



Application for Admission



Island Living, Island Learning

Florida Keys Community College
5901 College Road
Key West, FL 33040
(305) 296-9081

Middle Keys Center
900 Sombrero Beach Road
Marathon, FL 33050
(305) 809-3145

Upper Keys Center
89951 US 1
Tavernier, FL 33070
(305) 809-3146

Visit us online at fkcc.edu

Instructions

1. **COMPLETE APPLICATION:** This application is required for all new students and returning students after a break in enrollment of one or more years. New students must submit a completed application with a \$30 application fee to the Office of Enrollment Services, FKCC, 5901 College Road, Key West, FL 33040. Returning students must update the application but no application fee is required.

APPLICATION EXCEPTIONS AND/OR SUPPLEMENTS:

- **DUAL ENROLLMENT STUDENTS :** *Do not use this application form.* You must complete a Dual Enrollment Application for Admission and a Dual Enrollment Authorization Form for each course you wish to take. **These forms are available at [www.fkcc.edu/Current Students/Dual Enrollment](http://www.fkcc.edu/Current%20Students/Dual%20Enrollment) or from your high school counselor and must be signed by the counselor, parent and student.** Once you graduate from high school, you must complete this application form to return to FKCC as a college student but no application fee is required.
 - **HOME SCHOOLED STUDENTS:** *In addition to completing this application form,* you must complete the Dual Enrollment/Early Admissions Form for Home Schooled Students, available in the Office of Enrollment Services.
 - **INTERNATIONAL STUDENTS:** All foreign transcripts must be translated and evaluated by one of our approved evaluation service providers. Contact Enrollment Services at 305-809-3188 for more information. FKCC has suspended accepting new F-1 visa international students until further notice.
 - **TRANSIENT STUDENTS:** Non-Florida state public college students must complete this application form. Students seeking to enroll in courses at FKCC for transfer back to their home institution should request written permission each semester from their home institution. Florida state college and university students must access www.flvc.org to enter required transient course information.
2. **SUBMIT RESIDENCY DOCUMENTS:** See Page 4 for Florida state residency information and requirements.
 3. **SUBMIT TRANSCRIPTS:** All first time in college, degree-seeking students must provide official high school transcripts, high school equivalency diploma, or home school documentation. Transfer degree-seeking students must submit official transcripts for all institutions previously attended. All foreign transcripts must be evaluated by an evaluation service. Contact Enrollment Services at 305-809-3188 for more information.

Have the transcripts **sent directly to FKCC from the educational institution attended.** Faxed, emailed, or hand-delivered transcripts are not considered official. It is the student's responsibility to have all official transcripts forwarded to the Office of Enrollment Services **prior to or during the first term of enrollment.** Failure to do so will prevent the student from registering for any subsequent term.

The following transcript deadlines apply:

- Fall term entry—October 1
- Spring term entry—March 1
- Summer term entry— June 1

4. **PROVIDE TEST SCORES FOR PLACEMENT** (Per Florida Statute 1008.30): Degree-seeking students, students intending to enroll in any course requiring college level English or Math prerequisite course, or students with ACT or SAT scores below the minimums may need to take the PERT (Postsecondary Education Readiness Test). Test scores will provide you and your academic advisor with information that will help to accurately place you in a college-level course. A student who wishes to earn an associate in arts or a baccalaureate degree, but who is required to complete a college-preparatory course, must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit degree coursework; however, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework. For more information; study guides; and testing dates, times, and locations visit www.fkcc.edu, click on **Future Students, Advising** then **Placement Testing**.
5. **ATTEND ORIENTATION:** Orientation is required for all first-time-in-college students. Orientation sessions are scheduled throughout the year and must be completed within the first semester of attendance. For questions about orientation contact Advising Services.
 - (305) 809-3196 Key West Campus
 - (305) 809-3145 Marathon Campus
 - (305) 809-3146 Coral Shores Campus
6. **MAKE AN APPOINTMENT:** It is strongly recommended that degree seeking students meet with an academic advisor after completing the application but prior to registration.

SPECIAL STUDENT SERVICES

DISABLED STUDENTS: Students with disabilities are encouraged to contact the **Coordinator of Services for Students with Disabilities** at (305) 809-3196.

VETERAN BENEFITS: FKCC is approved for the training of entitled veterans who can qualify for such training under current federal laws. For information about how to use your benefits at FKCC, visit www.fkcc.edu. Click on **Current Students, Financial Aid and Veteran Affairs, Veteran Affairs**.

