



UF ABROAD


INTERNATIONAL CENTER  
UNIVERSITY OF FLORIDA

# *Non-Degree Student*

## **Study Abroad Application Guide**



## **NON-UF STUDENT APPLICATION GUIDE**

 This guide is intended for students participating in a University of Florida Study Abroad program as a non-degree seeking student. The instructions below outline the most effective way to complete each application requirement. If you have questions not addressed in this guide, please contact your UF Study Abroad Advisor (listed on page 6).

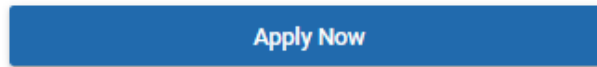
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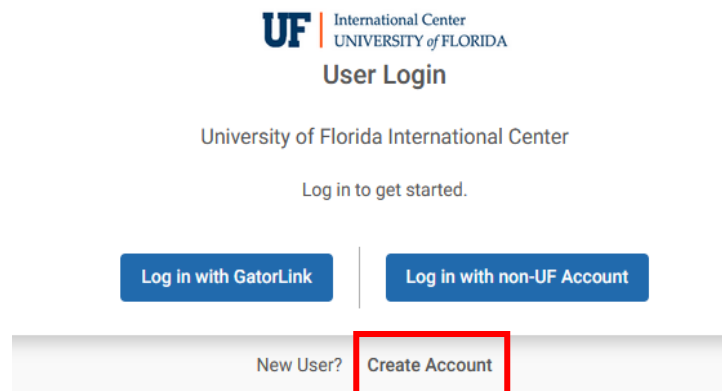
## ❖ PART ONE: CREATING AN APPLICATION

*\*Non-UF students are eligible for most UF Sponsored programs and some UF Exchanges.*

- 1) Once you have selected a program, click “Apply Now” on the program page.



- 2) Select “Create Account”



- 3) Complete the form to create your account and click “Register”

UF International Center  
UNIVERSITY of FLORIDA

### User Registration

New user please complete the form below to create your account.

Email \*  
j.doe@gmail.com

This will also be your username when logging in

First Name \*  
Jane

Middle Name

Last Name \*  
Doe

Phone Number (optional)

Your Institution \*  
UNIV OF CENTRAL FLORIDA

Password \*  
••••••••

Password Confirmation \*  
••••••••

☒ Password requires a min. length of 8  
☒ Password requires number  
☒ Password required the use of Uppercase and Lowercase characters

Register

Already have an account? [Login Now](#)

- 4) Select Term to which you are applying.

**UF** International Center  
UNIVERSITY of FLORIDA  
**Program Options**

Please select program options before continuing.

Select Term \*

[Cancel](#) [Continue](#)

- 5) Complete the Required information and select “Update”

Required information

Gender \*

Date of Birth \*

☐ I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator.

Cell Phone Number OR Gainesville Phone Number

Permanent Phone Number

[Update](#)


- 6) Congratulations. Your account has been created and you have successfully started an application.

**UF** Study Abroad Services  
International Center  
UNIVERSITY of FLORIDA

UF in Vicenza - Architecture - Fall, 2023

Application deadline: 02/15/2023

[View program](#)



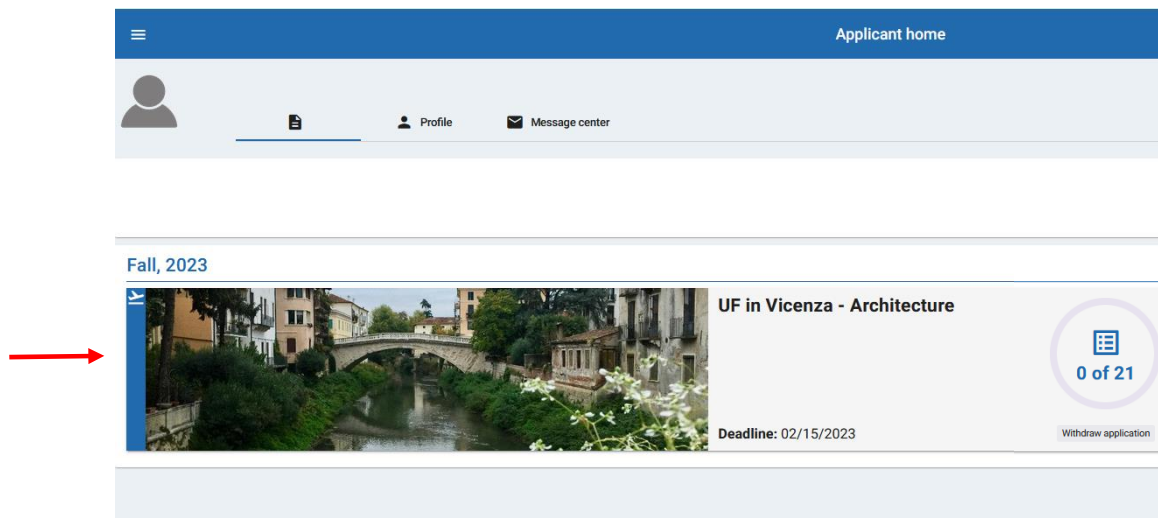
## ❖ PART TWO: COMPLETING AN APPLICATION

