

Dual Enrollment/Non-Degree Information Check List

How to Apply:

1. Go to https://www.registrar.usf.edu/applications/alternative_calendar/
2. Under Quick Links (left column), Click on **Non-Degree Student Application**
3. After reading the paragraph, click “**Here**”
4. Enter your UID or Social Security #
5. Select “**Submit Term**” to apply and you’re done!

Required Documentation:

I. In-State Residency:

Proof of **two** legal ties to the state of Florida from your parent. Issue dates must be provided on all legal ties. **At least one such tie must be issued one year prior to the start date of the semester for which you are applying.** Acceptable documents are listed below:

1. Proof of Florida Driver’s License or license renewal
2. Proof of Florida voter registration
3. Proof of Florida vehicle registration or title
4. Declaration of Domicile (contact the County Courthouse at 813-276-8100)
5. Proof of **full-time permanent** employment. This proof must be a letter from your company on letterhead stating your employment dates and status; the letter must also indicate a contact to verify this information.
6. Proof of home ownership (Signed Warranty Deed)

II. Proof of dependency, either a copy of the most recent tax return, or a notarized statement from the claimant stating the claimed status of the student.

III. For Non-Citizens only:

1. A copy of students/parents Visa and/or Permanent Resident Card is required.

Application Fee Payment:

- If you have not already done so, you may send a check or money order to the University of South Florida Cashier’s Office:

University of South Florida
Office of the Cashier
ADM 131
Tampa, Fl. 33620

- You may also pay over the phone (813-974-6056) or on OASIS www.usf.edu after registration.

For questions concerning residency please feel free to email us: USFNonDegree@admin.usf.edu