

# ADMISSIONS INFORMATION

In keeping with its mission to provide equal access to its educational programs, Eastern Florida State College maintains an open-door admission policy. The College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity, and equal employment opportunity to all persons regardless of race, ethnicity, color, genetics, religion, national origin, age, gender, gender preference, physical or mental disability, marital status, veteran status, ancestry, or political affiliation. In addition, EFSC conforms to the regulations of the Family Educational Rights and Privacy Act (FERPA) for maintaining and protecting student records.

EFSC has determined that the presence on campus of students officially designated as sexual predators/sexual offenders will be disruptive to the orderly process of the College's programs and/or would interfere with the rights and privileges of other students. In accordance with F.S. 1001.64 (8)(a), the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant.

Students seeking admission to EFSC will be required to self-disclose on the EFSC admissions application if they have been convicted as a sexual predator/offender. Accordingly, the College denies admission to applicants who are officially designated as sexual predators/sexual offenders. No refund of the admissions application fee will be granted.

## Priority Admissions Application

It is recommended that students submit applications for admission to EFSC by the Priority Application Deadline published on our website. Applications submitted after the deadlines will be accepted. Late applicants should be aware that class registration is contingent on completion of admissions requirements, class selection may be limited, a late registration fee may be assessed, and Financial Aid may not be processed by the tuition fee due date.

## 5 Steps to Completing Admission Requirements

1. Complete an online *Application for Admission* and pay the EFSC application fee.
2. Have your official transcripts from high school and all regionally accredited postsecondary institutions sent to EFSC.
3. Submit placement test scores.
4. Complete the *Florida Residency for Tuition Purposes Declaration* and submit with supporting documentation.
5. Complete the online student orientation.

**Note:** All documentation, including high school and college transcripts from other institutions, submitted in support of the *Application for Admissions* becomes the property of Eastern Florida State College.

### Step 1: Complete an EFSC Application for Admission

Apply online using the [EFSC Online Admissions Application](#).

Every student must:

1. Complete an *Application for Admission*
2. Submit an application fee. Readmit and dual enrollment applicants will have the fee waived.

### Student ID Numbers

Social Security Numbers are not used as student identification numbers. All students are issued a randomly generated nine-digit identification number upon admission to the College. ID numbers will not be released via email or phone. To obtain your student ID number, go to the EFSC website and under EFSC Logins select myEFSC. Under the Log in to myEFSC button, click on Retrieve My Student ID or Email Address.

### Student Email

The official means of communication for college business is your Student Email account. This includes communication from instructors regarding class work, and communications with all College offices and departments, including Accounting, Financial Aid, Graduation and Records.

This email address is also used to log in to your myEFSC student portal to access all online records and to register for classes online. To obtain your Student Email or Password, go to the EFSC website and under EFSC Logins select myEFSC. Under the Log in to myEFSC button, you may click on Retrieve My Student ID or Email Address, or Reset my Password.

### Collection of Social Security Numbers

EFSC takes fraud and abuse seriously. It is critical that you report your social security number accurately. Students providing false or inaccurate identification, including social security numbers, will be prohibited from conducting business with the College until their identity can be verified. Any information changes, such as a name change, must be reported to the U.S. Social Security Administration and the College in a timely manner.

F.S. 119.071(5), and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage, and release of your social security number by EFSC.

EFSC collects, uses, and releases your social security number only if specifically authorized by law to do so, or it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the College secures your social security number from unauthorized access, strictly prohibits the release of your social security number to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique identification number will then be used for all associated employment and educational purposes at EFSC. Specifically, EFSC collects, uses, or releases your social security number for the following purposes:

- Section 6050S of the Internal Revenue Code requires that all eligible educational institutions report the name, address, and TIN (Taxpayer Identification Number) of any individual who is enrolled by the institution for coursework leading toward a postsecondary degree, certificate, or other recognized postsecondary educational credential. This IRS requirement makes it necessary for colleges to collect the social security number of every student. A student may refuse to disclose his or her social security number to EFSC, but the IRS is then authorized to fine the student.
- In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier per F.S. 229.559 and F.S. 1008.386. In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by federal regulations, including the Family Educational Rights and Privacy Act (FERPA). View the

complete notification of SSN collection, usage, and release on the College website.

