Instruction Sheet
College of Education Application

If you are a **continuing USF student** (have been enrolled at USF for at least 1 semester or more):
1) Read and fill out the application.
2) Attach a copy of ALL sections of your **Official** General Knowledge Test Score Report (GKT).
   - Not applicable for Exercise Science applications.
3) Attach documentation of courses in-progress at another qualified institution, if applicable.
   - This means if you are currently cross enrolled at another institution.
4) Read and sign the **Disclosure of Conviction** form.
   - Provide appropriate documentation if “yes” is indicated on this form.
5) Complete **Criminal Record Information** form.
6) Application packets must include ALL required items. Incomplete applications will be denied.

If you will be a first semester **transfer student** (entering USF for the first time):
1) Read and fill out the application
2) Attach a copy of ALL sections of your **Official** General Knowledge Test Score Report (GKT)
   - Not applicable for Exercise Science applications
3) Attach copies of your transcript(s) from ALL schools attended and/or attending
   - Includes current semester in-progress work
   - Copies of transcripts are acceptable (official copies **not** required)
4) Read and sign the **Disclosure of Conviction** form.
   - Provide appropriate documentation if “yes” is indicated on this form.
5) Complete **Criminal Record Information** form.
6) Application packets must include ALL required items. Incomplete applications will be denied.

Deadlines for submission can be found here: [https://www.usf.edu/education/undergraduate/academic-advising/coedu-applications.aspx](https://www.usf.edu/education/undergraduate/academic-advising/coedu-applications.aspx). **Admission is LIMITED.** All first applied with completed applications will be first admitted.

*Your admission is based upon successful completion of classes currently in progress. The College of Education reserves the right to rescind your admission for the upcoming term based upon unsuccessful completion of in progress courses.*

Mail, Fax, or Drop-off applications to:

University of South Florida  
Student Academic Services  
4202 East Fowler Avenue, EDU105  
Tampa, FL  33620-5650  
Fax: (813) 974-3391

**Notification of Acceptance:**  
You will receive written notification concerning the status of your application via email. We cannot give admission status via phone. Depending on the volume of applications received, the review process can take **2-3 weeks**.

*This page is for your records only. It is not necessary to include it with the application.*
Application for Admission - Tampa Campus

Select a term for admission:
□ Fall □ Spring □ Summer

Major: English Education

Current Home Campus (current USF students only): □ USF Tampa □ USF St. Petersburg □ USF Sarasota-Manatee

USF ID#: ____________________________________________
(Example: U12345678)

Name: ____________________________________________________________

Last ___________ First ___________ Middle/Maiden _______________________

Phone Number: __________________________________________ Email: ______________________________________________

Circle your category: Transfer Student □ Current USF Student □ Former Student Returning □ Term of Entry: ____________

Have you been admitted to the USF College of Education in the past: (Circle your answer) □ Yes □ No; if yes, when: __________

Are you currently in progress of any courses? (Circle your answer) □ Yes □ No

If you are a transfer student, please complete the following:

Highest degree attained (if applicable): □ A.A. □ A.S □ other: ________________

If your degree is in progress, please indicate anticipated graduation date: _________________ (month/year)

Transfer Institutions: List ALL institutions you have attended:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
_______________________________________________

Student Signature: __________________________________________ Date: __________

Official USF Tampa Student: □ Yes □ No

Evaluated by: _______

Received: ___ / ___ / _____

Denied: ___ / ___ / _____

Accepted: ___ / ___ / _____

Overall GPA: _______

General Knowledge Test:
M_____ R_____ ELS_____ E_____

APS USE ONLY

Intake: Final Processing:
Contents Database
Database Step 1
Email Code
Letter CRI

Reason(s) for Denial:
□ Missing course □ GPA too low
□ Missing Skills Test □ Not coded as degree seeking
□ No record: USF Admission status not final □ Transcripts not submitted w/ app
□ Application packet received after deadline □ Per COEDU Department/Program
□ Fall admit only (P.E., Early Childhood, Exercise Science) □ Update USF admit semester from _______ to _______
□ Other: __________________________________________________________

Comments: __________________________________________________________

Acceptance Status:
□ Full □ Conditional
□ Exceptional (dept approval)

Missing:
□ GPA too low □ AA Degree
□ GKT: _______________ □ Coursework: _______________

Fingerprinting:
□ Hillsborough □ Pasco
Disclosure of Conviction

When you apply for a teaching certificate, you will be asked to disclose information about any existing criminal records. School districts have the right to know about any arrests, pleas of nolo contendere, adjudications withheld, or convictions that their teachers may have sustained. You will also have to supply this information to the state when you apply for a certificate. School districts have the right to obtain information regarding sealed, expunged, and/or juvenile records.

**Note:** Exercise Science majors are not required to submit this Disclosure.

Have you ever been arrested for, pleaded nolo contendere to, or been convicted of, a first-degree misdemeanor or felony? Yes_________No___________ (Please check one)

Any future charges or arrests may jeopardize your internship and/or teaching opportunities.

