

APPLICATION FOR ADMISSION

COLLEGE INFORMATION AND APPLICATION FORM

EDUCATION.



VALENCIA

Steps to Take to Enroll at Valencia Community College (See back page for department locations)

1. APPLY FOR ADMISSION AND FINANCIAL AID

Admissions

- Return this completed application to the Answer Center where a specialist will review your application and assign you a student identification number.
- Take the completed, approved application to the Business Office to pay the non-refundable \$35 application fee. Your Valencia I.D. number will be printed on the receipt. Readmit students are also required to pay the \$35 application fee.

Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>. Valencia's school code is **006750**.
- Be sure to indicate the degree you will be seeking on the admission application. To receive financial aid, you must be seeking an Associate in Arts (A.A.) (transfers to a four-year college); an Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree (two-year employment preparation degrees); or one of the job training certificate programs approved for financial aid.
- Request that your official high school and college transcripts be sent to Valencia at the address listed below. You will be classified as a non-degree-seeking student until your official transcripts have been received.

First Time in College students: request your final high school transcript or proof of your GED (GED score report required).
Transfer students: request official copies of transcripts from all colleges that you have attended. It is suggested that you also have your final high school transcript or proof of your GED sent to Valencia.

Valencia Community College
P.O. Box 3028 • Orlando, FL 32802-3028

2. CREATE YOUR ATLAS ACCOUNT

Atlas

- Atlas is Valencia's online learning-community that connects faculty, students, and staff to the resources they need to succeed at Valencia. Students can obtain very important information regarding registration, financial aid and course planning in their Atlas account. Students will also have an Atlas email account which will be the official communication method while attending Valencia.
- Visit www.valenciacc.edu and click on the Atlas link. Once at the Atlas log-in page, click on the "First Time User" link and follow the prompts to create your account. Your Atlas account can be created 48-72 hours after your application has been submitted. The only information you need in order to create your Atlas account is your name, Social Security Number or Valencia Identification Number, and your date of birth. Be sure to keep your Atlas username and PIN in a safe place.

3. TAKE ASSESSMENT AND ATTEND NEW STUDENT ORIENTATION

Assessment

- Before you attend New Student Orientation, visit Assessment to take the Computerized Placement Test (CPT). CPT review materials are available for purchase in the bookstore.
- Degree-seeking students must complete the Computerized Placement Test. Proof of completed college courses in math and English may be substituted for portions of the Assessment. If you have taken the SAT or ACT within the last two years and obtained

satisfactory scores as listed in the college's online catalog, you may waive Assessment in those skill areas.

New Student Orientation

- Using your Atlas account, sign up for a mandatory New Student Orientation session.
- Attend New Student Orientation. At Orientation we will review the degree programs offered at Valencia, the degree requirements, the policies and procedures of the college, and how your placement test impacts your first term course selection. If you are a transfer student and your official college transcripts have not yet been received by Valencia, to ensure proper advisement, please obtain an unofficial copy of your transcripts. During Orientation you will meet with an Educational Advisor to develop an Education Plan and select classes.

4. REGISTER FOR YOUR COURSES AND PAY TUITION

Register

- You will register for courses online through Atlas using the Student Services tab in your personal Atlas account.

Pay Tuition

- After registering for classes, pay for classes online via your Atlas account (online payment may be made by credit card only). If you wish to pay in person, visit the Business Office. Credit card (VISA, AMEX, MC, and Discover) and check payments are accepted in a drop box after business hours.
- A Tuition Installment Plan (TIP) is available for students who wish to set up a payment plan for tuition and books. To find out more information about enrolling in this program, please check your Atlas account.
- **IMPORTANT:** If you have applied for financial aid and are awaiting word on eligibility, you will need to pay for classes yourself by the fee payment deadline or your classes will be dropped. If you are currently receiving financial aid, check with the Answer Center to ensure that all paperwork has been received and that you will not be dropped from your courses.

5. GET YOUR STUDENT I.D. CARD AND PARKING DECAL

- You must show a paid receipt of classes and a photo I.D. in order to receive your student identification card. To obtain your student I.D., please go to Student Development.
- Parking decals are free and are required for all students. The parking decal may be requested via your Atlas account.

