Instruction Sheet
College of Education Application

If you are a continuing USF student (have been enrolled at USF for at least 1-2 full semesters):
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 applications
   • 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 documentation of courses in-progress at another qualified institution, if applicable
   • This means if you are currently cross enrolled at another institution
4) Read and sign the “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.

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.

Send applications to:

University of South Florida
c/o Pre-Education Advising (DAC 107)
Student Academic Services
4202 East Fowler Avenue, EDU162
Tampa, FL. 33620-5650

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 Majors

Athletic Training*  English Education  Social Science Education
Biology Education  Foreign Language Education  Special Education
Chemistry Education  Math Education  Exercise Science*
Early Childhood Education*  Physical Education*  *
Elementary Education  Physics Education  Limited Access programs

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

Revised 2/22/2006
USF College of Education - Application for Admission

Tampa Campus Only

To apply at USF St. Petersburg contact: 727/553-1511

Semester for which you are applying** (Do not submit application prior to or after the dates indicated below):
- Fall – Submit Application June 1st through July 15th (deadline)
- Spring – Submit Application October 1st through November 15th (deadline)
- Summer – Submit Application March 1st through April 15th (deadline)

**Athletic Training has an additional application and alternative deadline date of February 1.

**Exercise Science, Early Childhood Education, and Physical Education are Fall semester admission only.

Applications not postmarked by the deadline (dates indicated above) will be denied for admission.
A new application must be submitted to be considered for a later term.

Major: _________________________________ (List specific major & concentration, such as Sec. Ed. For Lang., French)
(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/ST: ____________ School: ____________

Have you taken EDG 2701: Teaching Diverse Populations:  ___ yes ___ no ___ currently enrolled
    If yes, please indicate where you did your field observation: County/ST: ____________ School: ____________

Signature: ___________________________________________  Date: __________

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

Evaluated by: ____________________    Date Accepted: __________  Date Denied: __________
Reason for Denial: __________________________________________________

CLAST
M _______ (date: _______)  R _______ (date: _______)
W _______ (date: _______)  E _______ (date: _______)
Overall GPA: __________  Catalog Year: _______

General Knowledge
P  N  NR
M _______  R _______
W _______  E _______
R _______

Praxis I
M _______
W _______
R _______

Program Assistant Use Only: DATABASE: Mailed Letter:

Revised 2/22/2006

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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.

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: ________________________