



**PENSACOLA**  
S T A T E C O L L E G E

---

# **Application Packet for College Students**

---



**Go here. Get there.**

**[pensacolastate.edu](http://pensacolastate.edu)**

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

# Application for Admission Checklist

## 1 APPLICATION

Complete the college application in this packet or apply online. A one-time non-refundable \$30 application fee is required. Returning college students will not be assessed this fee. Applicants who provide an email address when applying online to PSC will receive an immediate confirmation email from the College. Once the application fee is paid (online, mail, or in-person), you will receive an acceptance letter.

## 2 SPYGLASS & PIRATE MAIL

Login to your Spyglass account to access your student records and register for classes. Activate your Pirate Mail, the official method of communication used by college administration and faculty, and check it regularly.

## 3 TRANSCRIPTS

Degree-seeking & certificate students must submit official high school transcripts or GED scores. Official college transcripts are required from each previously attended institution. Financial aid will not be awarded until all transcripts are evaluated. Go to [pensacolastate.edu/transcript\\_request.pdf](https://pensacolastate.edu/transcript_request.pdf) for request forms.

## 4 FINANCIAL AID

Apply for federal financial aid at [pensacolastate.edu/financialAid/finAidApply.asp](https://pensacolastate.edu/financialAid/finAidApply.asp). Contact the Educational Opportunity Center at 850-484-1961 for free assistance filing the FAFSA. The Financial Aid Office communicates with students via Spyglass and Pirate Mail, so please login regularly. Call 850-484-1680 for more information.

## 5 TESTING

Students enrolling in degree programs or college-level English or math classes must submit current test scores (ACT/SAT/PERT), provide college transcripts, or show proof of exemption. Transfer students with prior college-level coursework in English/Math (grade of C or better) may register without testing. Active duty military and certain Florida high school graduates may be exempt from testing. Information regarding these exemptions can be found at [pensacolastate.edu/deved/](https://pensacolastate.edu/deved/).

## 6 ORIENTATION

Experience orientation online or in person. Register for a session at [pensacolastate.edu/orientation](https://pensacolastate.edu/orientation).

## 7 ADVISING

Meet with an academic advisor for assistance with degree planning and class selection. Registration Sessions are available to help students with Spyglass, Pirate Mail, and class registration. Sign up at [pensacolastate.edu/advising.asp](https://pensacolastate.edu/advising.asp).

## 8 FEES & TEXTBOOKS

Pay fees through Spyglass, in a Cashier's Office or by mail. Rent or purchase textbooks online or at Milton, Pensacola or Warrington Campuses.

## 9 ID & DECAL

Take a copy of your paid class schedule, vehicle registration, and a photo ID to the Public Safety Department on any campus to get your free student ID and parking decal. For decal registration forms, go to [pensacolastate.edu/docs/registration/drf.pdf](https://pensacolastate.edu/docs/registration/drf.pdf).



# Application for Admission Packet

Please review this packet before you complete the College application. Applicants for Baccalaureate Degrees, Dual Enrollment, Collegiate High School, Adult Education, Continuing Education, or Corporate & Professional Development should visit our website or contact the appropriate office for enrollment information.

## IMPORTANT INFORMATION:

**Social Security Number:** Florida Statute 119.071(5)(a) authorizes the collection and usage of your social security number by Pensacola State College (PSC). PSC collects and uses your SSN for state and federal reporting as required by Section 6050S of the Internal Revenue Code. To protect your identity, PSC will secure your SSN from unauthorized access and will not release your SSN to unauthorized parties. PSC assigns each student a unique student identification number which is used for most transactions at the College. For additional information, see the Social Security Number Collection and Usage Statement on our website.

**Ethnicity/Race:** Providing ethnicity (race) information is not required but assists the College in meeting federal reporting in compliance with Title VI of the Civil Rights Act. The information shall not be used in determining admission to PSC.

**Equal Access/Equal Opportunity:** Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at 850-484-1759, Pensacola State College, 1000 College Boulevard, Pensacola, Florida 32504.