6. PURCHASE YOUR BOOKS AND GO TO CLASS

Purchase books

- Print your Detailed Class Schedule from your Atlas account and take it to the bookstore or purchase books online at www.valenciacc.edu/bookstore.

Go to class (Note: Students are required to attend the first day of class or they may be withdrawn by the instructor as a "no show;" the student will still be responsible for the cost of the class.)

What kind of student am I ?

- First Time in College Someone who has never attended college.
- Readmit Student Someone who has not attended Valencia in the last year but was previously enrolled in credit courses.
- Transient Student Someone who is enrolled at another college or university and is not pursuing a degree at Valencia.
- Transfer Student Someone who is entering Valencia and has previous college-level coursework.
- Dual Enrollment/
Early College Student Someone who is currently in high school or has not yet graduated from high school and meets the requirements as stated in the college catalog.
- Non-degree/
Personal Interest Student Someone who does not intend to complete a degree or certificate at Valencia.

Please type or print in blue or black ink all information requested.

1 GENERAL INFORMATION			
Are you 16 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you are under the age of 16, you must receive special permission from the Assistant Vice President of Admissions & Records to attend classes at Valencia.</i>			Social Security Number
<small>Name as it appears on Social Security Card or Passport</small>			
Last Name	First Name	Middle Initial	Preferred Name
Mailing Address		Apt/Unit	City County
State	Zip Code	Telephone Number	Birth Date <small>Mo / Day / Yr</small> Gender <input type="checkbox"/> Female <input type="checkbox"/> Male (optional)
Student's Personal E-mail Address		Student's Cell Phone Number	
If your transcripts, test scores, etc., will arrive under any name(s) other than those listed above, indicate that name here:			
Please help us comply with federal regulations by indicating your ethnic group: (optional) <input type="checkbox"/> I do not wish to indicate an ethnic group.		U.S. - Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you Hispanic? <input type="checkbox"/> Yes <input type="checkbox"/> No		Country of birth	
What is your ethnicity? <input type="checkbox"/> African American or Black		If no, please complete non - U.S. citizenship below.	
<input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian		Non - U.S. Citizenship: Please check all that apply	
<input type="checkbox"/> South American Indian <input type="checkbox"/> Other _____		Country of birth	
What is your native language?		Country of citizenship	
Permanent Resident			
Date I plan to enroll at Valencia Community College (refer to college catalog):			
Year: <input type="checkbox"/> Fall Term <input type="checkbox"/> Spring Term			
<input type="checkbox"/> Summer Term Please check one: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Full Term			
Please select one of the following as your home campus:			
<input type="checkbox"/> East <input type="checkbox"/> Osceola <input type="checkbox"/> West <input type="checkbox"/> Winter Park			
*After you complete your degree at Valencia, are you planning to complete a Bachelor's Degree with the University of Central Florida? <input type="checkbox"/> Yes <input type="checkbox"/> No			
*Are you planning to complete a Bachelor's Degree at another state of Florida university? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, which one? * _____			
<small>If you indicate a Florida institution here, do you agree to allow Valencia Community College to release directory information and/or transcript about you to that institution.</small> <input type="checkbox"/> Yes <input type="checkbox"/> No			

OFFICE USE ONLY	FINANCE OFFICE USE
V#:	
ID generated by:	
Campus of Record <input type="checkbox"/> E <input type="checkbox"/> W	

Associate in Arts (A.A.)

- Accounting
 - Architecture
 - Art, Studio/Fine Art
 - Biology
 - Business Administration
 - Business Marketing Management
 - Cardiovascular Sciences
 - Chemistry
 - Computer Science
 - Dance Performance*
 - Economics
 - Education (Early Childhood)
 - Education (General Preparation)
 - Articulated Engineering (Florida Institute of Technology)
 - Articulated Engineering (Polytechnic University of the Americas)
 - Articulated Engineering (University of Central Florida)
 - Articulated Engineering (University of Florida)
 - Articulated Engineering (University of Miami)
 - Engineering (General)
 - English
 - General Studies
 - Health Information Management
 - Health Services Administration
 - History
 - Horticultural Science
 - Human Resources Management
 - Information Technology
 - Journalism
 - Management Information Systems
 - Marine Biology
 - Mathematics
 - Philosophy
 - Political Science and Government
 - Psychology
 - Public Administration
 - Public Relations/Organizational Communication
 - Radiologic Sciences
 - Sign Language Interpretation
 - Social Sciences
 - Sociology
 - Statistics
 - Theater/Drama/Dramatic Arts
- Students who have earned a Bachelor's degree or an Associate in Arts degree from a regionally-accredited institution are not eligible to receive another Associate in Arts degree.

