UF Dual Enrollment Application Guide: For New and Returning UF Dual Enrollment Students

All students, **including returners**, will need to create an account the very first time to submit a UF DE application in the new system.

Link to application: https://my.admissions.ufl.edu/apply/

ADMISSIONS 🍙	-		
Application	Manageme	ent	
Returning users:	First-time	users:	
Log in to continue an application.	<u>Create an account</u> to a	start a new application.	
RESOURCES	CAMPUS	CONNECT	UF FLORID
PUBLICATIONS	CALENDARS	CONTACT	UF FLOKID
FOR COUNSELORS	CAMPUS SAFETY		
GATORLINK	PREVIEW/ORIENTATION		🛛 🙆 🖸 🖪 🕅
ONE. <u>UF</u>	STUDENT ADMISSIONS		
UFID	OFFICERS		
POLICIES			OFFICE OF ADMISSIONS DIVISION OF ENROLLMENT MANAGEME
PRIVACY			201 Criser Hall - PO Box 114000
WRITTEN STUDENT			Gainesville, <u>FL</u> 32611-4000
COMPLAINTS			352-392-1365

Save these application log-in credentials! You will use the same information to log in and submit a dual enrollment application if you plan on continuing in the program for the next term.

	SSIONS 🎰			
Reg	jister			
To register Email Addr		e information requested below.		
First Name Last Name Birthdate				
Continue				
	RESOURCES	CAMPUS	CONNECT	UF FLORIDA
	PUBLICATIONS FOR COUNSELORS	CALENDARS CAMPUS SAFETY	CONTACT	UF IFLOKIDA
	GATORLINK ONE. <u>UF</u>	PREVIEW/ORIENTATION STUDENT ADMISSIONS		🞯 🖸 f 🚿
	UFID	OFFICERS		

You will receive an email with a temporary pin to finish setting up your application log credentials when you create your account for the first time in the new application system.

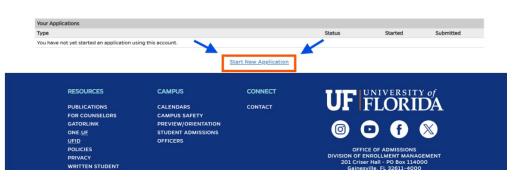
UF	ADMISSION	IS ŵ				Status Sent Sender	Sent/Opened <u>Display Events</u> Monday, November 18, 2024 at 08:27 PM "University of Florida" <help@admissions.ufl.edu></help@admissions.ufl.edu>
	Login					Recipient Subject Thank you	University of Florida Online Registration for registering online with University of Florida.
	A temporary PIN has	been sent to your email	address. If you do not receive	this message in the next few minut	es, please check your junk mail folder.		your account, please use the link below:
	Email Account Temporary PIN Birthdate Login	allisoncosta@ufl.edu Costa, Allison	v			When requ	vate Account tested for a password, enter the following temporary PIN: of Florida
	RESOU		CAMPUS	CONNECT	UF UNIVERSITY of	•	

This is your **Application** Management page.

Click on Start New Application to begin



Application Management



CONTACT

Allison Costa Logout

	UF	ADMISSIONS 🖻			CONTACT
Click on the correct year for the term in which you are applying:		Application	Management Start New Application	×	Allison Costa Lopout
For Fall 2025, you will select <mark>2025 Application</mark> <mark>Year</mark>		Your Applications Type You have not yet started an application us	Select an application type: v 2026 Application Year 2025 Application Year 2024 Application Year	Started	Submitted
		RESOURCES PUBLICATIONS FOR COUNSELORS GATORLINK ONE. <u>UF</u> <u>UFID</u> POLICIES PRIVACY WRITTEN STUDENT	Create Application Cancel CAMPUS SAFETY PREVIEW/ORIENTATION STUDENT ADMISSIONS OFFICERS	OFFICE OF ADMISSIS DIVISION OF ENROLLMENT MI 201 Criser Hall - PO BOX CONSUME FLI 2021	

Next, you will select the Application Type: Non-Degree Application

Important: Dual Enrollment students are considered Non-Degree Seeking applicants at the University.

