



Non-Degree Seeking Student Application Process

Thank you for selecting Florida International University's Broward Pines Center to continue your educational and professional development. Below you will find important information explaining the process to become a non-degree seeking student. If you have any questions or concerns please call us at 954-438-8600 and a staff member will be happy to assist you.

Step 1: The Non-Degree Seeking Student Application Form:

If you have never attended FIU, or have not registered for two or more consecutive terms (excluding summer), you must complete and sign a Non-Degree Seeking Student Application form. This form is included in this document. You must return the completed original of this form to the FIU Broward Pines Center at 17195 Sheridan Street, Pembroke Pines, FL 33331.

Step 2: Florida Residency Information:

In order to qualify for the in-state tuition rate, you or your parent/legal guardian must be a U.S. citizen, Permanent Resident Alien (with a Green Card), or a legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services (USCIS). You must provide proof that you or your parent/legal guardian has established a primary residence in Florida and have maintained a physical presence in Florida for at least 12 months prior to the first day of classes. Two forms of proof must accompany your application. ***A list of acceptable forms of proof is included in this document.***

Step 3: Health/Immunization Requirements:

As a prerequisite to registration, FIU requires all students born after December 31, 1956 to present documented proof of immunity to measles (Rubeola) and German measles (Rubella). Beginning July 1, 2008 Meningitis and Hepatitis B documentation will be required for all students. Documentation may be submitted directly to the FIU Broward Pines Center at 17195 Sheridan Street, Pembroke Pines, FL 33331. ***The Immunization Documentation Form may be downloaded from URL: <http://www.fiu.edu/orgs/broward/pdf/formimmunization.pdf>.***

Step 4: ONLY for Individuals Taking Teacher Certification Courses:

If you are planning to take courses to satisfy Florida teacher certification, you will also need to attach a copy of your Status of Eligibility Letter to your application.

Step 5: Panther ID – Student Identification Number:

Once we receive your completed Non-Degree Seeking Student Application and supporting documentation, you will be issued a unique identification number known as the PantherID within two (2) business days. To obtain your PantherID please visit <http://my.fiu.edu>, click on the link, ***“Look up your Panther ID by clicking here!”*** and provide the information requested. You may log in to the system at <http://my.fiu.edu> using your Panther ID and password. Your default password is your birth date in the following format: [MMDDYYYY]. You will be prompted to change this password to something more unique and secure. Be sure to write down both your Panther ID and newly changed password in a safe place.

Step 6: Registration, Payment, and the My FIU Portal:

To learn how to register for classes, view your tuition bill, pay your balance, and use the MyFIU portal, you may view step-by-step tutorials at <http://panthersoft.fiu.edu>. Click on the “Tutorials and Training Guides” link and then select the appropriate tutorial from the list.

Please Note: A list of important dates can be found online at <http://www.fiu.edu/~register/academiccalendaranddeadlines.html>. Students who have submitted a Status of Eligibility Letter, are taking courses towards Florida teacher certification, and who are affiliated may be able to register during Open Registration. Please be aware that unaffiliated non-degree seeking students may usually register 3 days prior to the last day to pay tuition and fees for the term.

Office of the Registrar - Florida International University

Non-Degree Seeking Student Application Form

Please Note: This is not an application for Admission to a degree program at the university. Students desiring admission to a degree program must fill out an Admission Application with the Office of Admissions.

Note: If your name or address has changed, please fill out a Change of Address/Name Form.

Important: Have you ever received a grade from FIU? [] Yes [] No

Non-Degree Seeking students have an affiliated or unaffiliated status. Affiliated non degree-seeking students must be approved by the appropriate School or College and must meet its specific requirements. Unaffiliated non-degree seeking undergraduate students are limited to one semester of coursework at FIU (15 credits maximum). Unaffiliated non-degree seeking graduate students can enroll in a maximum of 12 credits.

If a non-degree seeking student changes to a degree status, only 15 credits hours taken as an undergraduate non-degree seeking student will apply towards graduation requirements at FIU; or 12 credit hours as a graduate non-degree seeking student. International students holding an F-1 visa cannot register as non-degree seeking students.

[] Please check if you have a Status of Eligibility Letter from the Florida Department of Education and are pursuing courses for teacher certification. (Must attach a copy of Status of Eligibility Letter)

Social Security Number (SSN): _____ Panther ID: _____ Term: _____

Name: _____ Last First MI

Permanent Address: _____ Street City State Zip Code

Local Address: _____ Street City State Zip Code

Email: _____ Telephone Number: _____

Nation of Citizenship: _____ Place of Birth: _____ Birthdate: _____

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 (not of Hispanic origin)

Are you registering for: [] Undergraduate courses or [] Graduate courses

Failure to answer these questions will delay the processing of your application and we will be unable to render an admission decision.

