

# STEP-BY-STEP GUIDE

## USF Institution (VZ) Application Tutorial



### STEP 1: VISIT [ADMISSIONS.USF.EDU/APPLICATION](https://admissions.usf.edu/application)

Go to [admissions.usf.edu/application](https://admissions.usf.edu/application) to access the USF application.

### STEP 2: SELECT DEGREE TYPE

On this page, select your degree type. If you are an incoming freshman or transfer student, click "BACHELOR'S DEGREE."

### STEP 3: SELECT MAJOR

Next, select your major from the drop-down menu.

### STEP 4: GO TO APPLY

Select your desired campus and your method to apply. You can apply through the USF VZ Application or the Common App. To apply through the USF VZ Application, select "APPLY NOW." You will receive a pop-up notice explaining that you'll be directed to the USF VZ Application and a reminder to select the appropriate campus. Click "CONTINUE."

### STEP 5: START YOUR APPLICATION

To start your application, create an account. Enter your first and last name as written on your official transcripts, an email address you want associated with your application, and a password that you can remember. Keep your password written down somewhere safe so you can log back in.

### STEP 6: ENTER YOUR PERSONAL INFORMATION

Once you have created an account, enter your personal information

### STEP 7: INDICATE CITIZENSHIP

Indicate your citizenship.

#### IF YOU HAVE A SOCIAL SECURITY NUMBER:

Fill out your social security number here and verify it is accurate. Failure to fill out your number or mistyping your number will result in delayed processing of your application.

#### IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER:

Confirm your visa type or immigration status. If you do not see yours listed, please select other/unknown. If you are admitted, USF's International Services office will work with you to confirm your status.

### STEP 8: ACADEMIC INTERESTS

When providing your academic interests, indicate that you are applying as an undergraduate. Additionally, you will note which student type you are applying for (such as freshman, transfer, former USF student returning, or second degree), the semester you would like to start, and which campus you plan to attend.

### STEP 9: SELECT PROGRAM

Select the program you would like to begin. Make sure this program is offered at the campus you have selected. You then have the option to add another campus or major preference, if you wish to do so. The final section of this page is "USF Information" where you will indicate if you have ever attended a USF institution or have any immediate family members who have attended or graduated from USF.

### STEP 10: DESCRIBE EDUCATIONAL HISTORY

Provide information regarding high school and any other schooling you had. Please note that completing this section does not replace your need to submit official documentation (like the SSAR or transcripts) to USF for review. The final section of this page is the foreign language entrance requirement. Please keep in mind that you will not need to provide personal statements, a list of extracurricular activities, resumes, or essays. Students who have attended high school outside the US are encouraged to submit copies of the international transcripts to [international@usf.edu](mailto:international@usf.edu). When you are done with this section, click "Save and Continue" to advance.

### STEP 11: REVIEW STANDARDIZED TESTING

You will not need to enter any information on this page, but it will provide instruction about official test scores. SAT and ACT subject tests and writing sections are not required for admissions purposes.

**SAT Code:** 5828 | **ACT Code:** 0761

### STEP 12: PROVIDE CONDUCT INFORMATION

Fill out any [conduct transgressions](#) that you have been involved in.

### STEP 13: PROVIDE MILITARY INFORMATION

Fill out any U.S. military information you have, then continue to the next page.

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### STEP 14: ENTER RESIDENCY INFORMATION

Select the residency choice that matches you. Depending on what you choose, you may need to provide residency information – usually using your parent or guardian’s info – on the following page. Any undergraduate student under the age of 24 is automatically considered dependent by the State of Florida unless additional documentation is provided. Students and claimants who are Non-U.S. Citizens are required to submit documentation to verify permanent resident or visa status IN ADDITION to documentation required for in-state status. Make sure you have accurate and up-to-date [documentation that the state of Florida](#) accepts when determining your residency status.

### STEP 15: COMPLETE SUPPLEMENTAL INFORMATION

Fill out any information on the supplemental page. Click “Save and Continue.”

### STEP 16: REVIEW INFORMATION

You have now reached the final page of the application! Review all of the information on this page to ensure that it is accurate.

If you need to go back to make changes, tab to the section that you want to edit and save when you’re done. Then review your information to submit again.

At the bottom of the page, please type your full name and click “Save and Submit Application.”

If there are any changes to your application or information after you have submitted your application, please visit your [Applicant Portal](#) to submit an Application Addendum Form.

### AFTER YOU SUBMIT

Your next step is to submit your required documentation, including test scores, Student Self-Reported Academic Record/transcripts and residency.

Additionally, request submissions for any AP/IB/CLEP/AICE exams you have taken. Test scores must be sent directly to USF from the testing agency. Our SAT code is 5828, and our ACT test code is 0761. If taking the CLT, select “University of South Florida” from their drop-down menu.

### U.S. FRESHMAN STUDENTS:

If you completed all four years of high school at a U.S. institution, you will need to fill out the Student Self-Reported Record via link sent to your email or found in your [Applicant Portal](#).

If you completed any year of high school at an institution outside of the U.S., you will need to submit high school transcripts instead of the Student Self-Reported Academic Record.

You can find more details on the Student Self-Reported Academic Record at [admissions.usf.edu/SSAR](#)

We will waive your admissions application fee based on the receipt of an original ACT or SAT Request for Deferral/Waiver of College Admission Application Fee Waiver Form. Typically, you may secure this via your high school guidance counselor, who will send it to USF on your behalf.

You are more than welcome to email the fee waiver to us at [admissions@usf.edu](#) so that it can be attached to your application. Please be sure to include your University ID on the waiver so that we may correctly match it to your application.

### TRANSFER STUDENTS AND INTERNATIONAL FRESHMAN STUDENTS

Request transcripts to be submitted from each school you have attended — this includes official high school transcripts, official college transcripts from dual enrollment courses and official transcripts from any college attended.

To submit other supplemental documentation, use the USF NetID number provided to you in an email to activate your USF NetID. You will then use it to log in and submit your documentation through the [USF Applicant Portal](#).

We can consider students for a fee waiver who demonstrate that the fee would create a financial burden. In order to be considered, you must submit a NACAC Request for Application Fee Waiver Form.

You are more than welcome to email the fee waiver to us at [transfer@usf.edu](#) (transfer students) or [international@usf.edu](#) (international freshman students) so that it can be attached to your application. Please be sure to include your University ID on the waiver so that we may correctly match it to your application.

### CONTACT USF’S OFFICE OF ADMISSIONS

**Email:** [admissions@usf.edu](#)

**Phone:** 813-974-3350