This application should be utilized by students who intend to take courses at Florida International University as a Non-Degree Seeking Student. **This is not an application for Admission to a degree program at the university.** Students desiring admission to a degree program should contact the Office of Admissions (Undergraduate or Graduate) for further instruction.

Students that attend a Florida public college or university as their home institution should use the **Transient Student Application** (available online at [http://www.flvc.org](http://www.flvc.org)) rather than completing the Non-Degree Seeking Student Application.

**Undergraduate**

Unaffiliated undergraduate students are limited to taking a total of 15 credits at the University. No more than 15 undergraduate level semester hours earned as a non-degree seeking student may be counted toward a degree if the student changes from non-degree seeking to degree-seeking status.

**Graduate**

Graduate students who are unaffiliated are limited to taking 12 credits at the University. No more than 12 graduate level semester hours earned as a non-degree seeking student may be counted toward a degree. The appropriate dean must approve the acceptance of such credit.

**Affiliation**

Affiliated status must be approved by the appropriate college or school and must meet its specific requirements. If you are interested in affiliation, please contact the Dean of the Academic Department that you wish to take courses in.

**Required Documents:**

All Applicants should be prepared to submit the following documentation to the **Office of the Registrar, Modesto A. Maidique Campus, PC 130, (305) 348-2320; Biscayne Bay Campus, AC1 100, (305) 919-5750; Email: register@fiu.edu.**

<table>
<thead>
<tr>
<th>Non-Degree Seeking Application (attached)</th>
<th>Proof of U.S. Legal Status for the student and the claimant (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency Affidavit (attached)</td>
<td>Student Conduct Letter (if applicable)</td>
</tr>
<tr>
<td>Florida Residency Documentation (if filing for In-State Tuition)</td>
<td>International Student Release form (if applicable)</td>
</tr>
</tbody>
</table>

**Proof of Immunization is required for all students.** If FIU-University Health Services has not received your Immunization (MMR – Measles, Mumps & Rubella) and Vaccination documents (Hepatitis-B and Meningitis), a hold is placed on your student account and will prevent you for registering for classes. Immunization and Vaccination information must be submitted directly to the **University Health Services Center, UHSC 101, (305) 348-2401, Fax: (305) 348-3336.** Please include your Panther ID Number on all documents.

The following regulations apply to **ALL** Non-Degree Seeking Students:

1. **A $30.00 non-refundable application fee** (U.S. dollars) made payable to Florida International University will be charged to each student's account upon enrollment. The $30.00 fee will be calculated in addition to tuition/fee dues.

2. Students are not required to meet the usual admission requirements and are not officially admitted as regular students. Enrollment as a non-degree seeking student does not imply a right for future admission as a regular, degree-seeking student. Credit earned will not be counted toward a degree at the University unless such students subsequently apply for regular admission and are accepted.

3. Non-Degree Seeking Students are **not** eligible for financial aid.

4. Registration is permitted on a space-available basis. Non-degree seeking students may **not** register during the official registration period for degree-seeking students.

5. Applicants **denied admission** to the University will **not be allowed** to register as non-degree seeking students (regardless of when the application was submitted) for a period of one year without obtaining admission into a formal Certificate Program or obtaining affiliated status from the appropriate academic department.
6. Immigration regulations prevent most foreign nationals from enrolling without being admitted into a formal degree or certificate program, depending on the type of visa that they have. International students on F1 or J1 visas should contact the Office of International Student and Scholar Services (ISSS) for further information. Modesto A. Maidique Campus, GC 355, (305) 348-2421; Biscayne Bay Campus, WUC 363, (305) 919-5813. http://isss.fiu.edu.

7. An answer of 'YES' to any one of the three application questions regarding student academic misconduct, behavioral misconduct, and/or conviction, charges, or proceedings of any criminal offenses must be followed with a written disclosure, providing an explanation of the event. This information must be submitted to the Office of Student Conduct and Conflict Resolution, GC 311, (305) 348-3939. A judicial 'hold' will be placed on your account that will prevent registration until you have been cleared by the Office of Student Conduct and Conflict Resolution.


**Florida Residency:**
Florida International University will evaluate all documents submitted and is authorized to make decisions regarding residency for tuition purposes within the bounds of the law. The following information is provided as a resource and in no way replaces or supersedes Florida State Statute 1009.21, Board of Education Rule 6A-10.044, or the Board of Governors Rule. The Florida Residency Requirements for Tuition Purposes are available online at http://www.flbog.org/forstudents/ati/resrequirements.php.