**Student Resource Center for ADA Services:** Support services are available. Contact 850-484-1637 for more information.

**International Students:** Non-U.S. Citizens who plan to attend the College on an F1 Student Visa must complete the International Student Application available at [pensacolastate.edu/registration.asp](http://pensacolastate.edu/registration.asp) or in an admissions office on any campus.

**Limited Access or Restricted Admission Programs:** Some programs at the College have restricted admissions. Students applying to these programs may be required to submit additional information and meet specific entrance requirements. Information regarding program requirements may be found on our website.

### TO BE COMPLETED WHEN PAYING BY MAIL ONLY. DO NOT SEND CASH.

Please Indicate Method of Payment:  Money Order  Check  VISA/MasterCard  American Express

Credit Card Number

Expiration Date

Signature

Please send payment to: Pensacola State College, Cashier's Office, 1000 College Blvd. Pensacola, FL 32504-8998  
or Fax to: 850-484-1548

**Applications Submitted Without the \$30 Application Fee Will Be Returned**

(Returning college students will not be assessed the fee)

# APPLICANT INFORMATION

Please print in blue or black ink only

1. U.S. Social Security Number:           2. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY
3. Legal Name: \_\_\_\_\_  
Last First Middle Name
4. Previous Names: \_\_\_\_\_  
(Provide previous names to assist in matching incoming transcripts.)
5. Mailing Address: \_\_\_\_\_  
Number & Street City State ZIP Code
6. Permanent Address: \_\_\_\_\_  
(if different from above) Number & Street City State ZIP Code
7. Telephone Numbers: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Primary Number Secondary Number
8. Email Address: \_\_\_\_\_
9. Gender  Male  Female
10. Race (check all that apply)  White  Black/African American  Asian  American/Alaskan (Indian) Native  Native Hawaiian or Pacific Islander
11. Citizenship:  United States  Other Country \_\_\_\_\_  
If you are not a United States Citizen, please indicate status:  
 Permanent Resident Alien Number: \_\_\_\_\_  
 Non-Resident Alien: \_\_\_\_\_  
VISA Type Expiration Date
12. Are you Hispanic/Latino?  Yes  No
13. First Language: If you and your family do not speak English at home, what language is spoken? \_\_\_\_\_
14. Military Information: (Check all that apply)  I am a veteran of the US Armed Forces.  I am the spouse/dependent child of a veteran of the US Armed Forces.  I am an active duty service member.  I am the spouse/dependent child of an active duty US service member.
15. Is this your first time attending college?  Yes  No
16. Does your parent/#1 guardian have a **bachelors** or higher degree?  Yes  No  Unknown
17. Does your parent/#2 guardian have a **bachelors** or higher degree?  Yes  No  Unknown

## ENROLLMENT PLANS

1. Select the term and indicate the year you plan to begin classes at PSC:  
 Fall (August–December)  Spring (January–May)  Summer (May–August)  
Year: \_\_\_\_\_ Year: \_\_\_\_\_ Year: \_\_\_\_\_
2. Indicate your program of study: \_\_\_\_\_
3. Check degree/certificate:  Associate in Arts  Associate in Science  College Certificate  Applied Technical Diploma  Vocational Certificate
4. Indicate your enrollment classification:  
**Degree or Certificate Seeking Students Only:**  
 New (First time in college)  
 Transfer (Attended any college other than PSC)  
 Returning (Attended PSC 12+ months ago) Last date attended \_\_\_\_\_  
 Bachelor's Degree or higher (taking classes to earn additional degree or certificate)
- Non-Degree/Non-certificate Seeking Students Only:**  
 Transient students transferring PSC courses to home institution **outside** Florida  
(Transient students from other **Florida** public colleges must apply for admission through [www.flvc.org](http://www.flvc.org))  
 Non-degree seeking (taking classes for personal enrichment)  
 Bachelor's Degree or higher (taking classes for personal enrichment)

