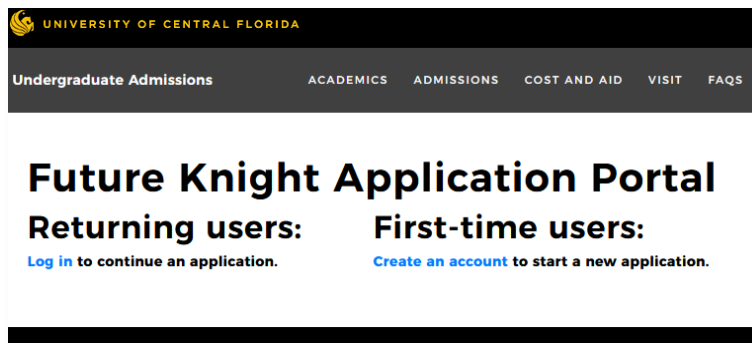


UCF TERM CHANGE REQUEST INSTRUCTIONS

1. Visit <https://futureknight.apply.ucf.edu/apply/> and click "Create an account".



2. Complete the registration form using the same email and name you listed on your original application. Records will not link if the information entered does not match.

The "Register" form has a title "Register" and a sub-heading "To register for an account, please enter the information requested below." It contains input fields for "Email Address", "First Name", "Last Name", and "Birthdate" (with three dropdown menus). A "Continue" button is located at the bottom.

3. An email will be sent once you register your account. You must activate your account using the link in the email. A temporary pin will be provided to complete the login process.

The "Login" form has a title "Login" and 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 this, there are input fields for "Email" (with a "switch" link), "Temporary PIN", and "Birthdate" (with three dropdown menus). A "Login" button is at the bottom.

4. After logging in, you will be asked to create a password.

The "Set Password" form has a title "Set Password" and a sub-heading "To protect the security of your account, please specify a new password. The password must meet complexity requirements." It features two input fields: "New Password" and "New Password (again)". To the right, there are five red error messages: "At least one letter", "At least one capital letter", "At least one number", "Be at least 12 characters", and "New passwords must match". A "Set Password" button is at the bottom.

- After a password is set, you'll be taken to your Future Knight Portal. Click on the most recent application (ex. 2021 Undergraduate Application).

Future Knight Application Portal

Your Applications

Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
2021 Undergraduate Application	Submitted	09/01/2021	09/01/2021

[Start New Application](#)

A pop-up will appear. Click "Open Application".

Application Details [X]

Started 09/01/2021

Status Submitted 09/01/2021
2021 Undergraduate Application

Open Application Cancel

- After opening your application, you will be taken to the Application Status Page. In the bottom right corner, click the button that reads: Submit Term Change Request. NOTE: This button will only be available if you have not previously submitted a Term Change Request within one year of submitting your original application and fee to UCF.

Welcome to your application status page,

Thank you for submitting an application for admission to the University of Central Florida. Please read below for important information relating to your admission file. If your application has been reviewed by the Admissions Committee, your status will appear in the Status Update below. If no Status Update appears, your application may be incomplete, or it is under review. The checklist below will list any incomplete or outstanding items.

Recent Activities

Date	Details
09/01/2021	

Upload Materials

Select the documents from the dropdown menu that you wish to submit to the UCF Office of Undergraduate Admissions.

Please note that once your application has been submitted, essays, resumes and other supplemental information may not be added to your file. Additionally, letters of recommendation are not accepted by UCF for consideration during the normal admission process. Please do not submit these items via the uploader.

No file selected.

Verify Address

We have your address listed as follows:

Mailing Address

[Edit Addresses](#)

SUBMIT A TERM CHANGE REQUEST

7. Answer the three questions listed on the Term Change Request Form and press submit.

WHAT HAPPENS AFTER I SUBMIT MY REQUEST FORM?

1. The Office of Undergraduate Admissions will review your request. If we determine that you are eligible to be considered for admission to a new term, you will receive an email explaining your required next steps. The Admissions Committee will then review your application for admission to the new term. NOTE: This is a multi-step process. Failure to complete all steps will prevent your application from being considered for admission to UCF.
2. If your Term Change Request is not approved, you will receive an email explaining why and directing you to submit a new application and fee.

NOTE:

- Your Future Knight Portal account replaces myUCF for self-service actions such as checking your application status. You will not need to access myUCF again during the admission process until you enroll at UCF.
- Term Change Request Forms are free and available to students whose original application and fee were submitted within the last 365 days.
- You may submit a Term Change Request Form one time, after which a brand-new application and application fee will be required. Similarly, if more than one year has elapsed since the submission date of your original application and fee, a new application with fee must be submitted.