## Step 2: Submit your Transcript(s)

The college will accept proof of standard high school diploma to allow students to register for their initial term. Students must submit their final, official high school transcript and transcripts from all regionally accredited postsecondary institutions attended, before registering for any subsequent term. **Financial aid will not be awarded until all official transcripts are received and evaluated by EFSC.**

Official transcripts from non-regionally accredited institutions, while not required, will be evaluated on a case-by-case basis for transfer of credits.

A transcript is considered official if it comes from the institution either electronically or in its original sealed envelope.

All transcripts submitted to Eastern Florida State College for admission or credit transfer become the property of the College and cannot be returned to the student or forwarded to other institutions.

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## Documentation of High School Graduation

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All students must provide their final, official high school transcript with graduation date. High school transcripts must be provided for all programs that require a standard high school diploma and for all students requesting financial aid.

- Students who graduate from a home education program must submit a notarized "Home Education Affidavit" signed by the parent.
- A high school equivalency diploma or GED recipient must provide an official transcript.
- Transcripts from U.S. territories must be in English or Spanish. An authorized translation must accompany a transcript that is not in English or Spanish.

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## International (Non-U.S.) High School Transcripts

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Students who graduated from an international secondary school (high school) must submit official documentation of high school graduation equivalent to a U.S. standard high school diploma. All documents in a language other than English must be submitted with certified translations.

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## Documentation of Previous Colleges

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Degree seeking students must provide final, official transcripts from all regionally accredited postsecondary institutions attended. A transcript will not be considered final if there is in-progress coursework.

- Official final college transcripts must include all prior course work taken at the institution.
- Students who apply and do not enroll within five years of their admission term must update their records. This may include

submission of new college transcripts and other admissions requirements.

- Students who hold an A.A., A.S., or higher degree from a regionally accredited institution will be waived the high school transcript requirement upon receipt of the official college transcript from the degree-granting institution.
- All regionally accredited postsecondary institution transcripts are required for college credit programs.
- Official transcripts from non-regionally accredited institutions, while not required, may be submitted for evaluation. Transfer credit will be awarded on a case-by-case basis.
- Students who are unable to obtain a transcript because the school has closed should contact the state's Department of Education to request a letter verifying that the school has closed, and transcripts are unavailable.

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## International (Non-U.S.) College Transcripts

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Students are not required to submit international college transcripts. To have the transcript considered for transfer or placement purposes, students must submit an original course-by-course evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES) or other College-approved organization. Recommendations made by the evaluation agency will be considered but are not guaranteed. Coursework may be accepted provided the courses are offered and are applicable to the student's program at EFSC. General education courses are normally not accepted.

## Step 3: Submit Placement Test Scores

Students must submit official placement test scores (ACT/SAT/PERT/Next Generation) less than two years old from term of enrollment or be eligible for a common placement testing and developmental education exemption in accordance with F.S. 1008.30. If a student has completed college level English and math courses from a regionally accredited U.S. institution with a grade of "C" or higher this will fulfill the placement test requirement.

Students may be exempt from placement testing based on Florida Statute 1008.30 - Common Placement Testing for Public Postsecondary Education(4)(a). A student who entered 9th grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Forces shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution.

## Step 4: Residency for Tuition Purposes

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Statute allows a U.S. citizen, a lawful permanent resident, and eligible aliens as defined in Florida Residency Guidelines Appendix C to be classified as a Florida resident for tuition purposes. Final residency determination is based on Florida state guidelines.

## Initial Classification

A student's residency classification is determined at the time of admission to EFSC, in accordance with F.S. 1009.21. A minimum of two pieces of acceptable documentation must be submitted with a completed [Florida Residency Declaration for Tuition Purposes](#). The declaration and all documentary evidence must be submitted by the last day to drop classes and have fees adjusted for the term in which the student is seeking in-state tuition.

The guidelines on Florida residency can be found on the web at [FloridaShines](#).

## Reclassification

Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months. The student must submit the *Florida Residency Declaration for Tuition Purpose* form along with current documentation that supports permanent legal residency in this state for 12 consecutive months.

