NON-UF STUDENT APPLICATION GUIDE

This guide is intended for students participating in a University of Florida Study Abroad program as a non-degree seeking student. The instructions below outline the most effective way to complete each application requirement. If you have questions not addressed in this guide, please contact UF Study Abroad Advisor, Leslie Johnson, at ljohnson@ufic.ufl.edu or 352-273-1508.

TABLE OF CONTENTS

- Part One: Creating an Application ...............................................................2
- Part Two: Completing an Application ..........................................................6
  I. Accessing your Application ........................................................................6
  II. Application Basics ...................................................................................7
    • Table A: Submitting Your Application .......................................................7
    • Table B: Important Contacts ....................................................................8
  III. Application Materials .............................................................................8
    Signature Verification ................................................................................8
    Online Non-Degree Registration Request ................................................9
    Home Institution Approval ........................................................................13
    Academic Report Request ..........................................................................15
    Home Institution Official Transcript ........................................................16
    Application Questionnaire(s) ......................................................................17
    Signature Documents ..................................................................................18
    Completed Application ..............................................................................19
**HOW TO APPLY AS A NON-UF STUDENT**

**PART ONE: CREATING AN APPLICATION**
*Non-UF students are eligible for most UF Sponsored programs and some UF exchanges.*

1) Once you have selected a program, click “Apply Now” on the program page

![UF in London - Business/Internship](image)

2) Select “I do not have login credentials to this site” and push “submit”

![Login Options](image)

3) Select your user type and push “submit”

![User Type Options](image)

If you have graduated from your university and/or are not currently enrolled in a university, select the **first option**.

If you are currently enrolled in a US institution, select the **second option**.
4) Input your demographic information and push “Create Account.” If your home institution is not listed, please email Leslie Johnson at ljohnson@ufic.ufl.edu

5) Once you have completed the above information, an email will be sent to you containing your login and password information. Please note that the temporary password is only valid for 24 hours. You must complete steps 6-8 within 24 hours.
6) Go back to login page and select “I have login credentials to this site that I received by email”

7) Set security questions
8) Set permanent password

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Password meets strength criteria and is acceptable
PART TWO: COMPLETING AN APPLICATION

I. ACCESSING YOUR APPLICATION

1) Go to http://www.ufic.ufl.edu/SAS/index.html and select “Non-UF Login”

2) Select “I have login credentials to this site that I received by email”

3) Log in with your email and password

4) Click on your program to access your application
II. APPLICATION BASICS

There are four main sections of the non-degree study abroad application: Signature Verification, Material Submissions, Signature Documents and Application Questionnaire(s). The instructions below are grouped according to the order and method by which each item is best completed. Some programs may have additional application items not shown in this guide.

Please note your application deadline. All application items must be completed by the deadline in order to be considered for the program.

Table A: Submitting Your Application

<table>
<thead>
<tr>
<th>Order of Submission</th>
<th>Material</th>
<th>How to Submit¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signature Verification Form</td>
<td>By email² or by mail</td>
</tr>
<tr>
<td>2</td>
<td>Online Non-Degree Registration Request</td>
<td>Submitted online as per instructions. Receipt should be sent by email or by mail.</td>
</tr>
<tr>
<td>3</td>
<td>Home Institution Approval Form</td>
<td>By email or by mail</td>
</tr>
<tr>
<td>4</td>
<td>Academic Report Request Form</td>
<td>By email or by mail</td>
</tr>
<tr>
<td>5</td>
<td>Home Institution Official Transcript</td>
<td>By mail</td>
</tr>
<tr>
<td>6</td>
<td>All Application Questionnaire(s)</td>
<td>Completed online</td>
</tr>
<tr>
<td>7</td>
<td>All Signature Documents</td>
<td>Completed online</td>
</tr>
</tbody>
</table>

¹ Please note all emailed documents must be submitted as scanned, full sized, PDF documents. Documents that are sent as .jpeg, .doc, screenshots, taken with your smart phone, or that are unclear will not be accepted.
² Emails should be sent to your UF Study Abroad Advisor, Leslie Johnson, at ljohnson@ufic.ufl.edu.
<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Johnson</td>
<td>Study Abroad Advisor for non-UF students</td>
<td><a href="mailto:ljohnson@ufic.ufl.edu">ljohnson@ufic.ufl.edu</a></td>
<td>352-273-1508</td>
</tr>
<tr>
<td>June Bristol</td>
<td>Financial Aid &amp; Program Fees</td>
<td><a href="mailto:jbristol@ufic.ufl.edu">jbristol@ufic.ufl.edu</a></td>
<td>352-273-1504</td>
</tr>
<tr>
<td>Linda Gritman</td>
<td>Florida Pre-Paid</td>
<td><a href="mailto:lgritma@ufic.ufl.edu">lgritma@ufic.ufl.edu</a></td>
<td>352-273-1507</td>
</tr>
</tbody>
</table>

III. APPLICATION MATERIALS

To access these materials you must be logged in to your application. Please review Step I: Accessing Your Application for assistance logging in.

