

UF Dual Enrollment Application Guide: For UF Dual Enrollment Students

All students will need to create an Application Management Account to submit an application in the system.

- If you have previously created an account in the area below, please login as a **Returning User**. *Your instructions begin on page 2.*
- If you have never created an account in the area below, please login as a **First-Time User** to create an account. *Your instructions are below.*

Application Management Account Login Page: <https://my.admissions.ufl.edu/apply/>

The screenshot shows the 'Application Management' page for UF Admissions. At the top, there's a blue header with the 'UF ADMISSIONS' logo. Below the header, the page is titled 'Application Management'. There are two main sections: 'Returning users:' with a link to 'Log in to continue an application.' and 'First-time users:' with a link to 'Create an account to start a new application.' Below these sections, there's a dark blue footer area containing various links categorized under 'RESOURCES', 'CAMPUS', and 'CONNECT'. The 'RESOURCES' category includes links for Publications, For Counselors, GatorLink, One.UF, UFID, Policies, Privacy, Written Student, and Complaints. The 'CAMPUS' category includes links for Calendars, Campus Safety, and Preview/Orientation. The 'CONNECT' category includes a link for Contact. On the right side of the footer, there's the 'UF UNIVERSITY of FLORIDA' logo, social media icons for Instagram, YouTube, Facebook, and Twitter, and contact information for the Office of Admissions, Division of Enrollment Management, located at 201 Criser Hall - PO Box 114000, Gainesville, FL 32611-4000, with phone numbers 352-392-1365.

New User Account Creation:

Save these application log-in credentials! You will use the same information to log in and submit a dual enrollment application if you plan to continue in the program in future semesters.

The screenshot shows the 'Register' page for UF Admissions. At the top, there's a blue header with the 'UF ADMISSIONS' logo. Below the header, the page is titled 'Register'. There's a message: 'To register for an account, please enter the information requested below.' Below this message, there are input fields for 'Email Address', 'First Name', 'Last Name', and 'Birthdate'. The 'Birthdate' field is a dropdown menu. Below the input fields, there's a 'Continue' button. At the bottom of the page, there's a dark blue footer area containing various links categorized under 'RESOURCES', 'CAMPUS', and 'CONNECT'. The 'RESOURCES' category includes links for Publications, For Counselors, GatorLink, One.UF, UFID, Policies, Privacy, Written Student, and Complaints. The 'CAMPUS' category includes links for Calendars, Campus Safety, and Preview/Orientation. The 'CONNECT' category includes a link for Contact. On the right side of the footer, there's the 'UF UNIVERSITY of FLORIDA' logo, social media icons for Instagram, YouTube, Facebook, and Twitter, and contact information for the Office of Admissions, Division of Enrollment Management, located at 201 Criser Hall - PO Box 114000, Gainesville, FL 32611-4000, with phone numbers 352-392-1365.

You will receive an email with a temporary pin to finish setting up your Application Management Account.

Login

The screenshot shows the 'Login' page for UF Admissions. At the top, there's a green banner with the message: 'A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.' Below the banner, there are input fields for 'Email', 'Account', 'Temporary PIN', and 'Birthdate'. The 'Email' field contains the text 'allisoncosta@ufl.edu' and a 'switch' link. The 'Account' field contains the text 'Costa, Allison'. The 'Temporary PIN' field is empty. The 'Birthdate' field is a dropdown menu. Below the input fields, there's a 'Login' button.

The screenshot shows an email from the University of Florida titled 'University of Florida Online Registration'. The email content includes the following information:

University of Florida Online Registration	
Status	Sent/Opened Display Events
Sent	Monday, November 18, 2024 at 08:27 PM
Sender	"University of Florida" <help@admissions.ufl.edu>
Recipient	allisoncosta@ufl.edu
Subject	University of Florida Online Registration

Thank you for registering online with University of Florida.

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:

11111111

University of Florida

Returning User Account Login:

Enter the same email address and password you used to originally create your account. Use the “Forgot Your Password” option if needed.

If you do not remember the original email address used please email or call our office: dual-enrollment@dce.ufl.edu 352-273-4155

Login

To log in, please enter your email address and password.

Email Address

Password

[Forgot Your Password?](#)

Login

Submitting Your Application

This is your **Application Management** page.

- Click on **Start New Application** to begin.

UF ADMISSIONS

CONTACT

Allison Costa Logout

Application Management

Your Applications	Status	Started	Submitted
Type			
You have not yet started an application using this account.			

