



# NEXT STEPS

## AND COMPLETING YOUR ADMISSION FILE



### FIRST-TIME-IN-COLLEGE STUDENTS

**!** Keep this document and refer to it throughout the enrollment process.

#### 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, submit a Term Change Request Form or a new application and fee through your Future Knight Portal.

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

#### 2 REPLY TO OFFER OF ADMISSION

Review your Application Status page in the Future Knight Portal. Upon viewing your offer of admission, return to the status page. A Reply to Offer of Admission Form will appear on your status page. You will be prompted to “ACCEPT” or “DECLINE” your offer. If you choose to *accept*, you will have until the deposit deadline to submit a \$200 enrollment deposit securing your place in the freshman class. If you choose to *decline*, your application will be withdrawn.

#### 3 SUBMIT ENROLLMENT DEPOSIT

Your \$200 non-refundable enrollment deposit and \$1 convenience fee is due no later than May 1 for the summer and fall semesters, and December 1 for the spring semester. After accepting your offer of admission, your application status page will display a new line titled “Payment Due”. Click the link to submit payment by the deposit deadline.

You cannot register for our mandatory orientation until this deposit has been paid.

#### 4 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](http://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.

#### 5 ORIENTATION

Every new student is required to attend Orientation. For more information about our mandatory orientation, please visit [orientation.ucf.edu](http://orientation.ucf.edu).

#### 6 KNIGHTS EMAIL

After you submit your enrollment deposit, you will be eligible to register for your Knights Email account. 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](http://knightsemail.ucf.edu).

#### 7 IMMUNIZATIONS

Prior to attending orientation, you must upload a completed immunization form provided by UCF Student Health Services. The Immunization Policy and Form may be downloaded from [studenthealth.ucf.edu/immunizations](http://studenthealth.ucf.edu/immunizations). Web-only students must contact UCF Health Services at 407-823-3707.

#### 8 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.

#### 9 FINANCIAL ASSISTANCE

Financial aid is available to students who have been offered admission, 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](http://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](http://finaid.ucf.edu/contact).

## 10 HOUSING

A variety of on- and off-campus living arrangements are available to students. Housing information is available at [housing.ucf.edu](http://housing.ucf.edu).

## 11 FINAL TRANSCRIPTS

An official final transcript showing the date of high school graduation is due no later than June 30 for students enrolling in the summer term, and no later than July 15 for students enrolling in fall. The status of the receipt of these transcripts is available at your Future Knight Portal. All information on your final high school transcript will be verified. If your transcript does not match information provided on your SPARK Form, your offer of admission may be rescinded.

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. If you did not demonstrate proficiency to the second level or higher of foreign language or American Sign Language in high school, you will be required to demonstrate competency at the elementary 2 level in one foreign language or ASL prior to graduation from UCF.

## 12 DUAL ENROLLMENT

If you have taken dual enrollment classes through a college or university during high school, you must have an official transcript sent to the Office of Undergraduate Admissions once your grades have been posted, even if they appear on your high school transcript. A cumulative 2.0 GPA is required for dual enrollment courses.

## 13 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.

## 14 TRANSFER CREDITS

For first-time-in-college students coming to UCF with transfer credit, college-level coursework from other accredited institutions of higher education (meeting university transfer eligibility requirements) will transfer. 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 (click "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.

## 15 HOLDS

Failure to provide final transcripts, official test scores or residency documentation will result in a hold being placed on your account. 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.

## ENROLLMENT CHECKLIST

- Reply to offer of admission in your Future Knight Portal
- Submit enrollment deposit
- Sign up for a Knights Email account
- Visit [orientation.ucf.edu](http://orientation.ucf.edu) to prepare for orientation
- Apply for housing
- Complete the Math Placement Test
- Submit Immunization Form
- Confirm residency status
- Submit Final Transcripts and Score Reports
- Review Transfer Credit Evaluation
- Check for holds

## CONTACT

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### 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 your program meets the educational eligibility criteria for licensure or certification in that state. To learn more visit [apq.ucf.edu/licensure-programs](http://apq.ucf.edu/licensure-programs).