## Reclassification Documentation

A student may become eligible for reclassification by presenting a minimum of three clear and convincing documents as evidence, one of which must be from Section A /First Tier Documents, to the Campus Admissions and Records Office by the Last Day to Drop and have fees adjusted for the term in which reclassification is requested. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the College that the student or, if that student is a dependent, his or her parent, or legal guardian, has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification. The Collegewide Residency Committee will render the final decision.

## Physical Presence vs. Legal Residence

It is important to understand that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purposes. Maintaining a legal residence in Florida requires substantial physical presence as a condition. Eligibility depends on the extent to which the Florida resident maintains Florida legal ties and does not retain or establish ties with another state.

## Qualifications by Exception

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. Documentation appropriate to the particular exception will be required. Other exceptions exist; these are the most common.

- A qualified beneficiary under the terms of the Florida PrePaid College Program (Required: Copy of Florida Prepaid Recipient card.)
- Married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. Student has established legal residence and intends to make Florida his/her permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student transferred to Eastern Florida State College within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a Florida resident)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student

abandoned their Florida domicile less than 12 months ago and is now re-establishing Florida legal residence.

- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders indicating Florida assignment or DD2058 and most recent LES showing home of record.)
- Full-time instructional and administrative personnel employed by the state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Required: proof of scholarship and Latin America or Caribbean residency.)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Employment verification/payment agreement.)

## Determination of Independent or Dependent Status

Independent or dependent status determines whether the student must submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

## Independent Student

A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
- The student is married.
- The student has children who receive more than half of their support from the student.
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces or National Guard or Reserves for purposes other than training.
- At any time since the student turned age 13, where both of the student's parents are deceased, or the student is or was (until age 18) a ward/dependent of the court or in foster care.
- The student can provide documentation that he/she provides at least 50% of his/her own support for the cost of attendance as defined by the EFSC Financial Aid Office.
- The student is determined an unaccompanied homeless youth by the school district homeless liaison, or by a director of an emergency or transitional shelter, street outreach program, homeless youth basic center, or continuum of care lead agency.

## Dependent Student

All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

## Documentary Evidence

If an applicant qualifies for a statutory residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the applicant.

If an applicant does not qualify for a statutory residency exception or qualification they will have to submit documentation that they (or a parent or legal guardian, if a dependent) have been a Florida resident for at least 12 months prior to the first day of classes of the term in which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from Section A/ First Tier. As some evidence is more persuasive than others, more than two may be requested. **No single piece of documentation will be considered conclusive.** Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

### Section A/First Tier Documents

(At least one of the two documents submitted must be from this list)

- Florida driver license or Florida identification card. An ID card can be used only if there is no evidence of ties to another state; i.e., the claimant cannot possess a valid driver license from another state.
- Florida vehicle registration
- Florida voter registration card
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: paystubs or W-2 form for past 12 consecutive months and verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

### Section B/Second Tier Documents

(May be used in conjunction with one document from Section A/First Tier)

- Declaration of domicile in Florida in accordance with F.S. 222.17.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida.
- Proof of membership in Florida-based charitable or Professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12

consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

### Examples of Unacceptable Residency Documents

- Passport
- Birth Certificate
- Social Security
- Insurance Card
- Bank Statements
- Hunting/Fishing Licenses
- Shopping/Rental Club Card
- Library Card
- Florida Concealed Weapons Permit

## Step 5: Complete an Online Student Orientation

Orientation is required for all students who have not earned an A.A., A.S., or higher degree from a regionally accredited institution. Transient students are not required to complete orientation. EFSC bachelor degree students are required to complete the online orientation. The orientation will provide the important information needed to be successful in college.

- Students must have an application submitted before completing the online orientation. To obtain credit for orientation, an active student status is required.
- Students must complete the entire orientation to receive credit.
- To complete the online orientation, log in to your myEFSC portal.

### Final Acceptance to the College

A student may receive conditional acceptance. Final acceptance is contingent upon receipt of all required documents including: a final, official high school transcript, transcripts from all regionally accredited postsecondary institutions, testing, and any other requirements specific to a program.