[Start New Application](#)

RESOURCES
PUBLICATIONS
FOR COUNSELORS
GATORLINK
ONE.UF
UFID
POLICIES
PRIVACY
WRITTEN STUDENT

CAMPUS
CALENDARS
CAMPUS SAFETY
PREVIEW/ORIENTATION
STUDENT ADMISSIONS
OFFICERS

CONNECT
CONTACT

UF UNIVERSITY of FLORIDA

OFFICE OF ADMISSIONS
DIVISION OF ENROLLMENT MANAGEMENT
201 Criser Hall - PO Box 114000
Gainesville, FL 32611-4000

Click on the correct year for the term in which you are applying:

- For Spring 2026, you will select **2026 Application Year**

Start New Application

Select an application type:

2026 Application Year

2025 Application Year

2024 Application Year

Create Application Cancel

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

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

ADMISSIONS

Application M

Start New Application

Select an application type:

2026 Application Year

2026 Non-Degree Application

2026 Certificate Application (Currently Enrolled)

2026 Non-Degree Application

Create Application Cancel

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

Application M

Application Details

Started 09/17/2025

Status In Progress

2026 Application Year

2026 Certificate Application (Currently Enrolled)

2026 Non-Degree Application

Open Application Cancel

[Start New Application](#)

Page 1 – Application Details

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

[Home](#)

Application Details

[Personal Background](#)

[International Information](#)

[Conduct Information](#)

[Non-Degree Course Request](#)

[Academic History](#)

[Florida Residency Declaration](#)

[Signature](#)

[Review](#)

Non-Degree Application Details

Are you applying for **Dual Enrollment** at the University of Florida? (Must be a current high school student.)

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.

Yes

Currently, we are only accepting Dual Enrollment applications for the term listed below.

If you are interested in a future term, please check our [website](#) for announcements.

Spring 2026

Continue

Page 2 – Personal Background

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

SSN: If you have a Social Security Number, this information needs to be entered. If you do not know your SSN at this time, please pause your application and complete it once you have the required information.

Students with an assigned **UFID** number can **leave the SSN number field blank.**

No valid SSN: please leave the area blank (do not enter 0's) and contact our office for further details before submitting application.

The screenshot shows a web application interface for the 'Personal Background' section. On the left is a vertical navigation menu with links: Home, Application Details, Personal Background (highlighted), Conduct Information, Dual Enrollment Information, Dual Enrollment High School, Signature, and Review. The main content area is titled 'Personal Background' and contains a 'Name' section with three input fields: 'First (Given)', 'Middle', and 'Last (Family)'. Below these fields is a partially visible 'Suffix' field with a dropdown arrow.

Page 3 – Conduct Information

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

The screenshot shows a web application interface for the 'Conduct Information' section. On the left is a vertical navigation menu with links: Home, Application Details, Personal Background, Conduct Information (highlighted), Dual Enrollment High School Information, Dual Enrollment Information, Signature, and Review. The main content area is titled 'Conduct Information' and contains a 'Conduct Information' section with two questions, each followed by a dropdown menu: '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?' and '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?'. At the bottom of the section is a 'Continue' button.

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 dual-enrollment@dce.ufl.edu for assistance.

[Home](#)
[Application Details](#)
[Personal Background](#)
[Conduct Information](#)
Dual Enrollment High School Information
[Dual Enrollment Information](#)
[Signature](#)
[Review](#)

Dual Enrollment High School Information

If the school listed here is not where you are currently attending high school, please click the name of the school to update it.

High School Name - Click to add or update

Click Here to Add Your High School

High School Information

District Student ID Number
(If you do not have a District Student ID Number, please enter all 0's)
Your unique student ID number provided by your high school

High School Counselor Information

Counselor Name

Counselor Phone Number
Example: 5555555555
10 characters remaining

Counselor Email

Continue

Dual Enrollment High School Widget

Please type the name of your high school slowly to choose from the auto-suggest list.
This allows us to validate your high school information without delay!

High School Name

Save Cancel

Dual Enrollment High School Widget

Please type the name of your high school slowly to choose from the auto-suggest list.
This allows us to validate your high school information without delay!

High School Name

Gainesville High

Buchholz High School
Gainesville, FL

Eastside High School
Gainesville, FL

Gainesville High School
Gainesville, FL

Sia Technical Charter High Sch
Gainesville, FL

W Travis Loftin High School
Gainesville, FL

Save Cancel

Double-check that the counselor email you entered is correct and free of typos before going on to the next page.

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.