Residency for tuition purposes is based on solely one claimant. **All supporting documents must be dated at least twelve months prior to the first day of class for the semester the student is applying as a non-degree seeking student.** It is the applicant’s responsibility to provide and establish clear and convincing facts that justify classification as a Florida resident for tuition purposes.

The claimant for Residency Purposes is determined by the student’s dependency status.

**Dependent:** A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.

**Independent:** A person who provides more than 50 percent of his/her support (cost of enrollment). A person may also be independent if he/she meets one or more of the following criteria:

- Student is married.
- Student is at least 24 years of age by the first day of classes for the term.
- Student is currently serving in the United States Armed Forces or is a veteran.
- Student has dependents (children) and provides more than half of their support.
- Student is or was (until age 18) a ward of the court.
- Both of the student’s parents are deceased.

**Documentation:** Students are required to submit two Florida Residency documents from their claimant that have been valid for at least 12 months if they want to claim In-State Residency. In addition, the student must submit proof of U.S. legal status for himself/herself and may be requested to submit proof of U.S. legal status from the claimant.

It is recommended that you submit as many required documents as possible to justify your claim of Florida residency for tuition purposes. Initial residency classification requires at least two of the following residency documents from the claimant:

- Driver’s License (or DVM report if license has been renewed)
- Voter’s Registration Card
- Motor Vehicle Registration (If renewed, submit current and previous registrations)
- Letter of Full/Part-time Employment in Florida with W2s
- Declaration of domicile in Florida (Issue date is the date filed in the State of Florida)
- Mortgage, Warranty Deed, or Homestead Exemption
- Lease for an Apartment or House
- Florida Occupational or Professional License
- Membership in a Florida Organization
- Utility Bills (Water or Electric ONLY- Proof of 12 consecutive months of payment)
- Florida High School Transcript (If diploma was earned in the last 12 months)
- State, Federal, or Court Documents evidencing legal ties to Florida
- Benefit Histories from Florida Agencies or Public Assistance Programs
- Other – Documentation not listed above that supports permanent residency in the state
Non-Degree Seeking Application

Enrollment Services

This application should be utilized by students who intend to take courses at Florida International University as a Non-Degree Seeking Student. **This is not an application for Admission to a degree program at the university.** Students desiring admission to a degree program should contact the Office of Admissions for further instruction. A $30.00 non-refundable application fee (U.S. dollars) made payable to Florida International University will be charged to each student's account upon enrollment.

Directions: Please fill out this form in its entirety and submit to the Office of the Registrar (MMC PC 130; BBC AC1 100).

Social Security Number (SSN): _______________________________ Panther ID: _______________________________ Term/Year: 
Fall _____ [ ]  
Spring _____ [ ]  
Summer _____ [ ]

Student Name: _______________________________   Last  First  MI

Permanent Address: _______________________________  Street  City  State  Zip Code

Email: _______________________________  Telephone Number: _______________________________

Nation of Citizenship: _______________________________  Place of Birth: _______________________________  Date of Birth: _______________________________

Non US Citizen Students: Alien Card Number or Visa Type _______________________________  Date Issued: _______________________________

Proof of U.S. Legal Status must be included with this application. Failure to submit copy of U.S. legal status proof may delay the processing of your application. International Students with F1 or J1 Visas must be cleared with the FIU Office of International Student and Scholar Services (ISSS). Modesto A. Maidique Campus, GC 355, (305) 348-2421; Biscayne Bay Campus, WUC 363, (305) 919-5813.

Sex:  [ ] Male  [ ] Female

Race:  [ ] (A)-Asian or Pacific Islander  [ ] (B)-Black (Not of Hispanic origin)  [ ] (H)-Hispanic  
[ ] (I)-American Indian or Alaskan Native  [ ] (W)-White  [ ] (NS)-Not Specified

MUST Select One:  [ ] Undergraduate Courses  [ ] Graduate Courses

Failure to answer the following questions will result in a delay in processing your application.

If your answer to any of these questions is yes, you are required to provide a written explanation of the event, as well as copies of all official documentation explaining the final disposition of the proceedings. In addition, a hold will be placed on your account by FIU’s Student Conduct and Conflict Resolution Department, so that you are made aware that FIU needs documentation regarding your case. Please note, that this hold can ONLY be resolved by the Student Conduct and Conflict Resolution Department, Modesto A. Maidique Campus: GC 311 (Phone: 305-348-3939). **Failure to disclose this information may result in a revocation of admission or acceptance into desired program.**

Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution for any of the following two reasons:

[ ] Yes  [ ] No  Academic misconduct (such as cheating or plagiarism)? (You do not need to disclose any academic dismissal, suspension, or probation that was due to poor grades).

