

Instruction Sheet

College of Education Application: Lakeland Campus

If you will be a first semester **transfer student** (entering USF for the first time):

- 1) Read and fill out the application
 - 2) Attach a copy of **ALL** sections of your skills test scores (CLAST, GKT, or Praxis I)
 - Not applicable for Athletic Training and Exercise Science
 - CLAST scores reported on transcripts are acceptable
 - Must be passing scores on all sections of the **same** test; cannot mix-and-match with sections of another test
 - 3) Attach copies of your transcript(s) from **ALL** schools attended and/or attending
 - Includes current semester in-progress work
 - Copies of transcripts are acceptable (official copies **not** required)
 - 4) Completed “Disclosure of Conviction” form
 - Provide appropriate documentation if “yes” is indicated on this form
 - 5) Application packets must include **ALL** required items. Incomplete applications will be denied.
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Return applications to:

**University of South Florida
Lakeland Campus
Attn: Education Advisor – LAC1192
3433 Winter Lake Road
Lakeland, FL 33803**

Notification of Acceptance:

You will receive written notification concerning the status of your application via US mail. Be certain to include your complete mailing address on the application (street, city, zip code). We cannot give admission status via phone. Depending on the volume of applications received, the review process **can take 4-6 weeks**.

Available Major

Elementary Education (cohort only)

This page is for your records only. It is not necessary to include it with the application.

USF College of Education - Application for Admission

Lakeland Campus Only

Semester for which you are applying (Do not submit application prior to or after the dates indicated):

_____ Fall ONLY - Submit Application June 1 – August 1

Major: _____ (List specific major)
(See list of specific majors on Instruction Sheet)

USF ID#: _____ (Example: U12345678)

Name: _____
Last First Middle/Maiden

Address: _____
Street Address Apt. # City State Zip Code

Phone Number: () _____ **E-mail:** _____

Circle your category: Transfer to USF Continuing USF student Former USF student returning
Transfer Institutions - If you are a transfer student, list ALL institutions you have attended:

Highest degree attained: ___A.S. ___A.A. ___B.A. ___B.S. other: _____

If your A.A. degree is pending from a Florida public institution, please indicate anticipated graduation date: _____
MM/YR

Field Experience/Observation:

Have you taken EDF X005: Intro to Education? ___ yes ___no ___ currently enrolled

If yes, please indicate where you did your field observation:

County/State: _____ School(s): _____

Have you taken EDG 2701: Teaching Diverse Populations: ___ yes ___no ___ currently enrolled

If yes, please indicate where you did your field observation:

County/State: _____ School(s): _____

Signature: _____ **Date:** _____

***** FOR ADVISOR USE ONLY *****

Evaluated by: _____ Date Accepted: _____ Date Denied: _____

Reason for Denial: _____

CLAST

M _____ (date:) R _____ (date:)
W _____ (date:) E _____ (date:)

General Knowledge P N NR

M _____ R _____
W _____ E _____

Praxis I

M _____
W _____
R _____

Overall GPA: _____

Catalog Year: _____

Program Assistant Use Only:

DATABASE:

Mailed Letter:

DISCLOSURE OF CONVICTION

When you apply for a teaching certificate, you will be asked to disclose information about any existing criminal records. School districts have the right to know about any arrests, pleas of nolo contendere, adjudications withheld, or convictions that their teachers may have sustained. You will also have to supply this information to the state when you apply for a certificate. School districts have the right to obtain information regarding sealed, expunged, and/or juvenile records.

Note: Exercise Science majors are not required to submit this Disclosure.

Have you ever been arrested for, pleaded nolo contendere to, or been convicted of, a first-degree misdemeanor or felony? **Yes** _____ **No** _____ (Please check one)

Any future charges or arrests may jeopardize your internship and/or teaching opportunities.

Print Full Name _____

Signature: _____ **Date:** _____

I understand that if I have an arrest record or if I incur one, that the following information applies:

Upon applying for admission into the College of Education, I will be required to include in my application packet:

- 1) A detailed letter explaining the nature of the arrest, the circumstances related to the arrest, final disposition, and any conditions set by the court.
- 2) Certified copies of court records, which include my arrest record/s, and any documents related to the disposition of my case. (This information can be obtained by the Clerk of the Court for the town/county where the offense/s occurred.)

- ◆ The College of Education cannot guarantee a placement for the final internship.
- ◆ The College of Education cannot guarantee that at the completion of my academic program, I will receive a Florida Teaching Certificate. (These decisions are made by the Education Standards Commission of the Florida Department of Education.)
- ◆ The College of Education cannot guarantee that the states with which Florida has reciprocity will issue a teaching certificate.
- ◆ I have been advised to contact the district/s in which I wish to seek future employment as a teacher, to investigate their respective personnel hiring procedures.

It is important that you retain a personal copy of all of the documents that are submitted to the Internship Office because you will have to present the same documents to the school district/s to which you apply for employment.

I have read and understand the information contained above.

Signature: _____ **Date:** _____
USF ID #: _____ **Phone:** _____