

# UNDERGRADUATE APPLICATION ADDENDUM FORM



University ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Full Legal Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I am:  a first time in college applicant  an undergraduate transfer  a former student returning

**Please complete this form with any additional or updated information that you would like to add to your USF application. If you need to appeal your admissions decision, please contact your admissions counselor.**

## UPDATE ACADEMIC INFORMATION

### I NEED TO (MAY CHECK MULTIPLE ITEMS):

### REQUIRED SUPPORTING DOCUMENTATION

<input type="checkbox"/> Report courses in progress	<i>List of courses, with credit hours</i>
<input type="checkbox"/> Change my student type/level	<i>Provide statement below with details of the request</i>
<input type="checkbox"/> Report change in grade from previous institution	<i>Explanation with course name and number, and official transcript</i>
<input type="checkbox"/> Request removal of an institution from my record	<i>Letter of non-enrollment from institution</i>
<input type="checkbox"/> Change my dates of attendance at a prior institution	<i>Explanation, and official transcript</i>
<input type="checkbox"/> Confirm that I am on track to earn my AA degree	<i>Provide statement below with institution, type of degree, and date of anticipated degree</i>
<input type="checkbox"/> Report attending additional institutions, or earning previous exam credit	<i>Explanation, along with official transcripts or scores</i>
<input type="checkbox"/> Change my degree/anticipated degree information <i>(If previously admitted, this may result in rescission of admission)</i>	<i>Provide statement below with details of the request</i>
<input type="checkbox"/> Report additional test dates <i>(Please note that a final decision will be held at the sole discretion of the Office of Admissions after evaluation of other credentials, and only on a space available basis)</i>	

## UPDATE PERSONAL INFORMATION

<input type="checkbox"/> Change my citizenship	<i>Official documentation (e.g. passport, Certificate of Naturalization, Permanent Resident Card, etc.)</i>
<input type="checkbox"/> Correct my date of birth	<i>Copy of driver's license, passport, or state ID</i>
<input type="checkbox"/> Correct or change my name	<i>Copy of driver's license, passport, or state ID</i>
<input type="checkbox"/> Correct my Social Security number	<i>Copy of Social Security card</i>

## OTHER UPDATES AND EXPLANATION

I understand that:

- I must submit the required supporting documentation and/or explanation in order for my request to be reviewed
- If an admissions decision has already been rendered, an alteration may result in the rescission of that decision

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this 'Application Addendum Form.' I understand that any false or misleading information on this 'Application Addendum Form,' or provided in support of this 'Application Addendum Form,' will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** You can use the electronic signature in the fillable PDF forms and upload the signed document to your online application or email it to admissions@usf.edu. **You do not need to print and sign by hand.** However, your signature (whether wet or electronic) still certifies that the information submitted is accurate. Please allow **4-6 weeks for processing** from the time we receive the form in our office. Thank you.