### OFFICE USE ONLY

#### App Fee Status

R= Research N= Exempt  
H=Dual Enrollment

Program \_\_\_\_\_

Term \_\_\_\_\_

DT041 \_\_\_\_\_

APP1 \_\_\_\_\_

Verified \_\_\_\_\_

#### APPL Screen Update

Application \_\_\_\_\_  
CODE/YRTRM

Data Card \_\_\_\_\_  
CODE/YRTRM

DF Update \_\_\_\_\_

Rest \_\_\_\_\_

# EDUCATIONAL BACKGROUND

SSN \_\_\_\_\_

## 1. High School Graduates

Name of High School \_\_\_\_\_ City/State or Country (if foreign) \_\_\_\_\_ Graduate Date (MM/YYYY) \_\_\_\_\_

**Florida graduates**, indicate the type of diploma you received:

Standard Diploma       Certificate of Completion\*       Special Diploma\*

\*Enrollment is restricted for students who earned a certificate of completion or special diploma. Check with an admissions office on any campus to discuss your options.

## 2. Home School Graduates

*Students who complete a Home-School High School equivalent program must consult with admissions for required documents.*

Authorizing School District \_\_\_\_\_ City/State \_\_\_\_\_ Completion Date (MM/YYYY) \_\_\_\_\_

## 3. GED Graduates

GED Testing Agency \_\_\_\_\_ City/State \_\_\_\_\_ Issue Date (MM/YYYY) \_\_\_\_\_

## 4. Non-Graduates

If you did not graduate from high school or earn the GED, contact an admissions office on any campus to discuss your options.

## 5. College History

List all institutions you have attended. Include colleges from which you withdrew. Attach additional sheet if necessary.

**FINANCIAL AID WILL NOT BE AWARDED UNTIL ALL OFFICIAL TRANSCRIPTS ARE RECEIVED AND EVALUATED.**

Name of Institution	City, State, Country	Dates of Attendance	Degree Earned

## 6. Applicant Certification

I certify that the information provided is accurate and complete. I understand that falsification of information in any admissions document may result in denial of admissions or disciplinary action. I agree to abide by the policies provided in Pensacola State College publications, Florida Statutes, and State Board of Education Rules. I understand that policies, statutes, rules, and regulations are subject to change by the Florida Legislature, the State Department of Education, and the Pensacola State College Board of Trustees.

I understand that official communication to all students will be through Pirate Mail and that I will be provided an email account. I agree to be responsible for checking my Pirate Mail weekly and more frequently during registration periods.

I authorize Pensacola State College to obtain transcripts and test score reports from institutions I have attended and give permission to PSC to release my college transcripts to other educational institutions to which I may transfer. I understand that my contact information will be provided to the Pensacola State Alumni and Foundation Offices for tracking, eligibility, and inclusion on alumni mailing lists.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

SSN: \_\_\_\_\_

## RESIDENCY INFORMATION

### Florida and Alabama Residents

A resident for tuition purposes is someone who maintained legal residence in Florida (or Alabama) for 12 consecutive months immediately preceding the first day of classes for which enrollment is requested and established at least two legal ties to the state. The most common forms of documentation are listed below. For a complete list of legal documents approved by the Florida Legislature, please refer to the Residency Guidelines provided in this application packet.

Residency for tuition purposes is based on an **independent person**. If a student is under the age of 24, the College will assume the student is dependent, meaning he/she is eligible to be claimed by a parent/legal guardian for IRS purposes. Residency for dependent students is based on the **parent/legal guardian** of the student. If a student wishes to be classified as independent, additional documentation is required. (Refer to the Residency Guidelines provided in this application packet.)

**Alabama residents** meeting the residence criteria may also qualify for Florida tuition plus a differential.

**Requests for Review:** If you disagree with a residency decision, you have the right to appeal to the College's Residency Committee. Please contact an admissions office on any campus for assistance in filing an appeal.

### RESIDENCE STATEMENT

**This section must be completed by the independent student or the parent/legal guardian of the dependent student.**

**Check state of residency:**     FLORIDA     ALABAMA

**Name of person claiming residence in Alabama or Florida:** \_\_\_\_\_  
Last Name First Middle

**Check Status:**     Student     Parent     Spouse     Legal Guardian (court-appointed guardianship documentation required)