Associate in Science/Associate in Applied Science (A.S./A.A.S.)

- Accounting Technology
- Baking and Pastry Management
- Building Construction Technology
- Business Administration (Indicate Specialization):
 - Finance
 - Human Resources Management
 - Management
 - Marketing
 - Property and Casualty Insurance Management
 - Real Estate Management
 - Small Business Management
- Business Administration (Articulated)
- Cardiovascular Technology*
- Civil/Surveying Engineering Technology
- Computer Engineering Technology (Networking) (Indicate Specialization):
 - Cisco
 - Microsoft
- Computer Information Technology
- Computer Programming and Analysis
- Criminal Justice Technology
- Criminal Justice Technology (Articulated)

- Culinary Management
- Dental Hygiene*
- Diagnostic Medical Sonography*
- Digital Media for Video and Motion Graphics
- Drafting and Design Technology
- Electronics Engineering Technology (Indicate Specialization):
 - Electronics
 - Laser and Photonics
 - Robotics and Simulation
 - Telecommunication and Wireless
- Emergency Medical Services Technology*
- Entertainment Design and Technology (Indicate Specialization):
 - Live Show Production
 - Production Design
- Film Production Technology* (Indicate Specialization):
 - Cinematography
 - Post-Production
- Graphics Technology (Indicate Specialization):
 - Graphic Design
 - Interactive Design
- Hospitality and Tourism Management
- Hospitality and Tourism Management (Articulated)
- Industrial Management Technology
- Landscape and Horticulture Technology (Indicate Specialization):
 - Horticulture
 - Landscape
- Medical Information Coder/Biller Administration
- Medical Office Administration
- Music and Sound Technology (Indicate Specialization):
 - Music Performance and Sound
 - Sound Technology
- Nursing, R.N. (Articulated)*
 - Online R.N. Advanced Standing Track*
- Office Administration
- Paralegal Studies (Articulated) (Indicate Specialization):
 - Litigation
 - Transactional
- Radiography*
- Respiratory Care*
- Restaurant and Food Service Management
- Veterinary Technology**

Technical Certificate/Career Certificate/ Applied Technology Diploma Programs

- Accounting Applications
- Accounting Operations
- Accounting Specialist
- Baking and Pastry Arts
- Basic Electronics Technician
- Building Construction Specialist
- Business Management
- Business Operations
- Business Specialist
- Cisco Network Associate (CCNA)
- Computed Tomography
- Computer Information Technology Analyst (Indicate Specialization):
 - IT Security
 - IT Support
- Computer Information Technology Specialist
- Computer Programming (Indicate Specialization):
 - Computer Programming
 - Game Programming
 - Web Development
- Computer Programming Specialist (Indicate Specialization):
 - Computer Programming
 - Web Development

- Criminal Justice Institute*
 - Correctional Officer
 - Law Enforcement Officer
 - Crossover: Corrections to Law Enforcement
 - Auxiliary Law Enforcement Officer
- Culinary Arts
- Customer Service Management
- Customer Service Operations
- Customer Service Specialist
- Digital Media Development
- Digital Media Production
- Digital Media Video Production
- Digital Media Web Production
- Digital Video Editing and Post-Production
- Digital Video Fundamentals
- Drafting (Indicate Specialization):
 - Architectural Drafting
 - Mechanical Drafting
 - Surveying Drafting
- Drafting-AutoCAD
- Emergency Medical Technology (EMT)
- Entertainment—Stage Technology
- Film—Motion Picture Post-Production*
- Graphic Design Production
- Graphic Design Support
- Graphics—Interactive Design Production
- Graphics—Interactive Design Support
- Hospitality—Event Planning Management
- Hospitality—Food and Beverage Management
- Hospitality—Guest Services Specialist
- Hospitality—Rooms Division Management
- Human Resources Management
- Human Resources Operations
- Human Resources Specialist
- Landscape and Horticulture Professional
- Landscape and Horticulture Specialist
- Landscape and Horticulture Technician (Indicate Specialization):
 - Horticulture
 - Landscape
- Laser and Photonics Technician
- Magnetic Resonance Imaging
- Medical Information Coder/Biller
- Medical Office Specialist
- Medical Office Support
- Microcomputer Repairer/Installer
- Microsoft Systems Administrator (MCSA)
- Microsoft Systems Engineer (MCSE)
- Music and Sound Production - Audio Visual Production
- Office Management
- Office Specialist
- Office Support
- Paramedic Technology*
- Polysomnography Technology
- Property and Casualty Insurance Management
- Real Estate Specialist
- Robotics and Simulation Technician
- Wireless and IP Communication Technician

