 2

_____ **Orientation Application** –Follow the procedures outlined on the Program Information Sheet.

_____ **Residence Life Application** – Housing is assigned only after immunization documentation is returned; **meningitis required**. Summer housing application is available February 29, 2016. Complete ASAP!!

_____ **SSS Summer Dining contract** – Available February 29, 2016.

_____ **USF Dining** – submit the **FALL 2016** dining contract online.

_____ **FAFSA –Fall 2016/2017** (available January 1, 2016) When completing the FAFSA select the IRS retrieval tool to upload the 2015 1040 information to the FAFSA to ensure accuracy of your information.

If you delay in returning the completed information, it will interrupt the registration process. If you have any questions, please feel free to contact the Student Support Services office at (813) 974-4301.