## Admission Criteria

### Regionally accredited high school standard diploma or equivalent.

The following are considered equivalent:

- High school equivalency diploma issued by a state Department of Education
- Graduation from a Florida home education program in compliance with F.S. 1002.41 or graduation from a non-Florida home education program in compliance with that state's home education statute.
- Demonstrated competency in college credit postsecondary coursework, in accordance with F.S.1007.263
- International secondary school transcript. Official documentation of high school graduation equivalent to a U.S. standard high school diploma. All documents in a language other than English must be submitted with a certified English translation and evaluation.
- Eligible Certificate of Completion (W8A): Florida public high school students who have completed all requirements for the standard high school diploma except for passing the state approved graduation test. Students who receive this certificate of completion are eligible to take a common placement test and be admitted to developmental

education or credit courses. These students are not eligible to apply for limited access programs that require standard high school graduation, or to be eligible athletes.

**Note:** The College will evaluate the validity of a student's high school diploma. This is following the United States Department of Education regulation addressing the validity of high school diplomas for students seeking federal financial aid under Title IV of the Higher Education Act (HEA) 34 CFR 668.16(p).

As such, diplomas issued by correspondence or nontraditional high schools will not usually be accepted unless the school is accredited by an organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). These schools will be considered on an individual basis. Acceptance will be based upon submission of sufficient documentation by the school to indicate that the school meets the minimum standards outlined by the Florida Department of Education and F.S. 1002.42

Contact the Admissions and Records Office for more information.

**Non-standard and non-high school graduates** and students who do not fall into one of the categories previously listed, including students who receive a regular Certificate of Completion or a Special Diploma, may not take college credit or college developmental courses. These students may register for a career and technical certificate that does not require a standard high school diploma for admission and are not eligible for financial aid. Refer to the Programs and Admission Requirements section in this catalog.

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## Admission to Limited Access Programs

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Students pursuing a degree in a limited access program should check the requirements specific to the program. In addition to completing the Application for Admission to the College, students must complete a separate application to the program and pay appropriate fees. Students will not be placed under the limited access degree until they are accepted into the program.

### First Time in College Student

Student has not previously attended another college or university.

- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation.
- Placement test scores (ACT/SAT/PERT/Next Generation) less than two years old from term of enrollment or placement testing and developmental education exemption in accordance with s. 1008.30.
- Complete a student orientation.
- Initial advising appointment.

### Transfer Student without Previous Degree

Student is transferring credits from another college but does not have an Associate in Arts (A.A.), Associate in Science (A.S.), or higher from a regionally accredited institution.

- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation.
- Placement test scores (ACT/SAT/PERT/Next Generation) less than two years old from term of enrollment or proof of applicable college-

level math and English passed with a grade of "C" or higher from a regionally accredited U.S. college or the placement testing and developmental education exemption in accordance with s. 1008.30.

- Official, final college transcripts from all regionally accredited postsecondary institutions attended.
- Complete a student orientation.

### Transfer Student with Previous Degree

Student earned an A.A., A.S., or higher degree from a regionally accredited institution and is now seeking a degree or certificate from EFSC.

- Official, final college transcripts from all regionally accredited postsecondary institutions for all students pursuing a college credit degree/certificate.

### Transient Student

Student is currently enrolled in a college degree program at another institution and will transfer courses taken at EFSC back to the student's primary institution.

- Transient letter or letter of good standing from "home" institution is required.
- Students attending Florida state schools must apply for transient status via [FloridaShines](#).
- Transient students are not required to submit official transcripts. Without transient form or letter of good standing listing courses in which student is eligible to enroll, student must provide proof of pre-requisite coursework.
- Transient students may register for courses in a limited access program, including a limited access BAS degree, only by permission of the program manager or designee.

### Readmit Student

Student who applied to EFSC one or more years ago and has not completed a course in the past year.

- Submit final, official high school and all regionally accredited college transcripts not previously submitted or no longer on file at EFSC.
- Placement test may be required.
- Student must meet program admission requirements in effect at time of readmission.
- Student orientation is required for all students who have not earned an A.A., A.S. degree or higher from a regionally accredited institution.