Non-Degree Seeking Categories

- Job Improvement
- Personal Interest-plan to complete selected courses with no intent to earn a Valencia degree or certificate
- Dual Enrollment
- Teacher Re-certification
- Transient Student-enrolled as a degree-seeking student at another institution (Must complete Transient Student form on www.facts.org)

* This is a limited access, selective admission program that requires an additional application. Contact the specific department for more information.

** For information on this program see the online catalog.

Which of the following have you completed? Please only check one.

- Standard high school diploma
- State issued high school General Education Development diploma (G.E.D.)-English version
- Certification in an approved program from an Orange or Osceola County Technical Center
- * Special diploma
- * Certificate of completion prior to 2003 (If degree-seeking, will require G.E.D.)
- One of the following State of Florida certificates of completion (Ability to Benefit):
W8A - College Placement Test Eligible; WFW - FCAT Waiver; WFT - FCAT Alternative Assessment
- * Provisional: I am at least 18 years of age and have not received a standard high school diploma or a General Education Development diploma.
- Dual Enrollment/Early College: While enrolled in high school, I plan to register for Valencia Community College courses that will count toward my high school diploma as well as earn college credit. (A Dual Enrollment/Early College application with counselor and parent approval must accompany this admission application.)

* Students admitted with a special diploma, certificate of completion (earned prior to 2003), or under provisional status must earn a G.E.D. before pursuing an Associate in Arts Degree, Associate in Science Degree, Associate in Applied Science Degree, or certificate program.

Please complete one of the following two sections below:

High School you are presently attending or have graduated from:

.....
Name of High School or Technical Center

.....
Graduation or Completion Date (Mo/Day/Yr)

.....
City

.....
County State Country

General Education Development Diploma (G.E.D.):

.....
State Issuing G.E.D

.....
Date Issued (Mo/Day/Yr)

I have attended another college/university Yes No

Students who have earned a Bachelor's degree or an Associate in Arts degree from a regionally accredited institution are not eligible to receive another Associate in Arts degree. In order to receive accurate advising, all college/university transcripts must be received and evaluated prior to enrolling in classes.

List all institutions/dates attended (Failure to list all previous institutions attended could result in dismissal from Valencia.):

Enter official name of institution. No abbreviations please. College/University Name and Campus	Dates Attended		City	State	Country
	From Mo/Yr	To Mo/Yr			
.....	/	/
.....	/	/
.....	/	/

I understand that this application is for admission to Valencia Community College for the term I have indicated and that I am bound by the College's regulations concerning application deadline dates and admissions requirements. I agree to the release of any transcript, student record, and/or test scores to Valencia (including any SAT-I, SAT-II and ACT score reports that Valencia may request from the College Board or ACT).

I certify that all the information given in, and documentation provided for, this application is complete and accurate and that I understand that to make false or fraudulent statements within this application or on the Statement of Florida Residency may result in disciplinary action, denial of admission, invalidation of credits or degrees earned, and/or re-assessment of fees.

In accordance with §1001.64(8)(a), F.S., Valencia may take into consideration the past actions of any person applying for admission or re-enrollment to Valencia and may deny admission or re-enrollment to an applicant or previous student because of misconduct if such denial is determined to be in the best interest of the College. Valencia reserves the right to refuse admission or re-enrollment, or to place conditions on admission or re-enrollment, of applicants and students who Valencia determines would be disruptive of the orderly processes of the College's programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to Valencia students, employees, or property. Applicants/previous students have the right to appeal any decision to the Vice President for Student Affairs within seven calendar days of the date the notice of denial of admission or re-enrollment was received. While attending Valencia Community College I agree to uphold all federal and state laws, county and municipality ordinances, and the rules, regulations, policies and procedures of the College.