### I. ACCESSING YOUR APPLICATION

- 1) Go to <https://ufabroad.internationalcenter.ufl.edu/index.cfm?FuseAction=Security.AngLogin> and select “Log in with non-UF Account.” Your username is the email address you used when registering.



- 2) Click on your program to access your application

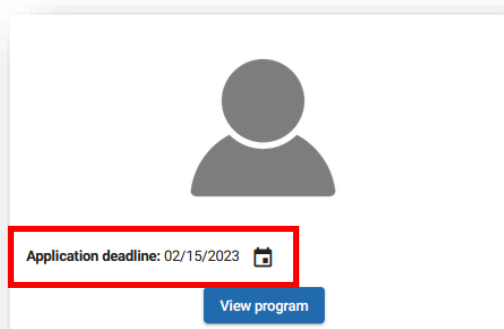




## II. APPLICATION BASICS

*There are four main sections of the non-degree study abroad application: **Signature Verification, Signature Documents, Application Questionnaire(s) and Material Submissions.** The instructions below are grouped according to the order and method by which each item is best completed. Some programs may have additional application items not shown in this guide.*

- Please note your application deadline. **All application items** must be completed by the deadline to be considered for the program.



**Table A: Submitting Your Application**

Order of Submission	Material	How to Submit <sup>1</sup>
1	Signature Verification Form	By email <sup>2</sup> or by mail to your advisor
2	Online Non-Degree Registration Request	Submitted online as per instructions. Receipt should be sent by email or by mail.
3	Home Institution Approval Form	By email or mail
4	Home Institution <b>Official</b> Transcript	By email or mail (see page 12)
5	Online Application Requirements	Completed online
7	Deposit or Application Fee	Pay online

<sup>1</sup> *All emailed documents must be submitted as scanned, full sized, PDF documents. Documents that are sent as .jpeg, .doc, screenshots, taken with your smart phone, or that are unclear **will not** be accepted.*

<sup>2</sup> *Emails should be sent to your Study Abroad Advisor (listed on page 6).*

**Table B: Important Contacts**

Name	Advising Region	Email	Phone
Alice Lopes	<b>Spain, Portugal, Latin America, &amp; Caribbean</b>	<a href="mailto:alopes@ufic.ufl.edu">alopes@ufic.ufl.edu</a>	(352) 392-0622
Emma Frierson	<b>UK, Ireland, Scandinavia, &amp; Oceania</b>	<a href="mailto:efrierson@ufic.ufl.edu">efrierson@ufic.ufl.edu</a>	(352) 273-1508
Jess Mercier	<b>Netherlands &amp; Eastern Europe</b>	<a href="mailto:jmercier@ufic.ufl.edu">jmercier@ufic.ufl.edu</a>	(352) 294-3335
Jill Ranaivoson	<b>Greece</b>	<a href="mailto:jranaivoson@ufic.ufl.edu">jranaivoson@ufic.ufl.edu</a>	(352) 273-1528
Maria Selezneva	<b>Asia &amp; Law Programs</b>	<a href="mailto:mselezneva@ufic.ufl.edu">mselezneva@ufic.ufl.edu</a>	(352) 273-1518
Morgan Williams-Franklin	<b>Germany, Austria, &amp; Italy</b>	<a href="mailto:mfranklin@ufic.ufl.edu">mfranklin@ufic.ufl.edu</a>	(352) 273-2161
Naomi Harrell	<b>Africa, Middle East, France, Belgium &amp; Switzerland</b>	<a href="mailto:nharrell@ufic.ufl.edu">nharrell@ufic.ufl.edu</a>	(352) 273-1522
Study Abroad Services	<b>General Advising</b>	<a href="mailto:sas@ufic.ufl.edu">sas@ufic.ufl.edu</a>	(352) 273-1539
Jackie Johnson	<b>Financial Aid &amp; Invoicing</b>	<a href="mailto:jjohnson@ufic.ufl.edu">jjohnson@ufic.ufl.edu</a>	(352) 273-1504
Tesha Bryant	<b>Florida Pre-Paid</b>	<a href="mailto:llawbryant@ufic.ufl.edu">llawbryant@ufic.ufl.edu</a>	(352) 273-1533