### Non-Degree Seeking

Student is not seeking a degree or certificate and is taking courses for personal enrichment or job skill improvements only.

- Non-degree seeking students are limited to a total of 12 credits, after which they must declare a major and meet all applicable admission requirements. Audited courses do not count in credit totals.
- Student must be a high school graduate with a standard high school diploma or equivalent. Proof of standard high school graduation or high school equivalency diploma is required.
- Student Orientation is required for all students who have not earned an A.A., A.S., or higher degree from a regionally accredited institution.
- Official transcripts are not required for admission as a nondegree seeking student; however, if student decides later to switch to a degree program, transcripts and other admissions documents will be required at that time.

- Upon receipt of an official transcript from a regionally accredited postsecondary institution with an A.S. degree or higher, a non-degree seeking student will be eligible to take unlimited credits.
- Non-degree seeking students must meet all the same pre and co-requisite standards for course enrollment as degree seeking students, which may create a need for transcripts.
- Non-degree seeking students are not eligible for financial aid and do not take the college placement test.

## Bachelor Student

Student earned an Associate in Arts or an Associate in Science degree, or higher, from a regionally accredited institution. Additional admission requirements may apply based on program.

- Official, final college transcripts from all regionally accredited postsecondary institutions attended.
- Students with an international degree must submit a degree evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES) or other College-approved organization and will be required to submit official test scores.
- Complete a student orientation session.
- Initial advising appointment with bachelor's program advisor.

## Dual Enrollment Student

EFSC's Dual Enrollment Program enables qualified public, private, and home school students in the 10th, 11th, or 12th grade and in grades 6-9 by exception to enroll in selected college courses while earning a high school diploma. Dual enrollment candidates must:

- Contact the school guidance counselor to determine eligibility.
- Submit the online EFSC Application for Admission.
- Complete a dual enrollment orientation.
- Submit an official high school transcript if attending a public or private school.
- Provide official scores from a state-approved college placement test, such as the ACT, CPT, PERT, Next Generation or SAT if registering for a college credit class.

The College will provide student support programs, services, and activities consistent with the mission that are intended to promote student learning and enhance the development of the students, including off-campus instructional sites. The International Student Services Office will process all applications for students who are not a United States citizen or permanent resident alien.

## Admission Requirements for International Students

International students seeking a degree must provide the following for admission to EFSC:

1. A completed Application for Admission
2. Payment of \$30 non-refundable application fee.
3. A completed Residency Declaration.
4. Official documentation of high school graduation equivalent to a U.S. standard high school diploma. All documents in a language other than English must be submitted with a certified English translation.
5. Official, final college transcripts must include all prior course work taken from all U.S. regionally accredited postsecondary institutions attended.

## Additional requirements for international students seeking an F-1 Student Visa

1. Proof of English Proficiency (submit one of the following):
  - An official TOEFL score of 61 or higher (IELTS bandwidth of 5.5 or higher is accepted in place of TOEFL)
  - Students from Japan may substitute the STEP Grade 2A or higher for TOEFL.
  - Graduation from a U.S. high school with official, high school transcript indicating receipt of a standard high school diploma.
  - Transfer from a U.S. regionally accredited college/university with successful completion of college-level English Composition with a grade of "C" or better.
  - Student has successfully completed Level 6 Writing, Level 6 Grammar, Level 6 Reading, and Level 6 Listening/Speaking with EFSC's Intensive English Program.
  - See International Student Services regarding exemption requirements.
2. I-20 Request Form with financial support documentation for a full year of study.
3. Students transferring from another U.S. institution must submit a copy of their current I-20, I-94 and visa in addition to the Transfer-In-Clearance Form.

Refer to the Admission section for details on general admission policies that apply to all students.

