NON-DEGREE APPLICATION INSTRUCTIONS

To begin, navigate to the Visiting Students webpage: https://registrar.ufl.edu/registration/visiting-students/. 

1. Select the **Student Application Category** that applies.

2. Review all the information and relevant reminders on the **Applying Via Non-Degree** page. Once reviewed, click the Non-Degree Application button to proceed.

   Next, create an account through MyAdmissions: https://my.admissions.ufl.edu/apply/.
3. Click on Returning users or First-time users.

**Returning users:**  
Log in to continue an application.

**First-time users:**  
Create an account to start a new application.

4. Enter login credentials OR Register as a first-time user. Be sure all information entered is accurate.

5. Click Continue.
6. Click *login after* receiving the temporary PIN.

7. Set a **New Password**.
   Note these credentials are ONLY for the application portal. This is NOT a GatorLink login.
8. **Start** a new application OR **open existing application**.

9. Select **application year** and **non-degree application**. Click **create application**.
10. **Open** the application.

11. Enter **Personal Background** information. Be sure to enter ALL requested information accurately.
12. If applicant has non-U.S. citizenship, enter **International Information**.

![International Information form]

13. Enter **Conduct Information**.

![Conduct Information form]
14. Complete **Non-Degree Application Details.**

Home
Personal Background
International Information
Conduct Information
Application Details
Non-Degree Course Request
Academic History
Florida Residency Declaration
Signature
Review

**Non-Degree Application Details**

- **Application Information**
  - Have you previously submitted an application to the University of Florida?
  - Have you previously attended the University of Florida as a Degree-Seeking student?

15. Complete **Non-Degree Course Request.**

Home
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Conduct Information
Application Details
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**Non-Degree Course Request**

- **Program Information**
  - Are you applying to Standard Non-Degree or to a Non-Degree Special Program or to Audit a Course(s)?
  - Please select a College that provides the Special Program and/or Courses you would like to register for. For example, "Expository and Argumentative Writing" (ENC 1101) is offered through the College of Liberal Arts and Sciences.
  - Select the Term of Registration

Please describe why you are requesting admission as a non-degree seeking student. 252 characters remaining

Please review the following while completing this section:

- **Program Information** – indicate the type of application they are pursuing.
  - **Standard Non-Degree** option is available to applicants who are not participating in a special program sponsored by UF or who are not enrolled at a State University System or Florida College System institution.
  - **Non-Degree Special Program** option is available to applicants who are participating in a special program sponsored by UF.
  - **Audit** option is available to applicants who are Non-UF Students or Florida Residents Age 60+ and do not want to earn credits or grades for a course.
  - Indicate college, term, and reason for requesting admission as a non-degree seeking student.
If **Non-Degree Special Program** was selected, indicate the **Special Program** you are applying for:

**Special Program**

Please select the Special Program you are applying for

If **Audit** was selected, indicate the **Audit Classification** you are applying for:

**Audit Classification**

Classification at the Time of Auditing

- Florida Residents Age 60 and Over AUDW
- Non UF Students AUDN

- Listing Non-Degree Courses is optional for Non-Degree Special Program applicants; however,
  - **Standard Non-Degree** applicants must list course prefix and course number.
  - **Audit** applicants must list course prefix, course number, and class number.

**Note:** ONLY the prefixes for the college selected will appear in the dropdown menu. Once the application is submitted colleges can review this page in their reader view and work with additional partners, as needed.
16. Complete **Academic History** and follow the instructions listed on the page.

17. Click **Add Institution**, then search for the school(s).
   
   **TIP:** Enter the City of the Institution to see a list of options; click continue to view the full list.
18. Complete the Florida Residency Declaration.

Please note the following while completing this section:

- Read the page *thoroughly*.
- If the applicant *is not* a Florida resident for tuition purposes, select NO AND check the box certifying “I am not a resident of the state of Florida for tuition purposes.”

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Non-Florida Resident

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form except for the signing below.

Checking the box below represents my signature authority.

☑️ I am not a resident of the state of Florida for tuition purposes.
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- If the applicant *is* a Florida resident for tuition purposes, select YES and submit the information requested on the page. Be sure to include all attachments and sign the Claimant’s first and last name.

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Residency Declaration

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my status as a Florida resident for tuition purposes.

Claimant Signature First Name

Claimant Signature Last Name

☐ By checking this box, I authorize my signature authority above.

Continue
```
19. Complete the **Signature** and click **Continue**.

In place of your signature, please type your full legal name:
Alberta Alligator

Date Signed: September 14, 2023

[Continue]
20. **Review** the Application.
   The application can be saved for later completion OR to check to see if any required information is missing.

   **Review**

   - Section: **Conduct Information**
     - Required Field or Error: Please ensure you have answered all questions on the Conduct Information page

21. After completing the application, continue to check the status page by signing in to [https://my.admissions.ufl.edu/apply/](https://my.admissions.ufl.edu/apply/).