

## 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.

**Registration**

- Audit a Course
- Drop/Add
- Employee Education
- Full-Time Enrollment Requirements
- How to Register
- Transfer Credits
- Visiting Students
- Waitlist

### Visiting Students

Visiting students, sometimes referred to as transient students and/or non-degree students, are those who are currently enrolled as degree-seeking students at another institution but who wish to take courses for a term at UF to transfer back to their home institution.

Visiting students may include students attending [State University System \(SUS\)](#), [Florida College System \(FCS\)](#) institutions, private Florida institution, out-of-state institution, students registering for [UF's College of Liberal Arts and Sciences' Shared Language Program](#), individuals registering for special programs sponsored by UF, or individuals wishing to expand their academic background through graded or [audited](#) coursework, or teacher certification through the UF College of Education.

All visiting students to UF are considered non-degree seeking at the University of Florida and register on a space-available basis, which is **fall (100% online sections only)**, **spring (100% online sections only)**, summer terms A, B and C (online or on campus sections).

#### Visiting Student Application Categories

Non-Degree	Florida Shines
Private Florida Institution Students	State University System Students
Out-of-state institution Students	Florida College System Students
Individuals registering for special programs sponsored by UF	UF CLAS Shared Language Program
Individuals wishing to expand their academic background	
Teacher certification through the UF College of Education	
Auditing as a Non-UF Student	
Auditing as a Florida Resident Age 60+	

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.

### After Applying

Regularly monitor your [Application Status Page](#) and email inbox, junk mail, and spam folders for any status updates or requests for additional documentation. Emails from UF will come from an @ufl.edu address.

If not already assigned from a previous application, an eight-digit UFID will be generated and can be viewed on the application status page.

The application will be forwarded electronically to the UF college requested in the application. Colleges make the final decision and may require additional information. Once a decision is made, a status update will be posted on the application status page.

If approved, the status update will provide registration directions and information on creating a GatorLink account. Before registration, a student must clear all holds, which include submission of immunization records to the UF Student Health Care Center, emergency contact information and accepting the terms of registration on ONE.UF. International students will be prompted to furnish proof of health insurance. Registration start times will be visible in [ONE.UF](#) after all holds have been cleared.

Pay course fees online at ONE.UF by 3:30 p.m. on the fee payment deadline unless directed otherwise by the program coordinator.


[Non-Degree Application](#)

[Registration Policies](#)

[QUESTIONS? ASK ALLI](#)

Next, create an account through MyAdmissions: <https://my.admissions.ufl.edu/apply/>.

3. Click on **Returning users** or **First-time users**.


**UF** **ADMISSIONS** 

# Application Management

**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**.

**UF** **ADMISSIONS** 

## Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

**Continue**

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

The screenshot shows the 'UF ADMISSIONS' header. Below it, the 'Login' section has a green message box stating: 'A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.' Below the message box, there are four fields: 'Email' with the value 'alberta@ufl.edu' and a 'switch' link; 'Account' with the value 'Alligator, Alberta'; 'Temporary PIN' with a masked input field '.....'; and 'Birthdate' with three dropdown menus showing 'August', '14', and '2019'. At the bottom left is a 'Login' button.

7. Set a **New Password**.

Note these credentials are ONLY for the application portal. This is NOT a GatorLink login.

The screenshot shows the 'UF ADMISSIONS' header. Below it, the 'Set Password' section has a message: 'To protect the security of your account, please specify a new password. The password must meet complexity requirements.' Below the message, there are two input fields for 'New Password' and 'New Password (again)', both masked with '.....'. To the right of the fields is a list of five requirements, each preceded by a green checkmark: 'At least one letter', 'At least one capital letter', 'At least one number', 'Be at least 12 characters', and 'New passwords must match'. At the bottom left is a 'Set Password' button.

- [illegible]

- Start New Application

×

Select an application type:

2024 Application Year ▾

▾

2024 Certificate Application (Currently Enrolled)

2024 Non-Degree Application

Create Application

Cancel

10. **Open** the application.