## Placement Testing

Upon acceptance to the college, all students seeking a college credit degree or certificate must submit one of the following to satisfy the placement test requirement:

- Placement test scores (ACT/SAT/PERT/ACCUPLACER Next Generation) less than two years old from term of enrollment, regardless of the TOEFL score. Placement in Gordon Rule classes, such as Communications 1 and mathematics, will be determined by test results.
- Official college transcript confirming completion of college level English and math courses from regionally accredited U.S. Institution with a grade of "C" or higher.
- EFSC Common Placement Testing & Developmental Education Student Waiver in accordance with F.S. 1008.30

## Health Insurance

- International Students in F-1 and M-1 statuses must be enrolled in a health insurance plan. The insurance policy must cover the complete academic year. Coverage cannot lapse during breaks. The plan must include illness, accidental, repatriation, and medical evacuation insurance. Students must be compliant with the medical insurance requirement prior to class registration. EFSC aligns with the Florida Board of Governors 6C-6.009 (2) requirement to have medical insurance prior to registration.

The health insurance requirement can be met in one of two ways:

- Purchase the recommended international student health insurance plan offered by a third-party insurer online at [International Student Health Insurance](#)

- Submit proof of alternative insurance that is compliant with the Florida Board of Governors requirements. If this option is chosen, complete an Insurance Waiver. The waiver is to be completed by the Insurance provider and a copy of the insurance card with dates of validity.

## International (Non-U.S.) College Transcripts

Students who have completed college level coursework in other countries are not required to submit international transcripts. However, in order for international postsecondary studies to be considered for transfer credit, students must submit an original course-by-course evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES) or other College-approved organization.

## Transfer Credit for International Coursework

Upon receipt of an evaluation from an approved organization, EFSC will review the college coursework to determine appropriate transfer credits based on the student's selected program of study at EFSC.

## International Student – Transient

An International student currently enrolled in a college degree program at another school who will transfer courses taken at EFSC back to his or her home institution must provide the following for admission to EFSC. Attendance at EFSC is on a term-by-term basis.

1. The Application for Admission
2. Payment of \$30 online non-refundable application fee.
3. Transient letter or letter of good standing from "home" institution each term attendance is requested
4. Students attending Florida state schools may apply for transient status via [FloridaShines](#).
5. Complete the Residency Declaration.

## International Visa Compliance for an F-1 Student

Students on an F-1 visa are required to maintain the United States federal regulations that govern international students in the United States. Failure to do so will result in a visa termination.

## Definition of a Full Course of Study for F-1 and M-1 Student

Students are responsible for learning and complying with the terms and conditions of their F-1 or M-1 immigration status. Failing to comply is deemed a violation of immigration status and may have serious consequences to the ability to remain in or return to the United States.

During the fall and spring terms, F-1 and M-1 students are required to enroll full time. Summer terms are considered optional and thus enrollment is not required unless it is the student's first or last semester. Full time enrollment is defined as follows:

Term	Required Credits	Online Course Restrictions
Fall	12 credits	3 online credits allowed
Spring	12 credits	3 online credits allowed
Summer 12 wk session A	9 credits	3 online credits allowed
Summer 8 wk session C or 6 wk session B, D	6 credits	3 online credits allowed

During their final semester (including Summer semester), students must enroll in at least a 1 credit hour, face-to-face course (entire enrollment cannot be online).

Students should not withdraw from classes without prior approval from an International Student Services Advisor.

**Course Drop:** Students may complete a drop online via Titan web or complete the Registration Worksheet and submit it to their International Student Services Advisor. Dropping a course must be done on or before the *Last Day to Drop* published in the online Academic Calendar.

## Course Withdrawal Information for F-1 and M-1 Students

Students may withdraw from a course after receiving approval from an International Student Services Advisor. Students must maintain full-time status as required by their current term – Fall, Spring, Summer.

## Withdrawal Procedure

After meeting with their International Advisor, students may withdraw online via Titan web on or before the withdrawal date published in the online Academic Calendar.

- If a student withdraws from a course, the course will be included on the transcript as a course attempt with a final grade of "W" and the student will be responsible for all associated course fees.

**Please note:** Dropping or withdrawing a course must be completed per above. "Walking away" from a course, without officially dropping or withdrawing, may adversely affect the student's transcript, academic standing, and/or visa status.

## Intensive English Program

The six-level Intensive English Program is designed for non-native speakers of English who desire to improve their language skills to enroll in college level courses. The program includes 18 hours per week of classroom instruction in all areas of the English language including: Reading, Listening and Speaking, Grammar, Writing, Voice & Speech Improvement, TOEFL test preparation courses.