The Family Educational Rights and Privacy Act (FERPA) allows Valencia Community College to release directory information to other agencies and educational institutions. At Valencia, directory information is defined as the student's name, dates of attendance, major field of study, dates of degrees, photographs or digital images, and mailing address. Please indicate here if you do do not wish to have your directory information released.

I understand that the \$35.00 application fee is **non-refundable**.

Original Signature(s) Required:

Date

.....
Applicant's Signature
(required to complete your application)

.....
Parent/Legal Guardian Signature
(If applicant is under the age of 18, parent/legal guardian must also sign)

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 a future term, it will be necessary for me to file the required documentation prior to the beginning of that term in order to be considered for reclassification to Florida resident.

Indicate the state in which you last resided:

.....
Signature of student claiming non-Florida Residency Student SSN/VID# Date

Please see the instructions for completing this form on the next page. NOTE: Copies of all supporting documentation proving Florida Residency must be attached to and submitted with this form.

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 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 and Board of Regents. All other persons are ineligible for classification as a Florida Resident for Tuition Purposes.

PLEASE CHECK () ONE OF THE FOLLOWING THAT APPLIES TO YOU.

I am an independent person (24 years of age or older) and have maintained legal residence in Florida for at least 12 consecutive months prior to the Proof of Florida Residency Deadline of the term for which I am seeking residency. (Students under age 24 who wish to declare independent status by virtue of income are required to submit copies of their parent/legal guardians tax return as well as their own).

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 50% of my support. My parent or court-appointed guardian has maintained legal residence in Florida for at least 12 consecutive months prior to Proof of Florida Residency Deadline of the term for which I am seeking residency. (Copy of parents/legal guardians' most recent federal tax return may be required to confirm dependency. If applicable, attach documentation of court-appointed guardianship.)

PLEASE CHECK any of numbers 1 - 13 that apply to you.

- 1. I am a dependent person who has resided for five years with an adult relative other than my parents or legal guardian and my relative has maintained legal residence in Florida for at least 12 consecutive months. (Attach a notarized verification letter from the adult relative, and copy of his/her most recent tax return showing you are their dependent; adult relative must complete the residency information.)
2. A Florida public college/university declared me a resident for tuition purposes (Last enrollment must have been less than 12 months ago). Name of institution... (Attach official verification from the institution. Student must complete residency info below.)
3. 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 consecutive months ago, and I am now re-establishing Florida legal residence. (Attach official verification from the institution. Student must complete residency info below.)
4. I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required. USCIS documentation required for Permanent Residents. Student must provide a copy of his/her Florida Driver's License. Spouse must complete residency info below.)
5. According to the United States Citizenship and Immigration Services (USCIS), I am a Permanent Resident or other status granted indefinite stay and have maintained a domicile in Florida for at least 12 consecutive months. (USCIS documentation and proof of Florida residency status required.)
6. I am a member of the United States armed services stationed in Florida on active military

- 7. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or I am the employee's spouse or dependent child). (Letter of full-time employment verification required.)
8. I am part of the Latin American/Caribbean scholarship program. (Copy of scholarship required. Student must complete residency info below.)
9. I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Expense Program (S.240.551.F.S.). (Copy of signed card and photo I.D. required; student must complete residency information below.)
10. 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.)
11. 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 employment verification required.)
12. I am a full-time student participating in an international linkage institute. (S.288.8175.F.S.) (Letter of verification required.)
13. I am requesting a reclassification to Florida Resident. NOTE: Because you were initially classified as a Non-Florida Resident for Tuition Purposes you must be able to show that living in Florida is/was not for the sole purpose of attending a Florida college or university.

PHOTOCOPIES OF DOCUMENTATION ARE REQUIRED.