**Permanent address:** \_\_\_\_\_  
Street Address City State Zip Code

**Beginning date of residence in FL or AL:** \_\_\_\_\_    **County of Residence** \_\_\_\_\_

**Check the box that applies to you.**

- I am an independent person and have maintained legal residence in the state checked above for the 12 months that immediately precede the first day of classes for which enrollment is requested. **NOTE:** If you are under the age of 24, you must provide documentation proving independent status. (See Residency Guidelines section provided in this packet.)
- I am the parent/legal guardian of a dependent student. I have maintained legal residence in the state checked above for the 12 months that immediately precede the first day of classes for which enrollment is requested. **NOTE:** Legal guardians must document court-appointed guardianship.
- I am an active duty service member of the United States military stationed in the state above. **Required Documents:** Military ID card and a copy of permanent military orders to the state checked above. Spouse and dependent children are included.
- I am the adult relative of a dependent student. I have maintained legal residence in the state checked above for the 12 months that immediately precede the first day of classes for which enrollment is requested. **NOTE:** Verification required proving that the dependent student has resided continuously with an adult relative for 3 years immediately preceding the student's initial enrollment.
- I am a full-time instructional or administrative employee of a public school, state college, or institution of higher education in the state above. **Required Documents:** Verification of full-time employment status. Spouse and dependent children included.
- I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program. Proof of enrollment required.

Provide **two documents** that demonstrate legal ties to the state checked above. A complete list is available on the Residency Guidelines page.

<b>ID/Driver License</b>	State _____	Issue Date _____	Number _____
<b>Voter Registration</b>	State _____	Issue Date _____	Number _____
<b>Vehicle Registration</b>	State _____	Issue Date _____	Plate Number _____

**AFFIRMATION:** I meet requirements provided by the Florida Statutes for Residency for Tuition purposes and understand that false statements may subject me to penalties for perjury. (FS837.06)

**Signature of Claimant:** \_\_\_\_\_    **Date:** \_\_\_\_\_

### NON-RESIDENT STATEMENT

I understand that I am not eligible to be classified as a resident for tuition purposes for the term for which this application is being submitted and that I must be assessed out-of-state tuition. If I qualify for a future term, it will be necessary for me to submit a Residency Statement for Reclassification and a minimum of three valid and current legal ties to Florida (Alabama) for the past 12 consecutive months prior to the beginning of the term in order to be considered for residency reclassification.

**Student Signature:** \_\_\_\_\_    **Date:** \_\_\_\_\_

State of residency: \_\_\_\_\_    **OR** Date you established legal residence in Florida (Alabama): \_\_\_\_\_

# Residency Guidelines

---

## Step 1 Residency Classification

---

A resident for tuition purposes is someone who maintained legal residence in Florida (or Alabama) and has established two legal ties to the state for 12 consecutive months immediately preceding the first day of classes for which enrollment is requested. First time students at Pensacola State College will be required to submit two proofs of residency as covered in Step 3. Returning Pensacola State College students who have not attended within the last 12 months will be required to submit **two** proofs of residency. Alabama residents meeting the residence criteria for their state may qualify for Florida tuition plus a differential.

**Reclassification:** A student who has attended PSC within the last 12 months and is classified as a non-Florida resident (currently paying out-of-state tuition) and wishes to be classified as a resident for tuition purposes, must provide a minimum of **three** documents proving residency as suggested in Step 3, complete a Residence Statement for Reclassification form, and submit all documentation to the Student Records Office. Phone: 850-484-1600; FAX: 850-484-1829. For additional information, please call the Admissions Office at 850-484-2544.

---

## Step 2 Independent/Dependent Status

---

Prior to completing the Residence Statement section of the application, you must determine who is the CLAIMANT. If you submit your own documentation for residency as an independent student, you are the CLAIMANT. If you are under 24 and do not meet the criteria listed below, your parent or legal guardian submits documentation for residency and he/she is the CLAIMANT. This list will help you determine who is the CLAIMANT:

### Independent Student (residency based on student):

If you are **at least 24 years of age** by the first day of classes of your first term, you are considered independent and you will be the CLAIMANT for residency. **You will need to provide proof of legal residency as covered in Step 3.**

*Students who are under the age of 24, but meet one of the criteria below are considered independent and will be the CLAIMANT.*

