

This is not an application for Admission to a degree program at the university. Students desiring admission to a degree program must complete an online Admission Application at admissions.fiu.edu. For current degree-seeking students, submit a Change of Program Plan form to add a certificate. **This application is intended for non-degree seeking students seeking a professional certificate not associated with a degree program. There is a \$30.00 non-refundable processing fee, which will be assessed upon enrollment of classes for Certificate Program Students.**

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

Term: Fall _____
 Spring _____
 Summer _____

Certificate Program: _____ **Code (office use):** _____

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

Please read written notification on collection and usage of Social Security Numbers found at the end of this application.

Name: _____
 Last First MI

Permanent Address: _____
 Street City State Zip Code

Email: _____ **Telephone Number:** _____

Nation of Citizenship: _____ **Place of Birth:** _____ **D.O.B.:** _____

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

***** This section is to be filled out by non-US citizens. *****

Country of Birth _____ Country of Citizenship: _____ Resident Card #: _____
 Are you a permanent resident? Yes No Residency Pending Visa/Permanent Resident Card Issue Date: _____
 If you answered NO to the question above, you MUST respond to the following questions: Visa Expiration Date: _____
 Do you presently have a visa? Yes No If yes, indicate type: Student (F-1) Other (specify): _____
 What type of visa do you expect to hold while at Florida International University? Student (F-1) Other (specify): _____

Proof of legal status in the United States must be included with this application. Please submit applicable proof: (i.e., Copy of U.S. Passport or Certificate of Naturalization; Permanent Resident Alien Card or Copy of Visa issued). Failure to submit copy of U.S. legal status proof may delay the processing of your application. International Students with Visas must be cleared with FIU International Student Services at GC 355 (MMC Campus), Tel: 305-348-2421 at Wolfe University Center, 363 (BBC Campus), Tel: 305-919-5813.

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, 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 (information found below):

Student Conduct and Conflict Resolution
 Modesto A. Maidique Campus: GC 311
 305-348-3939

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 so 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?

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, UNDERGRADUATE CERTIFICATE PROGRAM APPLICATION** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit

NOTE: ALL APPLICANTS MUST SUBMIT THEIR IMMUNIZATION DOCUMENTS TO MMC UHSC 101 or FAX: 305-348-3336 / BBC HWC or FAX: 305-919-5312
 Instructions: Print in ink.

- Complete the form, sign it, and turn it in to the academic department (organization).
- Have all transcripts from your previous institutions mailed directly to the academic department (organization).
- The academic department (organization) will notify you of their decision.
- If you are an international student, contact the Office of Admissions regarding your visa status and additional admission requirements.
- If you are applying also for a degree program, you must complete a separate admission application and turn it in to the Office of Admissions.

List in chronological order each college or university you have attended, or plan to attend before entering FIU's Certificate Program:

Name of School	Location	Dates of Attendance From (MMDD) to (MMDD)	Degree Earned

Students applying to a Certificate Program in the College of Education must fill out the additional information below:

Are you certified to teach? Yes: () No: () Rank: _____ Field: _____

If "Yes", in what State: _____ Type of Certification: _____

Indicate below your professional work experience:

Occupation	Name and Address of Employer	Supervisor's Name	Letter name	From	To

Please list three references that may be contacted concerning your professional abilities:

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, UNDERGRADUATE CERTIFICATE PROGRAM APPLICATION** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit

Academic Department (Organization) Use Only

The student's academic credentials have been reviewed and the student is hereby:

Approved **Denied**

for acceptance into the Certificate Program for the

Fall _____ **Spring** _____ **Summer** _____ **term.**

Please indicate certificate type:

Academic **Professional**

Academic Dept. (Organization) Authorizer: Name (print): _____ P.I.D.: _____

Signature: _____ Date: _____

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, UNDERGRADUATE CERTIFICATE PROGRAM APPLICATION** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit

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 proceeding the first day of classes of the term for which Florida residency is sought. 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. Residency for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or in the case for dependent students, his or her parent, has moved from another state within the past 12 months.

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 that required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Student's signature _____

Date _____

I. Florida Residents

The next three sections must be completed in full if you claim Florida residency for tuition purposes.

- I am an independent person and have maintained legal residence in Florida for at least 12 months.
- I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive months.
- 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. (Required: Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive 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.)
- 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.
- 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 the past 12 consecutive months. (Required: INS documentation and proof of resident status.)
- 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 order, or whose home record is Florida, or I am a member's spouse or dependent child. (Required: Copy of military orders or DD2058 showing home of record.)
- I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (as defined in s. 1000.21 (3), and (6)), or I am the employee's spouse or dependent child. (Required: Copy of employment verification.)
- I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s240.551.F.S.).
- 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.)
- I am a Southern Regional Education Board's Academic Common Market graduate student. (Required: Certification letter from State Coordinator)
- 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 and corrections training.
- I am a McKnight Fellowship recipient. (Required: Verification from the University Graduate School.)

II. Florida Residency Information

Name of person claiming Florida residency: _____ Claimant's relationship to student: _____

Claimant's permanent legal address: _____
Street City State Zip

Claimant's telephone number: _____

Date claimant began establishing legal Florida residence and domicile (month/year): _____

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, UNDERGRADUATE CERTIFICATE PROGRAM APPLICATION** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit

III. Documents from at least two of the following items must be provided.

Claimant's Florida voter registration State: _____ Number: _____ Country: _____ Issue date: _____

Claimant's Florida driver's license State: _____ Number: _____ Issue date: _____

Claimant's Florida vehicle registration State: _____ Number: _____ Issue date: _____

Note: Other documentation as defined in s.1009.21(3)(c) may be used in cases where the documents above are unavailable or not date, issued, or filed 12 months before the start of the term.

Non-U.S. Citizens only

Resident Alien Number: _____ Issue date: _____

(Please submit a copy of your Alien Registration Card, front and back, with this application.)

All Applicants

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 BOR Rule 6C-7.00(5), F.A.C.

Signature of person claiming Florida residency (as listed in item II above) _____
Date

Application must be submitted to the department for approval.

SUBMISSION INSTRUCTIONS

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select **REGISTRATION, UNDERGRADUATE CERTIFICATE PROGRAM APPLICATION** from the drop-down menus
5. Attach form and any supporting documentation
6. Submit