On-Campus Housing

See [www.fkcc.edu/Future Students/Housing](http://www.fkcc.edu/Future%20Students/Housing) for information and application. Email housing@fkcc.edu for additional assistance.

Financial Aid

All students interested in Financial Aid are encouraged to apply as early as possible and to contact the Financial Aid Office (305) 809-3260 or visit www.fkcc.edu for assistance. To qualify for Financial Aid students must be enrolled in a degree-seeking or financial-aid approved certificate program.

Am I eligible for financial aid?

To be eligible for any government financial aid, you must:

1. Be a U.S. citizen or eligible non-citizen.
2. Have a valid social security number.
3. Be admitted into a degree-seeking or approved certificate program. *You may apply early for aid, but must be enrolled before aid will be awarded or disbursed to you.*
4. Be registered with selective service (males at least 18 years of age).
5. Retain eligibility by maintaining satisfactory academic progress.
6. Submit all official college transcripts for evaluation from every previously attended college.

How do I apply for financial aid?

Step 1 Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. The application is available online at www.fafsa.ed.gov, and typically takes 5-7 business days to process. **Make sure that you enter FKCC's Title IV Code (001485).** Complete your most recent federal tax return before completing the FAFSA.

Step 2 Allow 5-7 business days for federal processing of your online application. Contact the Financial Aid Office to verify that your file has been received and to find out about any further requirements.

Step 3 Visit www.fkcc.edu, select **Current Students** then click **Financial Aid**.

Scholarships through the FKCC Foundation:

The FKCC Foundation was established to support Florida Keys Community College's students, programs and services. The Foundation is dedicated to providing scholarships to FKCC students from funds raised through the support of private donors and public agencies. Awards are based on financial need, grade point average, leadership, character and service. Visit www.fkcc.edu/future-students/scholarships for more information.

Types of Degree/Certificate Programs

Associate in Arts (AA) Transfer Degree

The AA is equivalent to the first two years at a university. Students planning to pursue an undergraduate degree may be especially interested in the AA. The AA consists of a minimum 36 General Education credit hours and 24 elective credit hours.

- General Studies—133

Associate in Science (AS) & Associate in Applied Science (AAS) Degrees

AS and AAS programs prepare students for immediate entry into the workforce. Although not transfer degrees some transfer is possible.

- Business Administration—201
- Computer Information Technology – 205
- Computer Programming & Analysis – 210
- Diving Business and Technology – 220 (see AAS as of Fall 2013)
- Marine Engineering – 240 (see AAS as of Fall 2013)
- Marine Environmental Technology – 250
- Nursing (RN) – 270

Associate in Applied Science (AAS) Effective Fall 2013

- Diving Business and Technology—335
- Marine Engineering, Management and Seamanship—355

Applied Technology Diploma (ATD)

ATDs provide occupational training classes that lead to an AAS or AS degree.

- Emergency Medical Technician (EMT) - 500

Non-Degree/Non-Certificate Objectives

- Non-degree Seeking Undecided - 910
- Non-degree Seeking Professional Development/Job Training - 915
- Non-degree Seeking Enrichment Life-Long Learning; Transient- 920

Post Secondary Adult Vocational Certificate

Certificate programs provide instruction consisting of vocational credit courses to prepare students for entry into employment.

PSAV Law Enforcement Certificates

- Correctional Officer – 600
- Law Enforcement Officer – 620
- Law Enforcement Aux Officer– 630
- Crossover Law Enforcement to Correctional Officer– 640
- Crossover Correctional Officer to Law Enforcement – 650

Nursing

- Certified Nursing Assistant (CNA) - 660

College Credit Certificate

Certificate programs are generally one year in length. They prepare the student for immediate entry into the workforce.

Certificates

- Addiction Studies – 400
- Business Data Processing – 410
- Commercial/Work Diving – 412
- Entrepreneurship – 435
- Fundamentals of Professional Diving – 411
- Marine Engineering (Propulsion) – 420
- Marine Mammal Behavior and Training– 445
- Professional Dive Instructor – 423
- Professional Diving, Medical Technician – 422
- Professional Research Diving – 421
- Tropical Ornamental Mariculture Technician– 440

Florida Residency Classification for Tuition Purposes

Information and Instructions for Residency Classification

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, legal permanent resident alien, or hold a visa status approved by the Florida Legislature. Living in or attending school in Florida does 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. A Florida resident "for tuition purposes" is a person who has, or a dependent person whose parent or guardian has, established and maintained legal residence in Florida for at least twelve consecutive months immediately preceding their enrollment. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residency 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. Florida Keys Community College will award Florida residency status for in-state tuition in accordance with state laws, rules and guidelines. The following guidelines summarize FKCC's procedure for compliance.