THE CLAIMANT MUST COMPLETE THE CLAIMANT INFORMATION. The CLAIMANT is the person who is claiming Florida residency, e.g., the student if independent (or otherwise noted above). If you are a dependent student, your parent, spouse, or legal guardian is the claimant. Photocopies of claimant's Florida Driver's License, Florida Voter Registration, Florida Vehicle Registration, tax return(s), and any other supporting documents proving Florida residency are required by Valencia. ALL DOCUMENTATION IS SUBJECT TO VERIFICATION. ADDITIONAL DOCUMENTATION MAY BE REQUESTED.

Items 4-12 below pertain to the claimant. Complete the following only if the claimant qualifies as a Florida Resident for Tuition Purposes. This Statement and copies of all supporting documentation must be submitted together prior to the Proof of Florida Residency Deadline for the term for which Florida residency is being sought. RESIDENCY WILL NOT BE ADJUSTED FOR TUITION PURPOSES AFTER THE STATED DEADLINES.

Please print clearly using blue or black ink:

- 1. Name of student:
2. Student's Social Security Number/VID#:
3. Student's date of birth:
4. Name of person claiming Florida residency:
5. Claimant's relationship to student:
6. Claimant's telephone number:
7. Claimant's permanent legal address (A P. O. Box cannot be used):

STREET ADDRESS APT. NO. CITY STATE ZIP

8. Citizenship of person claiming residency: U.S. Citizen Yes No If no, country of citizenship

9. Date claimant began establishing legal Florida residence and domicile:

You must have at least two documents that prove Florida Residency. You must have at least one document from Tier One; the second document may be from either Tier One or Tier Two. Florida Driver's License, Florida Vehicle Registration, and/or Florida Voter Registration are preferred documents for proving Florida residency but are not required. COPIES OF ALL DOCUMENTATION USED TO PROVE RESIDENCY ARE REQUIRED AND MUST BE ATTACHED TO AND SUBMITTED WITH THIS FORM.

10. Tier One Document(s) (Claimant MUST have at least ONE): mm dd yy

Claimant's Florida Driver's License: State: Number: Original Issue Date: / /

Claimant's Florida Vehicle Registration: State: Tag Number: Original Issue Date: / /

Claimant's Florida Voter Registration: State: Number: County: Original Issue Date: / /

Other Tier One Document:

Other Tier One Document:

11. Tier Two Document (if claimant does not have two documents from Tier One):

Tier Two Document:

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION.

I do hereby swear and affirm that the above named student is a U.S. citizen/adjudicated Permanent Resident that meets all requirements indicated in the checked category above for classification as a Florida Resident for Tuition Purposes (if person claiming Florida Residency is a lawful Permanent Resident, original Permanent Resident card or other proof of Permanent Resident status is required). My residence in Florida has been for the purpose of establishing a permanent home and is not primarily incidental to enrollment at an institution of higher learning. I understand that if false or fraudulent statements are submitted in connection with documentation to establish residency, Tuition and Fees will be recalculated at the non-residency rate and the student will be responsible for paying the additional monies due.

12. Signature of person claiming Florida residency: ORIGINAL SIGNATURE REQUIRED Date:

13. Signature of student (if not claimant): ORIGINAL SIGNATURE REQUIRED Date:

Information for Residency Classification

PROOF OF RESIDENCY

INSTRUCTIONS: Read the following information carefully. The Statement of Florida Residency for Tuition Purposes form must be filled out completely and in blue or black ink; changes or corrections made on the form must be initialed by the claimant. Do not use correction fluid or tape. **PHOTOCOPIES OF ALL SUPPORTING DOCUMENTS MUST BE ATTACHED.**

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, legal Permanent Resident, 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 or legal guardian(s) for support are presumed to be legal residents of the same state as their parents/legal guardian(s).

The burden of proof rests with you, the student, to establish and prove Florida residency. All documents must be submitted to the college prior to the Proof of Florida Residency Deadline. All documents supporting the establishment of legal residency must be dated, issued, or filed 12 months before the Proof of Florida Residency Deadline for the term for which a Florida Resident classification is sought and must be attached to the Statement of Florida Residency form. A copy of your most recent tax return and/or your parent's or legal guardian's tax return or other documentation may be required to establish dependence/independence. Please note that a step-parent cannot be the claimant unless he or she has legally adopted the student or has legal guardianship of the student.