Application Details

Prev Next X

Started	09/19/2023
Status	In Progress
	2024 Application Year
	2024 Non-Degree Application

Open Application

Cancel

11. Enter **Personal Background** information. Be sure to enter ALL requested information accurately.

UF ADMISSIONS

Alberta Alligator

Impersonation Active: You may be able to see data and make changes that the user might not be able to see

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## Personal Background

Name

First (Given)

Alberta

Middle

Bethany

Last (Family)

Alligator

Suffix

Preferred First

Other Last Names Used

Addresses

Permanent Address

Country

United States

Street Address

1478 Union Rd  
Swamp Villa

City

Gainesville

State

Florida

Postal Code

32611-0001

Mailing Address

Country

United States

Street Address

1478 Union Rd  
Swamp Villa

City

Gainesville

State

Florida

Postal Code

32611-0001

Valid From

optional

Valid Until

optional

[Insert Address](#)

12. If applicant has non-U.S. citizenship, enter **International Information**.

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## International Information

### Passport Information

Passport Given Name

Alberta

Passport Surname

Alligator

Passport Number

Country Issuing Passport

### Visa Information

Are you a **Permanent Resident Alien (PR)**?

Please provide your Permanent Resident Alien Number

Are you currently in the United States?

Continue

13. Enter **Conduct Information**.

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## Conduct Information

### Conduct Information

Are you currently charged or have you ever been convicted of a crime (even if adjudication was withheld) other than offenses involving \$50 or less?

Has any court or school authority found you to have disrupted or interfered with the orderly conduct, processes, functions or programs or any educational institution?

Continue

14. Complete **Non-Degree Application Details.**

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## 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?

Continue

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

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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.

232 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.

**Non-Degree Courses**

Within each Non-Degree Application, you are permitted to apply for up to five courses. In addition, you will only be permitted to apply for courses that are offered by the College that you selected above. If you need to apply for more than five courses our would like to apply for courses from multiple Colleges, additional Non-Degree applications will be required.

For a complete list of Courses, please visit <https://one.uf.edu/soc/>.

How many courses from this college would you like to apply for?

**Course 1**

Course Prefix

Course Number

Class Number

**Course 2**

Course Prefix

Course Number

Class Number

**Continue**



16. Complete **Academic History** and follow the instructions listed on the page.

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## Academic History

Please enter your **most recent** school only.

If you are having trouble finding your school, please try the College Board Search (<https://bigfuture.collegeboard.org/find-colleges>) and use the College Board Code in the name search.

Some institutions are not registered with College Board, and so if you cannot find a school on their website, you can input the school information with the CEEB of 9999999.

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		
Boston University	Bachelor, 01/2021	<a href="#">Edit</a>

Continue

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

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## Academic History

Add Institution

Institution

Gainesville

Alachua Eschool  
Gainesville, FL  
Amikids Gainesville  
Brenau University  
Gainesville, GA  
Brenau University  
Gainesville, GA  
Buchholz High School  
Gainesville, FL  
Chestatee High School  
Gainesville, GA  
Christian Life Academy  
Gainesville, FL  
City College Gainesville  
Gainesville, FL  
Cornerstone Academy  
Gainesville, FL  
Gainesville Christian Academy  
Gainesville, TX  
Gainesville High School  
Gainesville, FL  
Gainesville High School  
Gainesville, GA  
Gainesville High School  
Gainesville, TX  
Gainesville Job Corps Center  
Gainesville, FL  
Gainesville R-V High School  
Gainesville, MO  
Continued...

Save Cancel

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."

**Upload Documents**

Please upload a single file of any documents providing information about your residency exception.

No file selected.

Do you qualify as a resident for tuition purposes?

No

**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.

- 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.

**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.

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

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**Signature**

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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.

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## Review

We have detected the following errors with your application.  
These errors must be corrected before submission.

Section	Required Field or Error
<a href="#">Conduct Information</a>	Please ensure you have answered all questions on the Conduct Information page

Review
Submit Application
Save for Later


21. After completing the application, continue to check the status page by signing in to

<https://my.admissions.ufl.edu/apply/>.

**UF** ADMISSIONS
CONTACT

2024 Non-Degree Application

**UF** UNIVERSITY of FLORIDA  
Office of the University Registrar



### Status Update

New updates to your application were posted September 18, 2023.

[View Update >>](#)

Hello Alberta,

Your Non-Degree application for admission to the Education Non-Degree degree program at the University of Florida for the Spring 2024 term has been received. Please refer to the information below to determine whether any additional information is required. If you have sent information to us recently, please allow time for processing.