### III. APPLICATION MATERIALS

To access these materials, you must be logged in to your application. Please review [Step I: Accessing Your Application](#) for assistance logging in.

#### SIGNATURE VERIFICATION

The Signature Verification form is required to electronically sign your signature documents. You will not be able to complete your online signature documents until this form is received and marked off your application.

- 1) Click on "Verification Form"



Verification Form

- 2) A pop out window will appear. Print this window, sign the form, and submit it along with a copy of your **signed** passport, driver's license, or state-issued ID card. **Your signature on the Verification Form must match the signature on your Proof of ID.**

#### Signature Verification Form

The online application process involves electronic signatures. By completing this form, you will be able to use an electronic signature for the remainder of the application process. In order to verify your identity, we require that you send in a photocopy of either your passport, driver's license, or state-issued ID card. Please print the following signature card, sign it, and mail it to the attention of **SAS Non-Degree Processing** or send scanned, full-sized PDF copy to [sas@ufl.edu](mailto:sas@ufl.edu):

International Center  
University of Florida  
Study Abroad Services  
1765 Stadium Road, Suite 170 HUB  
PO Box 113225  
Gair X /ille, Florida 32611

Applicant Name: \_\_\_\_\_

Gender: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

The proof of identification attached is:

\_\_\_\_\_  
Passport  
\_\_\_\_\_  
Driver's licenses  
\_\_\_\_\_  
State-issued ID




Close

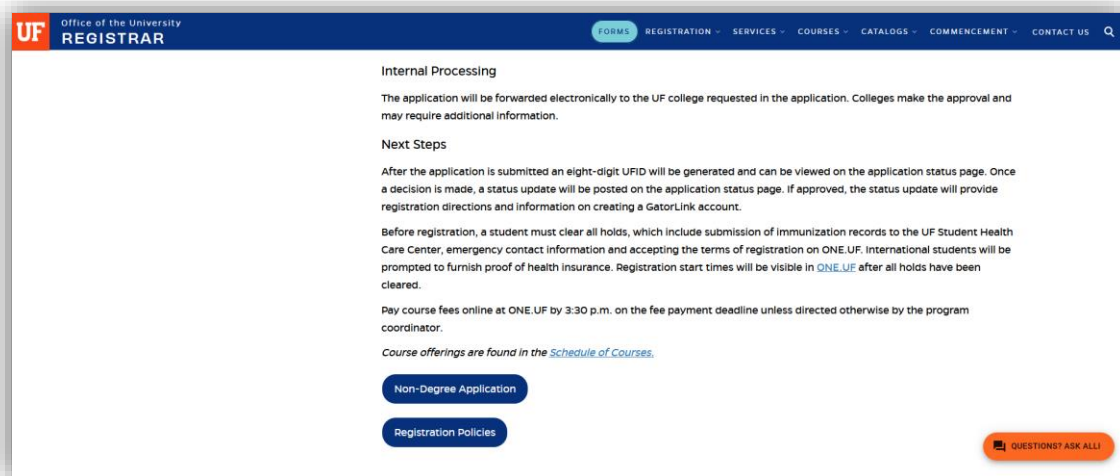
Print



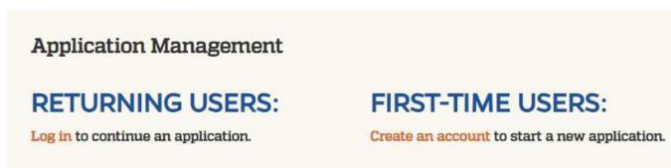
## ONLINE NON-DEGREE REGISTRATION REQUEST

 The Online Non-Degree Registration Request is an application that allows you to be registered at the University of Florida as a non-degree seeking student for the duration of your program. This is one of the most important steps and can also be the lengthiest. It is important that you follow directions closely as mistakes can cause significant delays in processing your application and registering you for your study abroad coursework.