Definitions:

(A) **DEPENDENT STUDENT:** If you are under age 24 and 50% or more of your support is provided by another as defined by the Internal Revenue Service, you will be classified as a dependent student. A copy of your parent's or legal guardian's most recent federal tax return or other documentation may be required to establish dependency.

(B) **INDEPENDENT STUDENT:** If you meet any one of the following criteria, you will be classified as an independent student.

- You are 24 years of age or older prior to the Proof of Florida Residency Deadline.
- You are married (copy of marriage certificate required).
- You have children who receive their support from you (copy of most recent federal tax return listing the children as your dependents required).
- You have other dependents who live with you and receive their support from you (copy of most recent tax return listing the person(s) as your dependent required).
- You are a veteran of the United States Armed Forces (copies of military documents required).
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required).
- You can provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal tax code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the Valencia Community College Financial Aid Office (copy of your most recent tax return required).

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from Tier One; ONE document from Tier Two may be used in conjunction with one document from Tier One. ALL documents supporting the establishment of legal residence (whether from Tier One and/or Tier Two) must be dated, issued, or filed 12 consecutive months before the Proof of Florida Residency Deadline date established for the term for which Florida Resident classification is sought. Copies of all documentation used to prove Florida Residency must be attached to the Statement of Florida Residency form.

Tier One (at least ONE document MUST be from the following list):

1. Florida Driver's License OR Florida Identification Card (Florida Identification Card can be used only if there is no evidence of ties to another state i.e. the claimant cannot possess a valid Driver's License from another state)
2. Florida Voter Registration
3. Florida Vehicle Registration
4. Declaration of Domicile (must be certified by a Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency Deadline).
5. Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (mortgage, deed, or Homestead Exemption; contracts/agreements must be dated 12 consecutive months prior to the Proof of Florida Residency Deadline).
6. Transcript from a Florida high school for multiple years or a Florida GED and score report (only if high school diploma or GED was earned within the last 12 consecutive months); if transcript or Florida GED is the student's, the claimant must be listed as the student's parent or legal guardian.
7. Proof of permanent full-time employment (letters from current and past employers on company or organization letterhead stating the date of hire and that claimant has been employed as a permanent full-time employee for the last 12 consecutive months).
8. Benefit histories from Florida agencies or public assistance programs.

Tier Two (ONE document from the following list may be used if claimant has only one document from Tier One above):

1. Utility bill and proof of 12 consecutive months of payments (cable/satellite TV, electric, gas, water, telephone - cell/mobile phones cannot be used; service must be current; copies of billing statements showing 12 consecutive months are acceptable).
2. Lease agreement and proof of 12 consecutive months of payments (lease must be current; copies of prior leases may be used to establish 12 consecutive months; proof of payment may be a statement on letterhead from leasing office or landlord).
3. A Florida professional or occupational license (must be current and show at least 12 consecutive months).
4. Documents evidencing family ties (example: adoption or legal guardianship papers or other official court documents).
5. Proof of membership in Florida-based charitable or professional organizations (NOTE: membership in a church does not constitute membership in a Florida-based charitable organization).

Student Services at Valencia Community College

The Information Station is where you can go for campus tours and directions, admissions forms, and general information. Located adjacent to the entrance of the Student Services area on all four campuses.

The Answer Center is your resource for information regarding admissions, academic advising, financial aid, assessment, records, and graduation. Most of your questions can be answered in the Answer Center, located on all four campuses.
East Campus: Bldg. 5, Rm. 211; West: Bldg. SSB, Rm. 106; Osceola: Bldg. 1, Rm. 150; Winter Park, Rm. 1-210.

The Business Office is the location to pay any fees you owe to the college, including application fees and tuition.
East Campus: Bldg. 5, Rm. 214; West: Bldg. SSB, Rm. 101; Osceola: Bldg. 1, Rm. 155; Winter Park: Rm. 1-206.

Assessment is where you take the CPT.
East Campus: Bldg. 5, Rm. 237; West: Bldg. SSB, Rm. 235; Osceola: Bldg. 1, Rm. 127; Winter Park: Rm. 1-140.