[ ] Yes  [ ] No  Behavioral misconduct (such as fighting)?

[ ] Yes  [ ] No  Have you ever been convicted of, or charged with, a criminal offense or are you currently the subject of any criminal proceedings?

You do not need to disclose information about minor traffic violations. However, you must disclose information if the traffic offense involved illegal drugs or alcohol or if any person was killed or hospitalized as a result of an accident in which you were charged for a traffic violation. You do not need to disclose information regarding any criminal offense record which has been expunged according to applicable law. You must disclose information if charges were dropped or not prosecuted because you were granted any type of pretrial diversion.

I understand that I am responsible for my own enrollment and for adhering to all published University deadlines. I also understand that all grades earned at FIU become a part of my permanent academic record. I acknowledge that after I receive notification that my application has been processed, all official notices from the University will henceforth be sent to my FIU email account.

Student Signature: _______________________________  Date: _______________________________
## Information for Residency Classification

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Florida Board of Education. All other persons are ineligible for classification as a Florida “resident for tuition purposes.” Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

### Non-Florida Residents

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency classification.

**Signature in Ink:** ____________________________  **Date:** ____________________________

### Florida Residents

*This section must be completed in full if you claim Florida residency for tuition purposes.*

- **Attach copies (if any) of documents required.**
- **A notarized copy of your and/or your parents’ most recent tax return or other documentation may be requested to establish dependence/independence.**
  - **Independent:** Is 24 years old, married, has a dependant, in the armed forces, ward of the court, or enrolled in a graduate degree program.
  - **Dependent:** All other persons who do not meet the requirements of Independent.
- **A copy of marriage certificate is required in all cases of spouse claiming partner’s residency.**
  - A. I am an independent person and have maintained legal residence in Florida for at least 12 months.
  - B. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
  - C. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 months.
  - D. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. (Required: Copy of marriage certificate, claimant’s voter registration, driver license and vehicle registration.)
- E. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- F. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least 12 months. (Required: INS documentation and proof of Florida residency status.)
- G. I am a member of the armed services of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member’s spouse or dependent child. (Required: Copy of military orders or DD2058 showing home of record.)
- H. I am a full-time instructional or administrative employee, employed by a Florida public school, community college or institution of higher education, or I am the employee’s spouse or dependent child. (Required: Copy of employment verification.)
- I. I am part of the Latin American/Caribbean Scholarship program. (Required: Copy of scholarship papers.)
- J. I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s.240.551, F.S.).
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch, or I am the student’s spouse or dependent child. (Required: Copy of marriage certificate or proof of dependency.)
- L. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- M. I am a Southern Regional Education Board’s Academic Common Market graduate student. (Required: Certification letter from State Coordinator.)
- N. I am a McKnight Fellowship recipient. (Required: Verification from graduate studies.)

**Person claiming residency must complete this section in full.**

- Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested in some cases.

**Please Print:**

1. Name of Student:
2. Name of person claiming Florida residency: ______________________  3. Claimant’s relationship to student: ______________________
4. Claimant’s permanent legal address: ______________________  5. Claimant’s telephone number: ______________________

<table>
<thead>
<tr>
<th>Street/P.O. Box</th>
<th>Apt. No.</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Date claimant began establishing legal Florida residence and domicile:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Claimant’s voter registration:</td>
<td>State:</td>
<td>Number:</td>
<td>County:</td>
<td>Issue Date:</td>
</tr>
<tr>
<td>8. Claimant’s driver license:</td>
<td>State:</td>
<td>Number:</td>
<td></td>
<td>Issue Date:</td>
</tr>
<tr>
<td>9. Claimant’s vehicle registration:</td>
<td>State:</td>
<td>Tag Number:</td>
<td></td>
<td>Issue Date:</td>
</tr>
<tr>
<td>10. Non-U.S. Citizen only:</td>
<td>Resident Alien Number:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Copy of both sides of card required.)

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to FBE Rule 6C-7.005 F.A.C.

**Signature of person claiming Florida residency:** ____________________________

**Date:** ____________________________  **Revised 2/08/2008**