

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-Undergraduate" on the www.usf.edu 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:
- Your full legal name, USF ID, change of address, phone number and e-mail address.
 - The original and new term of entry.
 - 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.
 - 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 re-admission can be rendered.
- Requirements:** **USF requires a minimum of 12 transferable credits to be considered for transfer admissions.** 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 Affidavit with supporting documentation to either maintain or update your residency for tuition purposes. The residency Affidavit may be downloaded on the website at:
<http://www.usf.edu/admissions/pdf/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:
<http://www.usf.edu/admissions/pdf/Conduct-statement.pdf>
- Majors:** 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.

Undergraduate Application Update Form

Please check all that apply:

- ☐ Update Term of Entry (*instructions on next page)
- ☐ Change of Major: From: _____ To: _____
- ☐ Change of campus: USF Tampa ____ USF Sarasota ____ USF St. Petersburg ____

Reason for Request:

- ☐ Financial ☐ Have not completed required courses at current institution
- ☐ Courses not available at USF for desired entry term ☐ Other _____

Original Application:

() Fall Semester _____ (year)

() Spring Semester _____ (year)

() Summer Semester _____ (year)

Change to:

() Fall Semester _____ (year)

() Spring Semester _____ (year)

() Summer Semester _____ (year)

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	Credit hours earned

University ID: _____ Date of birth: _____

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

Full Legal Name: _____
First Middle Name Last

Is this address () New () Permanent () Local

Mailing Address: _____
Street Address Apt.

City, State Nation Zip/Postal

Telephone: () _____ - _____ E-mail Address _____

Signature _____ Date _____