



# NEXT STEPS

AND COMPLETING YOUR ADMISSION FILE

## UCF ONLINE STUDENTS – UNDERGRADUATE

### 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, you must contact the Office of Undergraduate Admissions.

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

If you wish to change your term of application, submit a reactivation form or a new application and fee at [admissions.ucf.edu](http://admissions.ucf.edu).

### 2 ORIENTATION

For more information about our mandatory orientation, visit [orientation.ucf.edu](http://orientation.ucf.edu).



HELLO

### 3 KNIGHTS EMAIL

You must register for a Knights Email account before you attend orientation and register for classes. 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).

### 4 IMMUNIZATIONS

Prior to orientation, you must contact UCF Health Services at 407-823-3707.

### 5 RESIDENCY FOR TUITION PURPOSES

Confirm your residency status for tuition purposes at myUCF on your *Application Status* page. Once you register for classes, access your fee invoice and ensure that appropriate tuition fees are assessed.



### 6 FINANCIAL ASSISTANCE

Financial aid is available to students who have been offered admission, determined eligible, 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.

If you have questions, contact the Office of Student Financial Assistance at 407-823-2827. You can also schedule an appointment by calling 407-823-5285.

### 7 FINAL TRANSCRIPTS

A copy of your official final transcripts from each institution attended is required no later than six days after the semester begins. If you satisfied the foreign language requirement in high school, a copy of your official final high school transcript must be submitted to the Office of Undergraduate Admissions. The status of these transcripts is available at myUCF. Failure to provide final transcripts will jeopardize your ability to adjust your schedule, register for future terms, receive grades, or have transcripts sent to other institutions.

Failure to provide final transcripts to UCF may also delay the disbursement of financial aid. 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.

# NEXT STEPS

AND COMPLETING YOUR ADMISSION FILE



## 8 TRANSFER CREDITS



College-level credits from other accredited institutions of higher education (meeting university transfer eligibility requirements) will transfer. However, all of your credits may not meet your specific degree requirements. The department of your major will determine how these credits will be used. UCF currently uses a plus/minus system in calculating a grade-point average. In addition, grade

forgiveness is honored only if it has been awarded as part of an A.A. or statewide articulated A.S. degree from a Florida public community college, state college or university. An official general listing (Transfer Summary Report) of your transfer courses, based on the courses listed on official transcripts received at the time of admission, will be available online at myUCF.

## 9 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.

## 10 FOREIGN LANGUAGE

The foreign language admission requirement consists of demonstrating competency of a foreign language or American Sign Language (ASL) equivalent to the second high school level or higher or at the elementary 2 level or higher. If you have not met this requirement, you will be required to do so prior to graduation from UCF. If you satisfied this requirement in high school, you must submit an official high school transcript to the Office of Undergraduate Admissions.

BONJOUR

¡HOLA!

CIAO

There may be additional foreign language graduation requirements for individual majors. Please contact the department of your major for details.

## 11 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.

### 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 our 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/).

## ENROLLMENT CHECKLIST

- Sign Up For Orientation
- Visit [orientation.ucf.edu](http://orientation.ucf.edu) to prepare for orientation
- Register for Knights Email
- Call Student Health Services regarding immunizations
- Confirm Residency Status
- Submit Final Transcripts
- Review Transfer Summary Report
- Send Score Reports
- Check for Holds

## CONTACT

To learn more about UCF Online programs or student services, contact your Success Coach at 855-903-8576.

UNIVERSITY OF CENTRAL FLORIDA  
OFFICE OF UNDERGRADUATE ADMISSIONS

P.O. BOX 160111  
ORLANDO, FLORIDA 32816-0111

P 407.823.3000

E [admission@ucf.edu](mailto:admission@ucf.edu)

[admissions.ucf.edu](http://admissions.ucf.edu)