ADMISSIONS 🖻		
		Allison Costa
Application M	lanagement	
Application	Start New Application	×
Your Applications	Select an application type:	
Туре	2025 Application Year V	Started Submitted
You have not yet started an application using th	nis	
	~	
	2025 Certificate Application (Currently Enrolled)	
	2025 Non-Degree Application	
RESOURCES		UNIVERSITY of
	Create Application Cancel	UNIVERSITY of FLORIDA
PUBLICATIONS	CALENDARD CONTACT	
FOR COUNSELORS	CAMPUS SAFETY	
GATORLINK	PREVIEW/ORIENTATION	
ONE.UF	STUDENT ADMISSIONS	6 🖸 f 🚿
UFID	OFFICERS	
POLICIES		OFFICE OF ADMISSIONS

ADMISSIONS 🖻		co
		Allison Costa Lo
Application M	anagement	
	Application Details	×
	Started 02/26/2025	
Your Applications	Status In Progress	
Туре	2025 Application Year	Started Submitted
You have started 1 application, listed below, using	O 2020 Certificate Application (Currently i	Enrolled)
2025 Non-Degree Application	(@ 2025 Non-Degree Application	02/26/2025
RESOURCES	Open Application Gancel	UNIVERSITY of
		UF FLORIDA
PUBLICATIONS	CALENDARS CONTACT	UI IFLOKIDA
FOR COUNSELORS	CAMPUS SAFETY	
GATORLINK	PREVIEW/ORIENTATION	🛛 🖸 🖪 🚿
ONE.UF	STUDENT ADMISSIONS	
UFID	OFFICERS	

Click on the button to
Open Application
and begin filling out
the application
details

Page 1 – Application Details

Critical: When you get to this page, be sure to **answer "YES"** to the Dual Enrollment question.

UF	ADMISSIONS 🖻	CONTACT
		Allison Costa Logout
	Home	
	Application Details	Non-Degree Application Details
	Personal Background	
	International Information	
	Conduct Information	Are you applying for Dual Enrollment at the University of Florida? (Must be a current high school student.)
	Non-Degree Course Request	If you are not a current high school student and wish to apply for Non-Degree course(s) at the University of Florida, please select "No" and proceed with the application. You will be able to select the type of non-degree course(s) you wish to apply for in a later section of this application.
	Academic History	
	Florida Residency Declaration	Yes v
	<u>Signature</u>	Currently, we are only accepting Dual Enrollment applications for the term listed below. If you are interested in a future term, please check our <u>website</u> for announcements.
	Review	Fell 2025
		• •
		Continue
	RESOURCES	CAMPUS CONNECT UNIVERSITY of FLORIDA
		CALENDARS CONTACT UF FLORIDA

Page 2 – Personal Background

You will continue to fill out the rest of the application with the information required.

Important: Make sure that the information is complete and accurate to avoid processing delays.

Home Application Details Personal Background Conduct Information	Personal Background
Dual Enrollment Information Dual Enrollment High School	Name First (Given)
<u>Signature</u> <u>Review</u>	Middle

Page 3 – Conduct Information

Next will be the Conduct Information section. Students are required to disclose any criminal or educational conduct.

Home	
Application Details	Conduct Information
Personal Background	
Conduct Information	
Dual Enrollment High School Information	Conduct Information
Dual Enrollment Information	Are you currently charged or have you ever been convicted of a crime (even if adjudication was withheld) other than offenses involving \$50 or less?
Signature	
Review	Has any court or school authority found you to have disrupted or interfered with the orderly conduct, processes, functions or programs or any educational institution?
	Continue

Page 4 – Dual Enrollment High School Information

As you type the name of your high school, the widget system will provide suggestions.

Make sure to type carefully and choose your school from the list that appears.

If your school doesn't appear in the list, pause your application and contact our office at 352-273-4155 or <u>dual-enrollment@dce.ufl.edu</u> for assistance.