Page 5 – Dual Enrollment Application Information

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

[Home](#)
[Application Details](#)
[Personal Background](#)
[Conduct Information](#)
[Dual Enrollment High School Information](#)
Dual Enrollment Information
[Signature](#)
[Review](#)

Dual Enrollment Application Information

Dual Enrollment Admissions Criteria

1. Be either a **Junior** or **Senior** in high school within a [participating county](#).
2. Have a minimum **3.6 cumulative unweighted GPA**, and
3. Have one of the five following **test scores**:
 - **SAT** - with a minimum 1100 composite score
 - **ACT** - with a minimum 22 composite score
 - **PSAT10** - with a minimum 1130 composite score
 - **CLT** - with a minimum 72 composite score
 - **CLT10** - with a minimum 83 composite score

Term Status

Are you currently enrolled in Dual Enrollment at the University of Florida?

Yes ▼

Emergency Contact Information

Emergency Contact Name

All

Emergency Contact Phone Number

+1 1234542244

Academic Information

Academic Intent

Please state your Potential Major/Career

- If you're still waiting on test scores, there is an option to indicate this (highlighted in yellow below).
- Don't forget to select an answer for the final question regarding **Previous Online Course Experience** (also highlighted in yellow below). If you select "Yes," to that question, you'll need to provide information about any previous courses in the free-text box to avoid errors when submitting.
- Indicate the number of classes you wish to take for the upcoming term under **Course(s) of Interest**.

Standardized Test Scores

You must provide at least one college readiness test score that meets the minimum admission criteria. If you are still awaiting your test score, please select "Waiting for Test Score" then enter the date when the test score will be received.

You must select from the following options:

- ☐ SAT
- ☐ ACT
- ☐ PSAT10
- ☐ CLT
- ☐ CLT10
- ☐ Waiting for Score, Provide Date

Course(s) of Interest

Please refer to our [website](#) for the tentative course list. 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. **Do not select the same course more than once below.**

How many courses would you like to select?

2 ▼

Online Course Option 1

BSC 2460: Can we design "better" humans? Should we? ▼

Online Course Option 2

LEI 2181: Leisure Contemporary Society ▼

Previous Online Course Experience

Have you taken online courses before?

▼


If you have taken any college courses, please list them below.

Example: ABC 1234

Continue

Page 6 – Signature

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



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:

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

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

Review

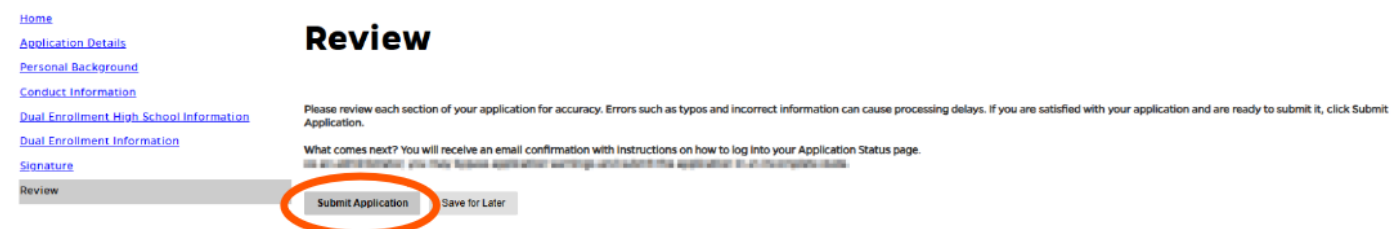
Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

What comes next? You will receive an email 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.

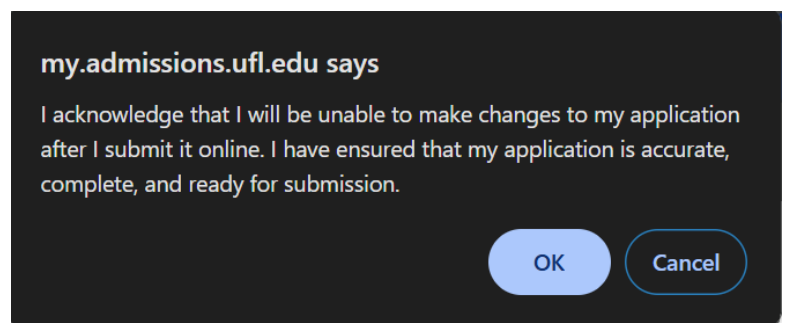
- Example of successful message on the Review page:



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.



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
- Upload requested materials
- View your application decision
- 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 dual-enrollment@dce.ufl.edu