Print Full Name: ________________________________

Signature: ________________________________ Date: __________________

I understand that if I have an arrest record or if I incur one, that the following information applies:

Upon applying for admission into the College of Education, I will be required to include in my application packet:

1) A detailed letter explaining the nature of the arrest, the circumstances related to the arrest, final disposition, and any conditions set by the court.

2) Certified copies of court records, which include my arrest record/s, and any documents related to the disposition of my case. (This information can be obtained by the Clerk of the Court for the town/county where the offense/s occurred.)

* The College of Education cannot guarantee a placement for the final internship.

* The College of Education cannot guarantee that at the completion of my academic program, I will receive a Florida Teaching Certificate. (These decisions are made by the Education Standards Commission of the Florida Department of Education.)

* The College of Education cannot guarantee that the states with which Florida has reciprocity will issue a teaching certificate.

* I have been advised to contact the district/s in which I wish to seek future employment as a teacher, to investigate their respective personnel hiring procedures.

It is important that you retain a personal copy of all of the documents that are submitted to the Internship Office because you will have to present the same documents to the school district/s to which you apply for employment.

I have read and understand the information contained above.

Signature: ________________________________ Date: __________________

USF ID #: __________________
Fingerprinting and Early Field Experience

Please read carefully and complete the required information.

As a student in the English Education Program, you will be required to engage in early field experience in the public classroom. To do so, you must be fingerprinted.

Your program will allow you to conduct your early field experience in **Hillsborough or Pasco County**. The county in which you will conduct your early field experience is dependent upon the course section of LAE 4323 - Methods of Teaching English Middle School that you register for.

Please indicate your preference of county by selecting only one county listed below.

- ☐ Hillsborough
- ☐ Pasco

**Important:** Placements for early field experience are made based on available space. Please await further information on fingerprinting before taking action. Fingerprinting information will be sent to the email address indicated on your application.

My signature below indicates acknowledgement of the need to be fingerprinted prior to beginning early field experience.

Student Signature: ____________________________________________ Date: ______________________
CRIMINAL RECORD INFORMATION - ALL APPLICANTS PLEASE READ VERY CAREFULLY.

ATTENTION:

Under provisions in Florida Statutes 943.0585 and 943.059, the **entire** arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records" and "expunged records." Therefore, you are **required** to reveal such information on this application.

**NOTICE TO APPLICANTS:**

You must provide all information requested, regardless of whether your criminal record has been sealed in any part. Florida law allows the School Board access to sealed and/or all other criminal records. Information disclosed pursuant to this section will be evaluated on an individualized basis, taking into account the nature of the offense and underlying conduct, the relevance of the offense to the employment position(s) for which you are applying, the proximity in time of the occurrence of the offense in relation to this application, and other relevant factors. However, your failure to disclose any requested information will, in the absence of extraordinary, mitigating circumstances, result in the rejection of your application or, if the non-disclosure is discovered after your hire, the termination of your employment.

| Have you ever been arrested or charged for a criminal offense other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) | Yes | No |
| Is there any criminal charge now pending against you other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) | Yes | No |
| Are you currently on probation or currently under any imposed requirements for charges other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) | Yes | No |

If YES to any of the above, give details below AND refer to page two of this document for further requirements.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location of Charge(s)</th>
<th>Nature of Charge(s)</th>
<th>Disposition of Charge(s)</th>
<th>Is the record sealed?</th>
<th>Is the record expunged?</th>
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I certify that the answers given by me to the foregoing questions and statements are true and correct without any falsifications, omissions, or misleading statements of any kind whatsoever. I agree that Hillsborough County Public Schools shall not be held liable in any respect if I am not employed or if my employment is terminated because of false or misleading statements or answers or omission made by me in this application.

---------------------------------------------------------------  -----------------------------------------
Signature                                                      Date
PLEASE NOTE: The application of any person with a criminal history requires review and approval to determine eligibility for employment. If you have such a criminal history, your application will be held in a pending file until the review process is complete.

For each criminal charge listed on page one of this document, provide a narrative account of the circumstances leading to the charge. (You may attach additional pages.) Include in this statement,

- the level of the charge (felony or misdemeanor),
- the resolution of the charge, and
- the conditions imposed upon you as a result of the charge.

Depending on the nature and outcome of the charges described below, you also may be requested to secure and provide a copy of the arresting agency's report, verification of the court's ruling, and documentation of successful completion of imposed conditions.

***Notice***

HCPS collects your Social Security number for the following purposes:
Identification and verification, employment qualification, tax reporting, benefits and retirement processing, unemployment compensation, and state reporting to the Department of Education. Social Security numbers are also used as a unique numeric identification within some of our systems and may be used for search purposes.

***Noticia***

Las Escuelas Publicas del Condado de Hillsborough requieren su numero de Seguro Social para los siguientes propósitos:
Identificación y verificación, requisitos para ser empleado, informes fiscales, prestaciones y el procesamiento de jubilación, indemnizaciones para desempleo, y los informes estatales al Departamento de Educación. Los números de seguro social también se utilizan como una identificación numérica única dentro de algunos de nuestros sistemas y pueden ser utilizados para buscar información.