**Signature Verification**

The Signature Verification form is required in order to electronically sign your signature documents. You will not be able to complete your online signature documents until this form is received and marked off your application.

1) Click on “Signature Verification Form”

2) A pop out window will appear. Print this window, sign the form and submit it along with a copy of your signed passport, driver’s license or state-issued ID card. Both the Signature Verification Form and your proof of ID must be signed.
ONLINE NON-DEGREE REGISTRATION REQUEST

The Online Non-Degree Registration Request is an application that allows you to be registered at the University of Florida as a non-degree seeking student for a semester. This is one of the most important application steps and can also be one of the lengthiest. It is important that you follow the directions closely as mistakes can cause significant delays in processing your application and registering you for your study abroad courses.

1) Click on “Online Non-Degree Registration Request”
2) A pop-out window will appear. Read through the instructions, then click on the link provided in the pop-out.

3) Push the “Click to Begin” button at the bottom of the page
4) Select the term and year that matches the term and year of your study abroad application.

5) Under “College,” select “The College of Liberal Arts and Sciences – UF International Center – Study Abroad.” There are two similar options, so please ensure that your choice matches the instructions exactly.

6) Under “Explain” please write that you are applying so you may participate in a study abroad program.

7) Fill out the rest of the demographic information.
8) Under “Course Information,” list the courses you would like to take as part of the program. This information can be found on your study abroad program’s brochure page. You do not need to fill in the “Suffix” or “Section” categories. If you do not know this information or believe it may change, list your course as IDS 4956.

9) Once you have filled in all the required sections, click “Apply”

10) Once you have submitted the application, make a copy of the receipt and send it to Leslie Johnson at ljohson@ufic.ufl.edu. It is best sent via email as a PDF document. This step allows the advisor to know your application has been submitted and to review it to ensure it has been filled out correctly.
11) The Online Non-Degree Registration Request material will not appear completed on your application until it is processed by the University of Florida Registrar. Florida Residents please be advised that you may receive an email from the UF Registrar requesting additional documentation of your residency. Please respond promptly if sent this email.

**Home Institution Approval**

The Home Institution Approval form allows us to verify that your program is accepted by your home university and that you are approved to participate.

1) Click on “Home Institution Approval Form”

2) A pop-out window will appear. Read through the instructions, then click on the link provided in the pop-out.
3) A PDF form will appear. Print this form and fill in your name, official program title and term.

![Image of a filled out Home Institution Approval Form]

4) Give the Home Institution Approval Form to your Home University’s Study Abroad Office*. They will complete the rest of the form. Once it is complete, it should be submitted to Leslie Johnson at ljohnson@ufic.ufl.edu.

*Note: If your university does not have a study abroad office, please give this form to whomever can attest to your status as a student and has the authority to verify your credits will be accepted at your Home Institution. This may be your academic advisor, registrar’s office or dean of student’s office.
ACADEMIC REPORT REQUEST

The Academic Report Request form lets us know where your transcript should be sent at the conclusion of your program.

1) Click on “Academic Report Request Form”

2) A pop-out window will appear. Read through the instructions, then click on the link provided in the pop-out.

3) Fill in your contact information. Leave the UFID section blank.

4) Fill in the address your transcript should be sent to at the end of your program. Please verify this address with the study abroad official at your home institution.
5) Sign and date the form. This must be a **physical signature** to be valid.

![Signature](image)

**I am currently enrolled at a SUS Florida school and would like my transcript to be sent to my home institution electronically.**

**Signature of Student**

**Date**

6) Once the form is complete, submit it to Leslie Johnson at ljohnson@ufic.ufl.edu

**Home Institution Official Transcript**

*The Home Institution Official Transcript allows us to verify your GPA and ensure it is high enough to participate in your chosen program.*

1) Submit an official transcript to Leslie Johnson at ljohnson@ufic.ufl.edu. To be considered official, it must be in a **sealed envelope**. Printed online copies, screen shots of grades and opened transcripts will not be accepted. Certified electronic transcripts will be accepted if sent directly from your Home Institution to your UF.

Send your transcript to:

University of Florida International Center
Study Abroad Services
Attn. Non-Degree Processing
PO Box 113225
Gainesville, FL 32611-3225
APPLICATION QUESTIONNAIRE(S)

1) Click on each questionnaire and fill out the information requested. Do not fill out the “Academic Advising Questionnaire (Office Use Only)”. This will be filled out by your UF study abroad advisor. Some programs may have more questionnaires than shown below.

2) Once your questionnaire is completely filled out, click “Submit”. Once you have submitted the questionnaire, you will not be able to edit it. If you have filled it out incorrectly and need to change any information, please contact Leslie Johnson at ljohnson@ufic.ufl.edu for assistance.
**Signature Documents**

Signature documents cannot be signed until your [signature verification form](#) is received and marked off your application.

1) Click on each signature document, read it thoroughly and push “CLICK HERE TO SIGN Digitally” to indicate your agreement and understanding.
Completed Application

Once all items on your application are checked off, your application is complete. There is no button to “submit” the application. If you have any questions about the status of your application, please contact Leslie Johnson at ljohnson@ufic.ufl.edu.