1. A student's residency classification is determined at the time of admission. A non-resident may request reclassification after establishing residency in Florida as determined by the law.
2. The law allows a United States citizen or eligible non-US citizen may be classified as a Florida resident if the student, or dependent student's parent or legal guardian, has been a legal resident of the state of Florida for at least 12 consecutive months immediately preceding the first day of classes for the term in which classification as a Florida resident for tuition purposes is desired.
3. Living in Florida, attending school in Florida, or property ownership in Florida does not, in and of itself, establish residency for tuition purposes.
4. All students must complete the Residency Affidavit. It must be signed by the person claiming residency.
5. The affidavit form and all supporting documentation must be filed no later than the last day of Add/Drop for the term which classification or reclassification is sought.
6. **Residency will not be accepted until the affidavit is completed in its entirety and all documents are submitted.**

Required Documentation

Two pieces of supporting documentation are required with issue dates that evidence the 12 month qualifying period. At least one of the documents must be from Tier 1 such as a Florida issued driver's license or ID, voter's registration, or vehicle registration (unless qualified under special category indicated by statute). The other document may be from Tier 2 below.

Tier 1

- Florida Driver's License or FL State ID
- Florida Vehicle Registration
- Florida Voter's Registration
- Proof of Florida Homestead Exemption
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period preceding the start of the desired term. Must be on letterhead, signed and dated and state the date employment began, that you are currently working and include supervisor contact information.
- Transcripts from a FL high school for multiple years (2 or more years) if the FL high school diploma or GED was earned within the last 12 months.

Tier 2

- A Florida professional or occupational license
- Florida Incorporation
- Proof of membership in a Florida-based charitable or professional organization
- Declaration of Domicile (obtain from Clerk of Court)
- Utility bills and proof of 12 consecutive months of payments preceding the start of the desired term.
- Lease agreement and proof and 12 consecutive months of payments preceding the start of the desired term.

Not Acceptable: Hunting/fishing licenses, shopping club/rental cards, passport, library card, birth certificate, concealed weapons permit

Proof of U.S. citizenship: Persons who were born outside of the United States but are claiming U.S. citizenship for Florida residency must provide proof of citizenship or naturalization. Dependents must provide citizenship for parent and student.

A STUDENT UNDER THE AGE OF 24 is assumed to be a dependent: Parent or legal guardian must complete the affidavit and provide appropriate documentation.

A Dependent Student is any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

A STUDENT UNDER THE AGE OF 24 who claims to be independent must sign the affidavit and provide documents supporting residency AND independent status. A copy of student and/or parent's tax return may be required to document independent status.

An Independent Student is any person who submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at the institution (exclusive of federal, state and institutional aid or scholarships).

Exceptions and Qualifications for Florida Residency

The State of Florida recognizes the following exceptions for Florida residency. If you qualify for one of the exceptions, please provide the required documentation to Enrollment Services.

1. I am a dependent person who has resided continuously for the last 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 the last 12 consecutive months immediately prior to the dependent's initial enrollment. (**Attach a notarized verification letter from the adult relative; adult relative must also complete item 2 on page 8.**)
2. 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 residence. (**Attach official verification from institution. Complete item 2 on page 8.**)
3. I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months. I have established legal residence, intend to make Florida my permanent home and have relinquished legal ties to any other state. (**Copy of marriage certificate and student's driver's license or related residency document required. USCIS documentation required for permanent resident aliens. Spouse must also complete item 2 on page 8.**)
4. I am an active duty member of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), an active duty member of the Florida National Guard who qualifies under 250.10 (7) and (8), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children). (**Copy of military orders or DD2058 required.**)
5. I am a full-time instructional or administrative employee, employed by a Florida public school or institution of higher education (or I am the employee's spouse or dependent child). (**Copy of employment verification required.**)
6. I am part of the Latin American/Caribbean scholarship program. (**Copy of scholarship required.**)
7. I am a qualified beneficiary under the term of the Florida Pre-Paid Postsecondary Expense Program (S.240.551.F.S). (**Copy of signed card required.**)
8. 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). (**College transcript required; if spouse or child, copy of marriage certificate or proof of dependency also required.**)
9. 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. (**Letter of verification required.**)
10. I am a full-time student participating in an international linkage institute (S.240.137.F.S). (**Letter of verification required.**)
11. I am an active duty member of a foreign nation's military, serving as a liaison officer attending a community college or state university within 50 miles of the military establishment where I am stationed. (**Provide a letter to document your active status as a liaison officer.**)

Notification of Social Security Number Collection and Usage

In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security Number (SSN).

