

## 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](http://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](http://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](http://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](http://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](http://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 allow 4-6 weeks for processing from the time we receive the form in our office. Thank you.**