



TRANSFER, TRANSIENT AND NON-DEGREE STUDENTS

1 ADMISSION

You must enroll for the term indicated on your admission letter. *If you do not register for your original admission term, your classes will be dropped for subsequent terms and your admission revoked.* If you wish to change your term of application, you must contact the Office of Undergraduate Admissions.

Check your admission letter for the accuracy of your name, entrance term, address and major. Address, telephone, and email changes can be made online at myUCF. All other changes must be submitted in writing to the Office of Undergraduate Admissions.

If you wish to change your term of application, submit a Term Change Request Form or a new application and fee through your Future Knight Portal.

2 MYUCF PORTAL

You must create an account to access the myUCF Portal. myUCF is where you will apply for housing, review your financial aid summary, update personal information, register for classes, view and pay your tuition and fee invoice, and complete other necessary steps to enroll at UCF.

To create a myUCF account, visit my.ucf.edu and click "SIGN IN TO MYUCF". You will need to obtain an NID if you do not already know it. The NID will be your username for myUCF. Click "Look up your UCF NID username." Your first and last name and email address must be entered exactly as it appears on your application for admission. Once you have your NID, return to the login page to sign in. You should remember and protect your NID and NID password as you would a social security number.

3 ORIENTATION

Every new transfer student is required to attend Orientation. For more information about our mandatory orientation, please visit orientation.ucf.edu.

4 KNIGHTS EMAIL

You must register for a Knights Email account before you attend orientation and register for classes. Once you register for classes, official UCF communication will only be sent to your Knights Email—no other email address will be used. To sign up and for more information on Knights Email, visit knightsemail.ucf.edu.

5 IMMUNIZATIONS

Prior to attending orientation, you must upload a completed immunization form to UCF Student Health Services. The immunization policy and form may be downloaded from studenthealth.ucf.edu/immunizations. Web-only students must contact UCF Health Services at 407-823-3707.

6 RESIDENCY FOR TUITION PURPOSES

Complete the Residency Declaration Form on your Future Knight Portal checklist. Residency status for tuition purposes will be reflected on your Future Knight Portal status page following verification. Once you register for classes, access your fee invoice in myUCF and ensure that the appropriate tuition and fees are assessed.

7 FINANCIAL ASSISTANCE

Financial aid is available to students who have been offered admission, determined eligible, filed the Free Application for Federal Student Aid (FAFSA), classified as a degree-seeking student, have enrolled in at least one UCF class for the term they have been admitted, and met all other eligibility requirements. If your first term of enrollment at UCF is the summer term, you must first complete the prior year's FAFSA in order to receive financial aid for that term.

If you are a financial aid recipient, your eligibility is based, in part, upon

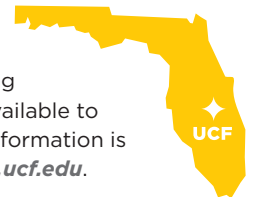


the assumption that you have met the admission contingencies specified in your admission letter. If it is later determined that you failed to meet an admission contingency, you will no longer be eligible for financial aid and it will be canceled. In addition, you will be responsible for repaying any financial aid disbursed to you.

Visit finaid.ucf.edu/fafsa to begin the FAFSA filing process. If you have questions, contact the Office of Student Financial Assistance at 407-823-2827. You can also schedule an appointment by visiting finaid.ucf.edu/contact.

8 HOUSING

A variety of on- and off-campus living arrangements are available to students. Housing information is available at housing.ucf.edu.



9 FINAL TRANSCRIPTS

A copy of your official final transcripts from each institution attended is required. If you satisfied the foreign language requirement in high school, a copy of your official final high school transcript must be submitted to the Office of Undergraduate Admissions. The status of these transcripts is available at your Future Knight Portal. Failure to provide final transcripts will jeopardize your ability to adjust your schedule, register for future terms, receive grades, or have transcripts sent to other institutions.

Failure to provide final transcripts to UCF may also delay the disbursement of financial aid. Failure to meet all admission criteria will result in a change in your eligibility for financial aid. Your admission is contingent upon your successful completion of all course work at a level consistent with that at the time of admission. Your enrollment is not complete until all official final transcripts and test scores are on file in our office.



10 TRANSFER CREDITS

College-level coursework from other accredited institutions of higher education, meeting university transfer eligibility requirements will transfer to UCF. However, all your credits may not meet the specific requirements of your degree program. The department of your major will determine how these credits will be used and applied toward your degree.

UCF currently uses a plus/minus system in calculating a grade point average for transferred coursework. In addition, grade forgiveness is only honored if it has been awarded in conjunction with an A.A. or statewide articulated A.S. degree from a Florida public community college, state college or university.

All incoming courses will be reviewed for UCF equivalency once you are admitted. The *Transfer Credit Evaluation*, located in your myUCF portal (navigate to Student Self Service > Other Academic) will list all courses received at the time of admission as well as any associated UCF equivalencies. For courses without a UCF equivalent, you will have the opportunity to upload a syllabus and the course will

be evaluated. You will have limited time to submit syllabi if needed, so you should review the Transfer Credit Evaluation in myUCF at your earliest convenience.

11 SCORE REPORTS

If you have taken AP, IB, AICE or CLEP exams, you must have official score reports sent to the Office of Undergraduate Admissions.

12 FOREIGN LANGUAGE

The foreign language admission requirement consists of demonstration of competency of a foreign language or American Sign Language equivalent to the second high school level or the post-secondary elementary 2 level. If you have not met this requirement, you will be required to do so prior to graduation from UCF. If you satisfied this requirement in high school, you must submit an official high school transcript to the Office of Undergraduate Admissions.

There may be additional foreign language graduation requirements for individual majors. Please contact the department of your major for details.



13 HOLDS

Failure to provide final transcripts, official test scores or residency documentation will result in a hold being placed on your account in myUCF. These holds will affect your ability to adjust your schedule, register for future terms, receive grades or have transcripts sent to other institutions. These holds will also delay the disbursement of financial aid.

Degrees Leading to Professional Licensure and Certification

If you are pursuing a degree program with ties to professional licensure or certification and/or your career goals include pursuing licensure or certification outside the state of Florida, it is important that you consult with a program advisor to determine whether or not our program meets the educational eligibility criteria for licensure or certification in that state. To learn more visit apq.ucf.edu/licensure-programs/.

CONTACT



UNIVERSITY OF CENTRAL FLORIDA

Office of Undergraduate Admissions

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admissions.ucf.edu

NEXT STEPS

AND COMPLETING YOUR ADMISSION FILE

ENROLLMENT CHECKLIST

- Sign Up For Orientation
- Create myUCF account
- Sign up for a Knights Email account
- Submit Immunization Form
- Confirm Residency Status
- Apply for Housing
- Visit orientation.ucf.edu to prepare for orientation
- Submit Final Transcripts
- Review Transfer Credit Evaluation
- Send Score Reports
- Check for Holds

TRANSIENT AND NON-DEGREE STUDENTS

- You are not eligible to receive financial aid or participate in NCAA intercollegiate sports as a non-degree or transient student.
- Attendance as a non-degree or transient student does not guarantee admission as a degree-seeking student at a later date.
- Grades earned in courses taken as a non-degree or transient student through UCF cannot be used as a basis for determining admission as a degree-seeking student.
- Non-degree and transient students are not required to attend an orientation session.
- For registration instructions, please refer to our website registrar.ucf.edu/transient-students/.