- 1) Click on “Online Non-Degree Registration Request” listed under Offline Requirements
- 2) Read through the instructions, then click on the link provided in step 1 to access the Non-Degree Application through the Office of the University Registrar.
- 3) Push the “Non-Degree Application” button at the bottom of the page to begin.



- 4) Create an account by selecting “First-time users.” Enter in all information accurately and be sure to use your legal name (as one would find on your passport). When you are done, click “continue.”



A temporary PIN will be sent to your email address. After you receive this PIN, click log in to access your account and reset your password.

**\*\*\*Note: These credentials are ONLY for the application portal! This is NOT a GatorLink Login.**

- 5) Next, you may start an application. Select the year that matches the term and of your study abroad application. Make sure you select that you are completing a Non-Degree Application. Then you must hit “create application” and then “open application.”
- 6) Enter in your Personal Background Information. Be sure to enter ALL requested information accurately using your legal name.
- 7) Enter in your Conduct Information and hit “continue”.
- 8) Enter in your Application Information and hit “continue”.
- 9) Complete the Non-Degree Course Request
  - a. Select that you are applying to a “Non-Degree Special Program” and then when selecting a College, select “The College of Liberal Arts and Sciences.” *There are two similar options, so please ensure that your choice matches the instructions exactly.*
  - b. Select the term of your Study Abroad, then in the description box, please indicate where you are currently a student (if applicable), the full title of your study abroad program and the term of the program.
  - c. Then for Special Program please select “UF International Center - Study Abroad.”

### Start New Application

Select an application type:

2020 Application Year ▼

2020 Non-Degree Application ▼

Create Application

Cancel

### Non-Degree Course Request

#### Program Information

Are you applying to take individual courses or to a Non-Degree Special Program?

Non-Degree Special Program ▼

Please select College of Liberal Arts & Sciences no matter which College runs your Study Abroad Program.

College of Liberal Arts and Sciences ▼

Select the Term of Registration

Summer B ▼

Please describe why you are requesting admission as a non-degree seeking student.

I am a current student at the University of Central Florida and I will be applying to participate in the UF in Rio - Language and Culture study abroad program for Summer B 2020.

73 characters remaining

#### Special Program

Please select the Special Program you are applying for

UF International Center - Study Abroad ▼

- 10) Under “Course Information,” select the amount of course you will be taking as part of the program and then enter in the course codes. This information can be found on your study abroad program’s brochure page. *If you do not know this information or believe it may change, list your course as IDS 4956.*

**Non-Degree Courses**

Within each Non-Degree Application, you are permitted to apply for up to five courses. In addition, you will only be permitted to apply for courses that are offered by the College that you selected above. If you need to apply for more than five courses you would like to apply for courses from multiple Colleges, additional Non-Degree applications will be required.

For a complete list of Courses, please visit <https://registrar.ufl.edu/soc/> and select the "Course Listings" option under the desired term.

How many courses from this college would you like to apply for?

**Course 1**

Course Prefix:    
 Course Number:

**Course 2**

Course Prefix:    
 Course Number:

- 11) Please enter in your Academic History as indicated.
- 12) Please complete the Florida Residency Declaration.
- 13) Complete your electronic signature and if there is nothing missing, click on the “submit application” button.

- 14) Once you have submitted the application, make a copy of the receipt, and send it to your UF Study Abroad Advisor (*listed on page 6*). It is best sent via email as a PDF document. *This step allows the advisor to know your application has been submitted and to review it to ensure it has been filled out correctly.*

**UF ADMISSIONS**

**UNIVERSITY of FLORIDA**

Office of the University Registrar

Hello

Your Non-Degree application for admission to the Liberal Arts & Sciences Honors Program is complete. Please refer to the information below to determine whether any additional information is needed. If you need any information, please email [studyabroad@ufl.edu](mailto:studyabroad@ufl.edu).