Home Audication Details Personal Background Conduct Information Dual Enroliment High School Information Dual Enroliment Information Signature Review	Dual Enrolls If the school listed here is not where you a High School Name - Click to add or updat Click Here to Add Your High School High School Information District Student ID Number If you do not have a District Student ID Nu Your ungas student ID number provided by you	re currently attending high sch te umber, please enter all O's)		I Information
Dual Enrollment High School Widget Please type the name of your high school slowly to cho This allows us to validate your high school information High School Name				School Widget × of your high school slowly to choose from the auto-suggest list. date your high school information without delay! (Gamerolie High) Existing School School, N, W School Simetric, R, W School, School Simetric, R, M Without, R, W School Simetric, R, M School Scho
Save Cancel			Save Cancel	

Page 5 – Dual Enrollment Application Information

This page asks for key information needed for your admission to the Dual Enrollment program.

After you submit your application, your school counselor will later verify the details you provide; your counselor will receive an email within 2-3 business days to the email address you entered in the application.

Double-check that the counselor email you entered is correct and free of typos.

Important: All fields on this page must be completed to avoid errors in your application.

If you're still waiting on test scores, there is an option to indicate this (highlighted in yellow).

Don't forget to select an answer for the final question (also highlighted in yellow).

If you select "Yes," you'll need to provide information about any previous courses in the free-text box to avoid errors when submitting.

oplication Details	Dual Enrollment Application Information
rsonal Background	
al Enrollment High School Information	Term Status
al Enrollment Information	Are you a Broward County Public School student applying to dual enroll in the <u>Happiness counte (IDS 2020)</u> ?
insture	No V
niew	Any you currently woulded in Dual (prodiment at the University of Ranse)*
	Dual Enrollment Admissions Offeria I. Be etters a Autor of the first in type strong atoms etters (Constant Constant) I. Be etters a Autor of the first Solitoning Batt Constant I. Be etters and the first Solitoning Batt Constant I. Be etters
	Emergency Contact Information Emergency Contact Name Emergency Conta
	Academic Information Automation Parameterial Many Const Parameterial Many Cons
	Energy water same of a CP and CP
	Course(s) of Interest
	Please refer to our <u>website</u> for the sentative course fixt. A minimum of one course must be selected. Please select courses in order of preference.
	Course(s) selected in this section do not guarantee your enrollment in the course.
	Contract precision in the period of the generative your introduction of the contract. Online Course Option 1
	Online Course Option 2
	Online Course Option 3
	Online Course Option 4
	Previous Online Course Experience Was application online Course Experience Was application online Course Experience # you note size an any categorized sources, place to them before Courses with 2 T24
	Confine

Page 6 – Signature

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Next will come the Signature page, where students will provide their full legal name in place of their signature as a certification of their application information.

Home	
Application Details	
Personal Background	In place of your signature, please type your full legal name:
Conduct Information	
Dual Enrollment Information	Confirm
Dual Enrollment High School	
Signature	
Review	

Page 7 – Review

Check carefully to ensure all your information is correct and complete. The system will show if any required fields are missing (a message will pop up if there's a problem).

Once everything looks good, you can choose to Submit the Application.

• Example of missing information/missing field error message on the Review page:

If there's missing information, the system will show you an error message so you can fix it before submitting.

Review

Please r Applica		ation for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit		
What co	mes next? You will receive an em	all confirmation with instructions on how to log into your Application Status page.		
We have detected the following errors with your application. These errors must be corrected before submission.				
	Section	Required Field or Error		
	Dual Enrollment Information	Please complete the Dual Enrollment Information page. All fields required.		

• Example of successful message on the Review page:

Home Application Details Personal Background	Review
Conduct Information Dual Enrollment High School Information	Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.
Dual Enrollment Information Signature Review	What comes next? You will receive an email confirmation with instructions on how to log into your Application Status page. Submit Application Save for Later

Confirm Submission: Once you click the button to Submit Application, a pop-up will appear to confirm.

Be sure to click "OK" to finalize it.

If the pop-up doesn't appear, check your browser settings to allow pop-ups.

my.admissions.ufl.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

OK

Cancel



Application Status Page

Once you submit your application, you will receive an automated email within 24 hours with instructions on how to access the Application Status page.

This page is your go-to spot for everything related to your application. Here, you can:

• Review any additional requirements

• View your application decision

• Upload requested materials

• Complete your registration

If you have any questions during the application process, feel free to contact our office at 352-273-4155 or email us at <u>dual-enrollment@dce.ufl.edu</u>