

UPLOADING DOCUMENTS TO UNDERGRADUATE APPLICATION

1 GO TO
<https://secure.vzcollegeapp.com/usf/default.aspx?cid=87<id=1>

2 SIGN IN
Using the e-mail address you used when you applied.

 **Apply Now!**

Apply Now! Thank you for applying for admission. Please set aside approximately 30 minutes to complete the application and attach supporting documents. You may save what you have entered and return to the application at any time in the future. After submitting the application you will be able to pay the \$30 (USD) application fee by **credit card** (Discover, Visa, MasterCard) or **E-check**.

Personal Information 

The information you enter here will be automatically entered into your online application. Please enter your **legal name**. Your family/surname should be entered in the last name field. Be sure to check all spelling and the use of upper and lower case letters.

If you notice that the user information you entered is not correct, you **will** be given a chance to make corrections throughout the application.

Applicant First Name: *

Applicant Last Name: *

Sign In & Modify My Application

E-mail:

Password:

Remember Me

Sign In 

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3 SELECT "MY WORKSPACE"
From the top menu

Office of Admissions

ADMISSIONS MY APPLICATION **MY WORKSPACE** FAQs CONTACT US

<input checked="" type="checkbox"/> Personal Information I	 Educational History
<input checked="" type="checkbox"/> Citizenship	Please click on the "Find My High School" icon to add any high school you attended. Please type any keyword for your high school and then click search. A list of possible matches will appear, please choose the one that matches your school.
<input checked="" type="checkbox"/> Academic Interest	This section should indicate what classes you plan to complete prior to enrolling at USF, and should include all colleges and universities that you have attended (if any). After completing and submitting your application to USF, please have official transcripts sent to USF directly from your high school and all colleges or universities that you have attended.
<input type="checkbox"/> Educational History	

4 SELECT "MY DOCUMENTS"

 **My Workspace**

If you need to reset your password, please click the 'Reset Password' icon below.

 My Documents Upload files that will be attached to your application.	 My Application(s) View your application(s) or begin a new application.
 Back To Application Return to your current application.	 My Account Update your e-mail address.
	 Reset Password Change your password to a new password.

5 SELECT "UPLOAD A DOCUMENT"
and choose the document type to upload, then upload and submit.