\*Transcripts uploaded or received by mail will display on the Application Checklist as Transcripts. Under Review. Once the transcripts are reviewed, these checklist items will be removed and the Available Transcript checklist items will be updated accordingly.

\*Note: If you attended the University of Florida, the Office of Admissions does not require UF transcripts.

Residency for Tuition Purposes: Undetermined

Click here to view your Residency Status Details

Forms

Optional [Click here for UFPA](#)

Verify Address


What are your addresses? Local and out of town

Residing Address

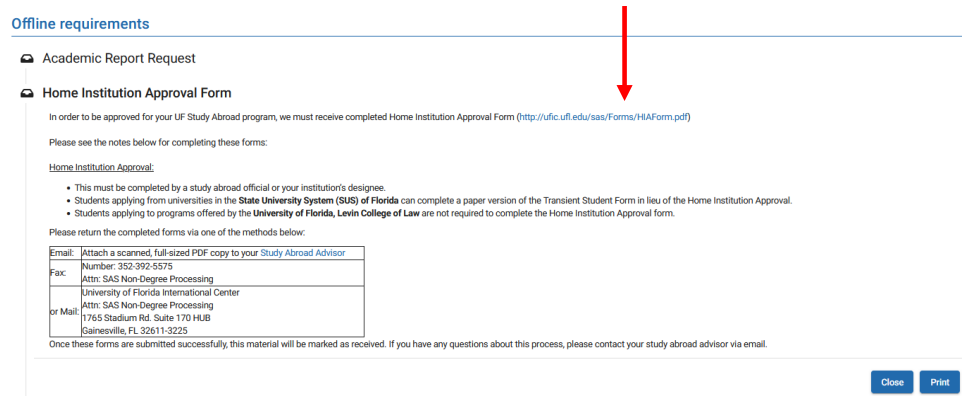
Permanent Address

- 15) The Online Non-Degree Registration Request material will not appear completed on your application until it is processed by the University of Florida Registrar. This can take several weeks. *Florida Residents please be advised that you may receive an email from the UF Registrar requesting additional documentation of your residency. Please respond promptly if sent this email.*

## HOME INSTITUTION APPROVAL

 The Home Institution Approval form allows us to verify that your program is accepted by your home university and that you are approved to participate.

- 1) Click on “Home Institution Approval Form” listed under Offline Requirements
- 2) A drop-down window will appear. Read through the instructions, then click on the link provided in the instructions.



Offline requirements

Academic Report Request

Home Institution Approval Form

In order to be approved for your UF Study Abroad program, we must receive completed Home Institution Approval Form (<http://ufic.ufl.edu/sas/Forms/HIAForm.pdf>)

Please see the notes below for completing these forms:

Home Institution Approval:

- This must be completed by a study abroad official or your institution's designee.
- Students applying from universities in the **State University System (SUS) of Florida** can complete a paper version of the Transient Student Form in lieu of the Home Institution Approval.
- Students applying to programs offered by the **University of Florida, Levin College of Law** are not required to complete the Home Institution Approval form.

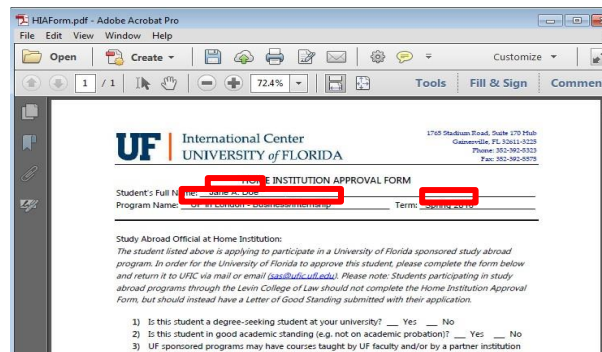
Please return the completed forms via one of the methods below:

Email:	Attach a scanned, full-sized PDF copy to your Study Abroad Advisor
Fax:	Number: 352-392-5575 Attn: SAS Non-Degree Processing
or Mail:	University of Florida International Center Attn: SAS Non-Degree Processing 1765 Stadium Road, Suite 170 HUB Gainesville, FL 32611-3225

Once these forms are submitted successfully, this material will be marked as received. If you have any questions about this process, please contact your study abroad advisor via email.

Close Print

- 3) A PDF form will open. Print this form and fill in your name, official program title and term.



