Instructions and Things to Know
College of Education Application

A submitted application is only considered complete if it includes the following items (incomplete applications will be denied for admission to the College):

- CLAST scores
- Official Transcript(s) from ALL schools attended and/or attending (excluding USF transcript).
- Completed “Disclosure of Arrest” form

Be certain to indicate your specific intended major on the application (e.g. Secondary Education - Math, or Physical Education – Elementary, etc.).

Official transcript(s)

The transcript must remain in a sealed envelope. Once the student opens the envelope the transcript is no longer considered “official”. When requesting a transcript from your school, you should request “official” transcripts. The purpose of official transcripts is to ensure that no tampering has occurred to a student’s reported academic records.

If you are currently enrolled at an institution other than USF, an official transcript indicating those courses must be included with the application as well. If your school does not supply transcripts for currently enrolled courses, you must attach documentation as evidence that you are registered for the course(s), AND documentation from the institution indicating they do not provide transcripts for currently enrolled courses.

It is NOT necessary to include transcripts for any courses taken at USF.

CLAST scores

- You must include CLAST scores with your application even if the examination was completed at the Evaluation & Testing Center at USF.
- Photocopies taken from original CLAST reports are acceptable.
- CLAST scores reported on transcripts are acceptable.

Foreign Language

Foreign Language is a graduation requirement at USF. If you completed two years of the same language in high school, that is acceptable to meet this requirement. If you are transferring to USF from another college or university, those transcripts do NOT include high school information. You will need to submit high school transcripts to USF prior to your graduation.
USF’s College of Education - Application for Admission
Tampa Campus Only
To apply at USF’s Regional campuses, contact: St Petersburg 727/553-1511, Sarasota 941/359-4330

 Semester for which you are applying (Do not Submit Application prior to dates indicated below):

- Fall 2003 – Submit Application 6/1/03 through 8/1/03 (*deadline)
- Spring 2004 – Submit Application 10/1/03 through 12/1/03 (*deadline)
- Summer 2004 – Submit Application 3/1/04 through 5/1/04 (*deadline)

Social Security Number: ___________________________ Major: ___________________________

Print complete title of program

Name: ______________________________________________________________________

  Last       First       Middle/Maiden

Local Address: ______________________________________________________________________

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: _______________

Your application packet must include the following (will not be processed if ANY item is missing):

- CLAST scores (exemptions do not apply for Education majors) Please do not send original score report(s).
- Official Transcripts from all institutions attended and/or currently attending (excluding USF). If your institution does not release official transcripts, attach an unofficial transcript and documentation from the institution indicating they cannot release them.
- If A.A. degree pending from a Florida public institution, complete the following statement:

  I, ______________________________________ intend to apply to graduate with my AA degree on ______________ date of graduation

Signature

Please return completed application to:
University of South Florida
c/o Student Academic Services
4202 East Fowler Avenue, EDU162
Tampa, FL. 33620-5650

*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.

Signature: ___________________________ Date: ______________

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

Evaluated by: ___________________________
Date Accepted: ____________ Date Denied: ____________
Reason for Denial: ___________________________

CLAST

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General Knowledge (Pass or NR)

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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. Schools districts have the right to obtain information regarding sealed, expunged, and/or juvenile records.

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:

♦ 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.

Upon applying for final internship, I will be required to include in my Internship 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.)

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____________________

Social Security # _________________________________ Phone___________________