## Residency for Tuition Purposes

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Statute allows a U.S. citizen, a lawful permanent resident, and eligible aliens as defined in Florida Residency Guidelines Appendix C to be classified as a Florida resident for tuition purposes. Final residency determination is based on Florida state guidelines.

## Initial Classification

A student's residency classification is determined at the time of admission to EFSC, in accordance with F.S. 1009.21. A minimum of two pieces of acceptable documentation must be submitted with a completed [Florida Residency Declaration for Tuition Purposes](#). The declaration and all documentary evidence must be submitted by the last day to drop classes and have fees adjusted for the term in which the student is seeking in-state tuition.

The guidelines on Florida residency can be found [here](#).

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## Reclassification

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Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months. The student must submit the *Florida Residency Declaration for Tuition Purpose* form along with current documentation that supports permanent legal residency in this state for 12 consecutive months.

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## Reclassification Documentation

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A student may become eligible for reclassification by presenting a minimum of three clear and convincing documents as evidence, one of which must be from Section A /First Tier Documents, to the Campus Admissions and Records Office by the Last Day to Drop and have fees adjusted for the term in which reclassification is requested. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the College that the student or, if that student is a dependent, his or her parent, or legal guardian, has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification. The Collegewide Residency Committee will render the final decision.

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## Physical Presence vs. Legal Residence

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It is important to understand that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purposes. Maintaining a legal residence in Florida requires substantial physical presence as a condition. Eligibility depends on the extent to which the Florida resident maintains Florida legal ties and does not retain or establish ties with another state.

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## Qualifications by Exception

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Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. Documentation appropriate to the particular exception will be required. Other exceptions exist; these are the most common.

- A qualified beneficiary under the terms of the Florida PrePaid College Program (Required: Copy of Florida Prepaid Recipient card.)
- Married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. Student has established legal residence and intends to make Florida his/her permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student

transferred to Eastern Florida State College within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a Florida resident)

- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student abandoned their Florida domicile less than 12 months ago and is now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders indicating Florida assignment or DD2058 and most recent LES showing home of record.)
- Full-time instructional and administrative personnel employed by the state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Required: proof of scholarship and Latin America or Caribbean residency.)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Required: Employment verification/payment agreement.)
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

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## Determination of Independent or Dependent Status

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Independent or dependent status determines whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

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## Independent Student

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A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
- The student is married.
- The student has children who receive more than half of their support from the student.
- The student has other dependents who live with and receive more than half of their support from the student.



- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces or National Guard or Reserves for purposes other than training.
- At any time since the student turned age 13, where both of the student's parents are deceased, or the student is or was (until age 18) a ward/dependent of the court or in foster care.
- The student can provide documentation that he/she provides at least 50% of his/her own support for the cost of attendance as defined by the EFSC Financial Aid Office.
- The student is determined an unaccompanied homeless youth by the school district homeless liaison, or by a staff member of an emergency shelter or transitional housing program.

- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: paystubs or W-2 form for past 12 consecutive months and verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

### Section B/Second Tier Documents (May be used in conjunction with one document from Section A/First Tier)

- Declaration of domicile in Florida in accordance with F.S. 222.17.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida.
- Proof of membership in Florida-based charitable or professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

## Dependent Student

All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

## Documentary Evidence

If an applicant qualifies for a statutory residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the applicant.

If an applicant does not qualify for a statutory residency exception or qualification they will have to submit documentation that they (or a parent or legal guardian, if a dependent) have been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from Section A/ First Tier. As some evidence is more persuasive than others, more than two may be requested. **No single piece of documentation will be considered conclusive.** Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

### Section A/First Tier Documents (At least one of the two documents submitted must be from this list)

- Florida driver license or Florida identification card. An ID card can be used only if there is no evidence of ties to another state; i.e., the claimant cannot possess a valid driver license from another state.
- Florida vehicle registration
- Florida voter registration card
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)

### Examples of Unacceptable Residency Documents

Passport	Hunting/Fishing License
Birth Certificate	Shopping/Rental Club Card
Social Security Card	Library Card
Insurance Card	Florida Concealed Weapons Permit
Bank Statements	