

APPLICATION UPDATE FORM

Please check all that apply:

Update Term of Entry (instructions on next page)

Please change my requested term of entry to:

I originally applied for:

Fall Semester _____ (year)

Fall Semester _____ (year)

Spring Semester _____ (year)

Spring Semester _____ (year)

Summer _____ (year)

Summer _____ (year)

Change of Major From: _____ To: _____

Admission to the University does not guarantee admission to limited access/high demand majors or programs including, but not limited to, College of Business, College of Education, Mass Communications, or Graphic Design.

Change Campus To: _____ St. Petersburg _____ Polytechnic _____ Sarasota-Manatee _____ Tampa

Please list 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. You must provide official transcripts from each post secondary school, college or university you have attended.

School, College or University	City, State	Dates of Attendance	Degree/Date	Credit hours

I am a(n): first time in college applicant

former student returning applicant

transfer applicant

second-degree seeking student applicant

University ID # U _____

Full Legal Name _____
Last
First
M.I.

Mailing Address _____
Street Address

_____ City State Zip

Telephone _____ Email _____

Signature _____ Date _____

Instructions For Undergraduate Students Requesting an Updated Term of Entry

1. You may request a change in your term of entry for any term that begins within one calendar year of your originally requested term of entry. For example, if you applied for admission for the Fall Semester (August) 2011, you can request a change to the Spring Semester (January) 2012, the Summer Semester (May) 2012 or the Fall Semester (August) 2012. (Some degree programs do not admit new students every term. See the program description in the USF St. Petersburg Catalog for your requested program.)
2. A request to change your term of entry must be made in writing on this form to the USF St. Petersburg Office of Admissions & Outreach.
3. If you do not update within one calendar year from your originally requested term of entry, you must submit a new application for admission with the appropriate fee. Application for admission can be found on our web site at <http://usfsp.edu/apply>.
4. 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 later term of entry. If updated and admitted as a freshman, you must pay the \$200 admission deposit for your new term of entry.
5. The written request or completed form must include:
 - a. Your full legal name, University ID number and change of address (if any).
 - b. The new term of entry desired.
 - c. A summary of any additional credit not included on your application that you will have earned prior to enrollment at USFSP, including date(s) of attendance, institution(s) attended, degree(s) awarded and new test scores, if any. Transcripts of any additional credit attempted and official test scores sent from the testing agency must substantiate your eligibility for admission. (If you will have earned an A.A. degree prior to your new term of entry, your final transcript must reflect the awarding of the A.A. degree and the transcript should not be sent until the degree statement is posted.)
 - d. If you are a former degree-seeking student, and have attended another institution since leaving USFSP, we must receive your transcript(s) before a decision on re-admission can be made.
6. If admissions requirements have changed since the term of your original application, you must meet the criteria in effect for the new term of entry requested.
7. If you signed as a non-Florida resident for tuition purposes on your original application but have now met the requirements for Florida residency, please submit a new Residency Affidavit with supporting documentation. The Residency Affidavit may be obtained from the Office of Admissions & Outreach or by visiting <http://usfsp.edu/admissions/documents/residency.pdf>.
8. If there is any change in your response to the conduct questions on your original application, you must submit an explanation in writing with this form. You may be required to submit additional information depending on your response to the conduct questions.

Office of Admissions & Outreach
140 Seventh Avenue South, BAY 129
St. Petersburg, FL 33701
727-873-4802
727-873-4525 (fax)