HIAForm.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Tools Fill & Sign Comment

1 / 1 72.4%

UF International Center UNIVERSITY of FLORIDA

1765 Stadium Road, Suite 170 Hub Gainesville, FL 32611-3225 Phone: 352-392-5575 Fax: 352-392-5575

Student's Full Name \_\_\_\_\_ Term \_\_\_\_\_

Program Name \_\_\_\_\_

Study Abroad Official at Home Institution: \_\_\_\_\_


The student listed above is applying to participate in a University of Florida sponsored study abroad program. In order for the University of Florida to approve this student, please complete the form below and return it to UFIC via mail or email ([gasalib@ufl.edu](mailto:gasalib@ufl.edu)). Please note: Students participating in study abroad programs through the Levin College of Law should not complete the Home Institution Approval Form, but should instead have a Letter of Good Standing submitted with their application.

1) Is this student a degree-seeking student at your university? Yes No  
2) Is this student in good academic standing (e.g. not on academic probation)? Yes No  
3) UF sponsored programs may have courses taught by UF faculty and/or by a partner institution

- 4) Give the Home Institution Approval Form to your Home University's Study Abroad Office\*. They will complete the rest of the form. Once it is complete, it should be submitted to your UF Study Abroad Advisor (*listed on page 6*).

**\*Note:** If your university does not have a study abroad office, please give this form to whomever can attest to your status as a student and has the authority to verify your credits will be accepted at your Home Institution. This may be your academic advisor, registrar's office, or dean of student's office.

### HOME INSTITUTION OFFICIAL TRANSCRIPT

 The Home Institution Official Transcript allows us to verify your GPA and ensure it is high enough to participate in your chosen program.

- 1) Submit an official transcript to your UF Study Abroad Advisor (*listed on page 6*). To be considered official, it must be in a **sealed envelope**. Printed online copies, screen shots of grades and opened transcripts will not be accepted. *\*Certified electronic transcripts are preferred but must be sent directly from your Home Institution to your UF Study Abroad Advisor.\**

#### Send your transcript to:

University of Florida International Center  
Study Abroad Services  
Attn. Non-Degree Processing  
PO Box 113225  
Gainesville, FL 32611-3225

### ONLINE APPLICATION REQUIREMENTS

- 1) Click on each questionnaire and fill out the information requested.  
*Some programs may have more questionnaires than shown below.*

#### Online application

- ☒ Emergency Contact Information
- ☒ Privacy Rights
- ☒ Medical History Questionnaire
- ☒ Payment Questionnaire
- ☒ General Information
- ☒ Terms and Conditions
- ☒ Cancellation and Refund Policy
- ☒ PARTICIPANT CONSENT, RELEASE AND WAIVER OF LIABILITY
- ☒ Informed Consent, Financial Liability and Behavioral Compliance Agreement
- ☒ University of Florida Policy on Alcohol and Other Drugs
- ☒ Health Insurance Information
- ☒ Non-UF Guide
- ☒ Deposit

After completing each questionnaire, click the blue “Done” button. Once you have submitted the questionnaire, you will not be able to edit it. If you have filled it out incorrectly and need to change any information, please contact your UF Study Abroad Advisor (*listed on page 6*).

- 2) Click on each signature document, read it thoroughly and sign to indicate your agreement and understanding. *Some programs may have more documents than shown below.*

Online application

- ☐ Emergency Contact Information
- ☐ Privacy Rights
- ☐ Medical History Questionnaire
- ☐ Payment Questionnaire
- ☐ General Information
- ☒ Terms and Conditions
- ☒ Cancellation and Refund Policy
- ☒ PARTICIPANT CONSENT, RELEASE AND WAIVER OF LIABILITY
- ☒ Informed Consent, Financial Liability and Behavioral Compliance Agreement
- ☒ University of Florida Policy on Alcohol and Other Drugs
- ☒ Health Insurance Information
- ☐ Non-UF Guide
- ☐ Deposit

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

**Please Note:** Signature documents cannot be signed until your [verification form](#) is received.

### COMPLETED APPLICATION

- Once you have closed the circle and all items in your application are done, there is nothing further you need to do. Your application is complete and will be reviewed based on the program's timeline. If you have any questions about the status of your application, please contact your UF Study Abroad Advisor (listed on page 6).