Student Services is where you can go for assistance with issues that are more complex involving financial aid, academic advising and orientation.
East Campus: Bldg. 5, Rm. 210, 407-582-2310; West: Bldg. SSB, Rm. 110, 407-582-1343; Osceola: Bldg. 1, Rm. 150, 407-582-4139; Winter Park: Rm. 1-140, 407-582-6814.

Student Development is where to find information on campus clubs and organizations. This is also the place to get your photo I.D.
East Campus: Bldg. 5, Rm. 212; West: Bldg. 4, Rm. 103; Osceola: Bldg. 1, Rm. 131; Winter Park: Rm. 1-122.

LifeMap is a student's plan of action for achieving educational and career goals. It's your road map for determining what to do, when to do it, and which Valencia resources can help. See the Valencia Student Handbook for information on how to get started.

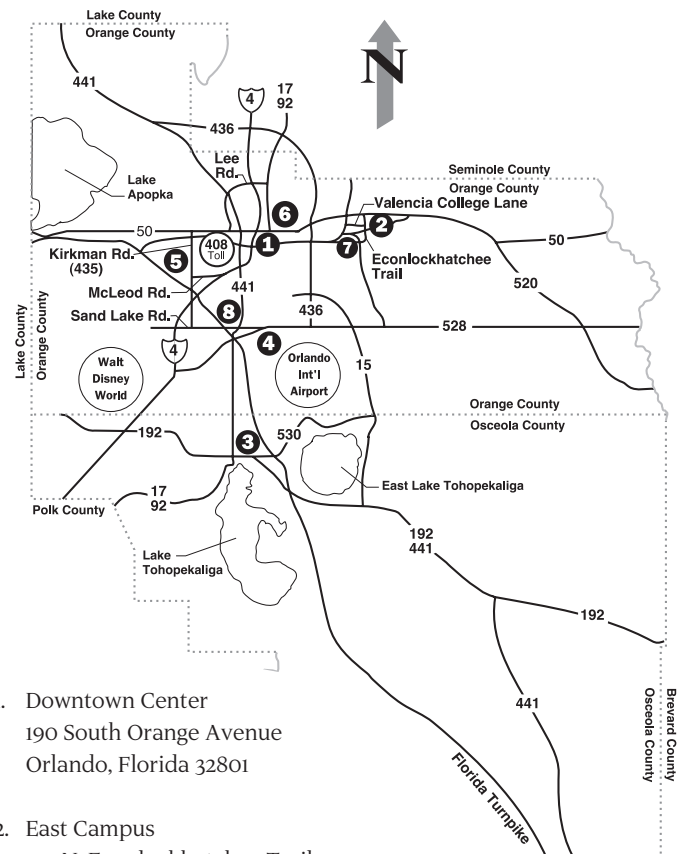
ATLAS is Valencia's web-based portal that allows you to enroll for classes online, view your schedule and academic history, get information on college events, e-mail other students and faculty, and more.

The ATLAS Access Lab provides computer access to ATLAS accounts.
East Campus: Bldg. 5, Rm. 213; West: Bldg. SSB, Rm. 142; Osceola: Bldg. 1, Rm. 151; Winter Park: Rm. 1-112.

Campus Security offices will assist you with safety and security.
East Campus: Bldg. F; West: SSB-170; Osceola: Bldg. L; Winter Park: 1st Floor Security Desk.

The Bookstore can help you with your textbook and school supply needs. The bookstore also sells CPT review packets.
East Campus: Bldg. 5, Rm. 120; West: Bldg. 1, Rm. 142; Osceola: Bldg. C; Winter Park: Rm. 1-101.

College District Map



1. Downtown Center
190 South Orange Avenue
Orlando, Florida 32801
2. East Campus
701 N. Econlockhatchee Trail
Orlando, Florida 32825
3. Osceola Campus
1800 Denn John Lane
Kissimmee, Florida 34744
4. McCoy Center
8503 Daetwyler Drive
Orlando, Florida 32827
5. West Campus
1800 South Kirkman Road
Orlando, Florida 32811
6. Winter Park Campus
850 West Morse Boulevard
Winter Park, Florida 32789
7. Criminal Justice Institute
8600 Valencia College Lane
Orlando, Florida 32825
8. Sand Lake Center
2411 Sand Lake Road
Orlando, Florida 32809