WHO IS THIS GUIDE FOR?

Students who are currently attending a private or out-of-state higher education institution (not a public Florida university or college) and want to take a course at USF.

STEP 1: SECURE APPROVAL

Check with your home institution (the place where you are earning your degree) and follow their instructions for taking classes at another institution. Have your advisor sign a completed **Visiting Student Permission to Enroll** form. You'll need this to register for courses after you're admitted.

STEP 2: START APPLICATION

Visit our website to begin your **non-degree student application** to USF.

STEP 3: CREATE ACCOUNT

Enter your first and last name, along with an email and password you want associated with your account. *Make sure to write down your password!*

STEP 4: ENTER PERSONAL INFO

Provide your personal information on this page, including emergency contact information.

STEP 5: PROVIDE CITIZENSHIP INFO

Enter your current citizenship status. If you don't know or don't have a social security number, leave this area blank. If you are not a citizen or current resident, finish answering the questions on this page.

STEP 6: INDICATE ACADEMIC INTEREST

On this page, you will select a student type (non-degree), the entry term in which you wish to attend USF, the campus you wish to attend, and whether you have ever attended a USF institution.

STEP 7: ANSWER CONDUCT QUESTIONS

Please indicate any conduct situations you have been involved in prior to this application.

STEP 8: ENTER MILITARY SERVICE

Please indicate any military information for either yourself or your immediate family members.

STEP 9: PROVIDE YOUR RESIDENCY

Please indicate your residency information — provided by yourself or your parent/guardian. **To claim Florida residency for tuition purposes, you will be required to provide TWO forms of proof that you are a Florida resident**. Otherwise, you will be classified as a non-Florida resident and pay out-of-state tuition rates.

STEP 10: REVIEW AND SUBMIT

The final page will show you all of the information you have entered. Please ensure all information is accurate and click "Save and Submit Application."

STEP 11: PAY APPLICATION FEE

Following the instructions on the application confirmation page, pay the $30 application fee.

WHAT HAPPENS NEXT?

Your application will be submitted electronically to the University Registrar's Office for review. If your application is accepted, you will receive a welcome letter from the University of South Florida with your next steps to enroll.