



Instructions for Updating an Undergraduate Application

- WHEN:** Use the **Application Update Form** when requesting changes to your original application information, such as term of entry, major or campus, or when submitting changes in contact information. Be sure to submit this form by the application deadline of the term in which you wish to enroll.
- FEE:** If you do not update within 12 months from your originally requested term of entry, you must submit a new application with a new application fee. Click on the “Apply Now” in the Prospective Students menu of the usfm.edu homepage to access the application.
- DEPOSITS:** If you originally applied and were admitted as a first time in college freshman and you paid the \$200 admission deposit, please be aware that the deposit is non-refundable and is not transferable to a new term of entry. If updated and admitted as a freshman, you must pay the \$200 admission deposit for your new term of entry.
- CHANGES:** The complete form **must** include:
- Your full legal name, USF ID, change of address, phone number and e-mail address.
 - The original and new term of entry.
 - A listing of any additional colleges or universities, dates of attendance, test scores, degrees awarded or courses completed since you attended USF or prior to enrollment at USF that are not included on your original application.
 - If you are a former degree-seeking student, and have attended another institution since leaving USF, you are required to submit your college transcripts before a decision on re-admission can be rendered.
- REQUIREMENTS:** **USF requires a minimum of 12 transferable credits to be considered for transfer admissions.** Additionally, admissions requirements differ throughout the USF system and admission to one USF system campus does not guarantee admission to another. Last, if admissions requirements have changed since your original application to USF, you must meet the criteria in effect for the new term of entry requested.
- RESIDENCY:** Submit a new Residency Affidavit with supporting documentation to either maintain or update your residency for tuition purposes. The residency Affidavit may be downloaded on the website at: **www.usfm.edu/admissions/undergradforms.php**
- CONDUCT:** If there is any change in your response to the conduct questions from your original application, you are required to submit additional information depending on your response to the conduct questions. The conduct form may be downloaded on the website at: **www.usfm.edu/admissions/undergradforms.php**
- MAJORS:** Admission to USF does not guarantee admission to selective admissions programs of study/high demand majors or programs including, but not limited to, College of Business and college of Education.





Please check all that apply:

Update Term of Entry (*instructions on next page)

Change of Major: From: _____ To: _____

Change of Campus: *USF Tampa* *USF Sarasota-Manatee* *USF St. Petersburg*

Reason for Request:

Have not completed required courses at current institution

Financial

Courses not available at USF for desired entry term

Other: _____

Original Application:

Fall Semester _____ (year)

Fall Semester _____ (year)

Spring Semester _____ (year)

Spring Semester _____ (year)

Summer Semester _____ (year)

Summer Semester _____ (year)

List below any additional information that was not on your original application, including any academic work completed or in progress since your original requested term of entry at USF.

You must provide official transcripts from each post secondary school, college or university you have attended.				
Name of Institution	City, State	Dates of Attendance	Degree/Date	Credit hours earned

University ID: _____

Date of Birth: _____

I am: a first time in college applicant an undergraduate transfer a former student returning

Full Legal Name: _____

First

Middle Name

Last

Is this address: New Permanent Local

Mailing Address:

Street Address

Apt.

City

State/Province

Zip

Telephone: () _____ - _____

Email Address: _____

Signature: _____

Date: _____