- The student is married. *Copy of marriage license required.*
- The student can provide documentation that he/she claimed independence under the federal income tax code and that he/she earned at least 51% of the cost of attendance as determined by PSC's Financial Aid Office. *Copy of your most recent IRS tax transcript or federal income tax return required.*
- The student is on active duty in the United States Armed Forces or is a veteran of the United States Armed Forces. *Official military documentation or DD214 required.*
- Both of the student's parents are deceased or the student is, or was until age 18, a ward/dependent of the court. *Copy of court documents required.*

### Dependent Student (residency based on parent/legal guardian):

If you are **under the age of 24** and do not meet any of the criteria listed above, you will be classified as a dependent and your parent or legal guardian will be the CLAIMANT. **Your parent/legal guardian will need to provide proof of residency as covered in Step 3.** Legal guardians must document court-appointed guardianship.

### Non-U.S. Citizens

In order to qualify as a resident for tuition purposes, you must be a lawful permanent resident alien, legal alien granted indefinite stay by Homeland Security, or must possess an approved Visa Category. (documentation required)

For additional information contact an admissions office on any campus or visit [www.flvc.org](http://www.flvc.org).

## Step 3 Residency Documentation

A resident for tuition purposes is a person who has established and maintained permanent legal residence in Florida (or Alabama) for at least 12 consecutive months immediately preceding the first day of classes rather than maintaining temporary residency for the sole purpose of enrollment at an institution of higher education. Documents must be submitted with dates that evidence physical presence in Florida (or Alabama) during the 12-month period prior to the first day of class. Additionally, there must be no information contradicting the applicant’s claim of residency (i.e. a driver’s license from another state). Living in Florida in itself will not establish legal residency for tuition purposes. Students depending upon out-of-state parents for support are considered residents of the same state as their parents.

**Alabama residents** meeting the residence criteria may also qualify for Florida tuition plus a differential.

**Two of the following documents (or at least three in the case of reclassification) issued at least 12 months prior to the first day of classes are required.**

At least one of the documents must be from Tier One. If the claimant does not have two items from the Tier 1 list, he or she may present one document from both lists – Tier 1 (required) and Tier 2

<b>TIER ONE</b>	<b>TIER TWO</b>
A Florida (or Alabama) driver’s license	A Florida (or Alabama) professional or occupational license
A State of Florida (or Alabama) identification card	Florida (or Alabama) incorporation
A Florida (or Alabama) vehicle registration	A document evidencing family ties in Florida (or Alabama) family member will need to provide 2 Florida legal ties
A Florida (or Alabama) voter’s registration card	Proof of membership in a Florida (or Alabama) based charitable or professional organization
Proof of purchase of a permanent Florida (or Alabama) home which is occupied as a primary residence by the claimant (copy of mortgage, deed, proof from property appraiser website, or Homestead Exemption is required)	Documentation that supports the student’s request for resident status including but not limited to, utility bills, and lease agreements and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida (Alabama).
Transcripts from a Florida (or Alabama) high school for multiple years (2 or more) if the Florida high school diploma or GED was earned within the last 12 months	A Declaration of Domicile in Florida (or Alabama) filed with Clerk of Court 12 months or more prior to the first day of classes.
Proof of permanent full-time employment in Florida (or Alabama) for at least 30 hours per week documenting that the claimant has been employed for the past 12 consecutive months. (Signed letter from employer on letterhead stating the dates of employment, average number of hours worked per week, and contact name and phone number required.)	

**Unacceptable documents that cannot be used:**

- |                           |                               |                             |
|---------------------------|-------------------------------|-----------------------------|
| Passport                  | Tax Returns                   | Social Security Card        |
| Library Card              | Hunting/Fishing Licenses      | Birth Certificate           |
| Shopping/Rental Club Card | Bank Statements               | Concealed Weapon/Gun Permit |
| Insurance Cards           | Invalid/Expired Documentation | Cable and cell phone bills  |

To read the entire statute, state rule, and guidelines, including exceptions to the 12-month rule, please go to Florida Virtual Campus, [www.flvc.org](http://www.flvc.org). Residency information is listed under the Partner Portal link at the bottom of page. Click on Guidelines to Florida Residency for Tuition Purposes under the College & University Academic & Professional Staff heading.