Florida Keys Community College (FKCC) collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. To protect your identity FKCC will secure your SSN from unauthorized access, never release your SSN to unauthorized parties, and assign you a unique student/employee identification number. This unique ID number is used for all associated employment and educational purposes at FKCC.

Admissions Department & Continuing Education Department

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student in the amount of \$50.00.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSN's are protected by federal regulations Family Educational Rights and Privacy (FERPA) and are NEVER released to unauthorized parties.

Financial Aid Department

A student's SS number is required for the following financial aid purposes:

The US Department of Education's Free Application for Federal Student Aid (FAFSA) requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting, pursuant to Executive Order 9397. In addition to its use by USDOE as a student identifier, the SSN is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study Program (See Human Resource's purposes below), and is required on all loan applications for use by the lender/servicer/guarantor.

Florida Keys Community College requests a student's SSN on certain institutional scholarship applications for student files and federal and state audit/reporting purposes.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant, Florida Work Experience, or Bright Futures the State of Florida Department of Education will require the use of the SSN on their grant/scholarship disbursement website and for reporting purposes.

The FKCC Office of Financial Aid will never release an SSN to an unauthorized party.

Application for Admission *(continued)*

Previous Postsecondary Education (List all colleges, universities, and technical schools attended since high school)

Name of Institution _____
City/State _____
Dates of Attendance _____
Degrees Earned _____

Name of Institution _____
City/State _____
Dates of Attendance _____
Degrees Earned _____

Name of Institution _____
City/State _____
Dates of Attendance _____
Degrees Earned _____

If you attended additional colleges, please list on a plain separate page.

Country of Birth _____

Do you wish to receive text notices from FKCC? **Yes** **No**
Has your father completed some college? **Yes** **No**
Has your mother completed some college? **Yes** **No**

Primary language spoken: English Spanish French German
Other (specify) _____

I understand and agree that all FKCC students are bound by the college's regulations as published in the College Catalog and the Student Handbook. I declare under penalty of perjury punishable by law that all information given in this application is complete and accurate. I understand that any misrepresentation of facts may result in the immediate cancellation of registration and credits earned. I agree to the release of any test scores to Florida Keys Community College, including any score reports that Florida Keys Community College may request from the College Board or ACT.

Signature of applicant _____
(18 years or older, or parent/guardian of minor)

Date (MM/DD/YY) _____

Residency Affidavit for Tuition Purposes *(residents and non-residents must complete)*

Florida Residents

I am eligible to be classified as a Florida resident for tuition purposes. *(Complete items 1 and 2 below.)*

1. Please check one of the following that applies to you. See qualifications on page 4.

I am an **independent** person and have maintained legal residence in Florida for at least 12 consecutive months prior to the first day of classes for which I am seeking residency. I provide at least 51% of my living expenses. *(Students under the age of 24 who wish to declare independent status may be required to submit copies of their parent/legal guardian's tax return as well as their own to document status. Complete item 2 below.)*

I am a **dependent** person eligible to be claimed by my parent/legal guardian under the United States tax code as providing a minimum of 51% of my support. My parent or legal guardian has maintained legal residency in Florida for at least 12 consecutive months prior to the first day of classes for which I am seeking residency. *(Parent or guardian must complete item 2 below.)*

2. Person claiming Florida residency MUST complete this section in full.

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 is subject to verification. A minimum of two documents are required with dates that evidence the 12 month qualifying period. A copy of your US citizenship documentation is required to complete your Florida residency requirement if you were born outside of the US.

Please print:

Name of person claiming Florida residency: _____ Relationship to student: _____

Claimant's permanent legal address: _____

Claimant's telephone #: _____

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 document will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes.

Date: _____

Signature of person claiming Florida residency

Non-Florida Residents

I am not eligible to be classified as a Florida resident for student tuition purposes. **I am a resident of** _____.

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

Signature in ink: _____ **Date:** _____