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

- CLAST scores (ALL subtests; not applicable for Athletic Training and Wellness Leadership)
- Transcript(s) from ALL schools attended and/or attending (It is NOT necessary to include transcripts for any courses taken at USF)
- Documentation of courses in-progress, if not notated on transcripts (e.g., invoice, fee schedule)
- Completed “Disclosure of Conviction” form

Indicate your specific intended major on the application (e.g. Elementary Education)

### Available Majors

Elementary Education  
Special Education (admission terms can vary - Contact Lakeland for details)

### 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.

You will receive written notification concerning the status of your application. Be certain to include your complete mailing address on the application (street, city, zip code)

This page is for your records only. It is not necessary to include it with the application.
Semester for which you are applying (Do not Submit Application prior to dates indicated below):

______ Fall – Submit Application June 1st through July 15th (*deadline)

Social Security Number: _________________________ Major: _________________________

Print complete title of program

Name: ______________________________________ Last __________ First __________ Middle/Maiden

Local Address: __________________________________________________________

Street Address __________________________ 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: _______________

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).
☐ Transcripts from all institutions attended and/or currently attending (excluding USF)
☐ Completed “Disclosure of Conviction” form
☐ 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 _______________
  ____________________________

Signature __________________________ date of graduation __________________________

Please return completed application to:
University of South Florida - Lakeland
C/o Education Advising Office
3433 Winter Lake Rd., ADM 226
Lakeland, FL 33803

*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
M _______ (date: _______ ) R _______ (date: _______ )
W _______ (date: _______ ) E _______ (date: _______ )

Overall GPA: __________
Catalog Year: __________

General Knowledge (Pass or NR)
M ______ R ______
W ______ E ______

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: Wellness Leadership 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:

♦ 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_______________________

I-Drive: Orientation/2002 COE application