If your answer to any of these questions is yes, you are required to provide a written explanation of the event. In addition, you may be required to furnish FIU with copies of all official documentation explaining the final disposition of the proceedings.

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 reasons?

- ___ Yes ___ No Academic misconduct (such as cheating), 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 proceeding?

- 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. Failure to disclose this information may result in a revocation of admission.

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

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 12 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 12 month legal resident 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. 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 are dependent on parents who reside in another state or country are ineligible for in-state tuition.

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. 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 in order 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 LEGIBLE COPIES OF DOCUMENTATION: Florida Driver's License, Vehicle Registration, Voter Registration, and/or Resident Alien Card.

A copy of your or your parent's most recent tax return or other documentation may be requested to establish dependence/independence.

- 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. (Required: Copy of most recent tax return on which you were claimed as a dependent, copy of parents' Florida Driver's License and Vehicle registration).
- C. I am a dependent person residing with a legal resident adult relative other than my parents for at least five years. (Required: Copy of tax returns in which you were claimed as a dependent).
- 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's registration and driver's 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 twelve months. (Required: INS documentation and proof of 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, 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 Pre-paid Post-Secondary Expense Program, S.240.551, F.S. (Required: Copy of card).
- 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 Southern Regional Education Board's Academic Common Market graduate student. (Required: Certification letter from State Coordinator).
- M. 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.
- N. I am a McKnight Fellowship recipient. (Required: Verification from Graduate Studies)
 - 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 will be verified.
 - Additional documentation other than what is required above may be requested in some cases.

Please print:

- 1. Name of student: _____ 2. Student Social Security: _____ / _____ / _____
- 3. Name of person claiming Florida residency: _____ 4. Claimant's relationship to student: _____
- 5. Claimant's permanent legal address: _____ 6. Claimant's Telephone Number: () _____ / _____

Street/PO Number _____ Apartment Number _____ City _____ State _____ Zip _____

- 7. Date claimant began establishing legal Florida residence and domicile: _____ / _____ / _____
- 8. Claimant's Voter Registration, State: _____ Number: _____ County: _____ Issue Date: _____
- 9. Claimant's Driver's License, State: _____ Number: _____ Issue Date: _____
- 10. Claimant's Vehicle Registration, State: _____ Tag Number: _____ Issue Date: _____
- 11. Non-U.S. Citizen only. Resident Alien Number or Visa Type: _____ Issue Date: _____
(Copy of both sides of card or visa 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 Rule 6C-6.001(6), F.A.C.

Signature of person claiming Florida Residency (as listed in item #3 above) _____ Date _____

Florida Residency Requirements

Whether you are claiming Florida residency on your initial application or whether you are attempting to change your residency status in hope for qualifying for in state tuition, the rules are the same for all persons. Florida statute requires the claimant (the person claiming residency) to be a U.S. citizen or permanent resident alien student or the dependent student's parent/legal guardian. The student or guardian "resident" must have established and maintained a legal Florida residence for at least 12 months before the first day of the semester for which in-state status is sought.

What is an Independent Student?

Independence is defined as meeting one of the following criteria:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents who live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

What is a Dependent Student?

All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

What are Acceptable Forms of Proof of Residency?

To establish Florida residency, you must provide documentation that you (or a parent or legal guardian if you are a dependent) have been a Florida resident for at least 12 months prior to the first day of classes for the term in which you are enrolling. At least two forms of documentation must be submitted. If there are any discrepancies than additional documentation may be required.

Group A: (at least one of the two documents submitted must be from this list)

- Florida Driver's License **OR** State of Florida identification card
- Florida voter's registration card
- Florida vehicle registration
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (Homestead Exemption)
- Transcripts from a Florida high school for multiple years of attendance (if Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs of at least 30 hours per week for a 12-month period)
- Current Florida public school contract
- Benefit histories from Florida agencies or public assistance programs

Group B: (may be used in conjunction with one document from First Tier)

- Florida professional or occupational license (not including real estate)
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership on a Florida-based charitable or professional organization(s)
- Utility bills and proof of 12 consecutive months of payment
- Lease agreement and proof of 12 consecutive months of payments
- State or court documents evidencing legal ties to Florida