

Instructions for Updating an Undergraduate Application

WHEN

Use the Application Update Form when requesting changes to your original application information, such as term of entry, major or campus, or when submitting changes in contact information. Be sure to submit this form by the application deadline of the term in which you wish to enroll.

FEE

If you do not update within 12 months from your originally requested term of entry, you must submit a new application with a new application fee. Click on "Apply" on the www.usf.edu/admissions home page to access the application.

DEPOSITS

If you originally applied and were admitted as a first time in college freshman and you paid the \$200 admission deposit, please be aware that the deposit is non-refundable and is not transferable to a new term of entry. If updated and admitted as a freshman, you must pay the \$200 admission deposit for your new term of entry.

CHANGES

The complete form **must** include:

1. Your full legal name, USF ID, phone number and email address.
2. The original and new term of entry.
3. A listing of any additional colleges or universities, dates of attendance, test scores, degrees awarded or courses completed since you attended USF or prior to enrollment at USF that are not included on your original application.
4. If you are a former degree-seeking student, and have attended another institution since leaving USF, you are required to submit your college transcripts before a decision on readmission can be rendered.

REQUIREMENTS

USF requires a minimum of 12 transferable credits to be considered for transfer admission.

Additionally, admissions requirements differ throughout the USF system and admission to one USF system campus does not guarantee admission to another. Last, if admissions requirements have changed since your original application to USF, you must meet the criteria in effect for the new term of entry requested.

RESIDENCY

Submit a new Residency Declaration with supporting documentation to either maintain or update your residency for tuition purposes. The residency declaration may be downloaded from the website at:

www.usf.edu/admissions/documents/residency.pdf

CONDUCT

If there is any change in your response to the conduct questions from your original application, you are required to submit additional information depending on your response to the conduct questions. The conduct form may be downloaded on the website at:

www.usf.edu/admissions/documents/conduct-statement.pdf

CHANGE OF MAJOR

Please indicate the major you are interested in pursuing. Note that undeclared or undecided is not an option. Admission to USF does not guarantee admission to selective admissions programs of study/high demand majors or programs including, but not limited to, College of Business, College of Education, College of Nursing, or Mass Communications. A list of undergraduate majors can be found at:

www.ugs.usf.edu/catalog/?category=majors

APPLICATION

To view deadlines for each term of entry, please visit:

www.usf.edu/admissions/freshman/app-requirements/general-requirements.aspx

UNDERGRADUATE APPLICATION UPDATE 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 check all that apply:

Update Term of Entry

Original Application:

SPRING SUMMER FALL _____ (year)

Change to:

SPRING SUMMER FALL _____ (year)

Change Major

Note: Undecided is not an option. Please choose an Exploratory concentration (Transfer student are not eligible for Exploratory majors)

To: _____ Second Choice: _____

Change Campus to:

USF Tampa: _____

USF St. Petersburg: _____

USF Sarasota-Manatee: _____

List below any additional information that was not on your original application, including any academic work completed or in progress since your original requested term of entry at USF.

You must provide official transcripts from each post-secondary school, college or university you have attended.

Name of Institution	City, State	Dates of Attendance	Degree/Date Earned	Credit Hours Earned

List all in progress courses

Course Title	Course Number	Credit Hours

I understand that:

- Submitting this request may result in the cancelling of my previous application and that my application will be reevaluated and a new decision will be rendered.
- If I submit this update request past the application deadline, it will not be processed.
- If I have paid an admissions deposit at another campus, this request will not be processed.
- If I am not eligible for the major I have selected, I will be placed in another major.

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 Update Form'. I understand that any false or misleading information on this 'Application Update Form', or provided in support of this 'Application Update 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.