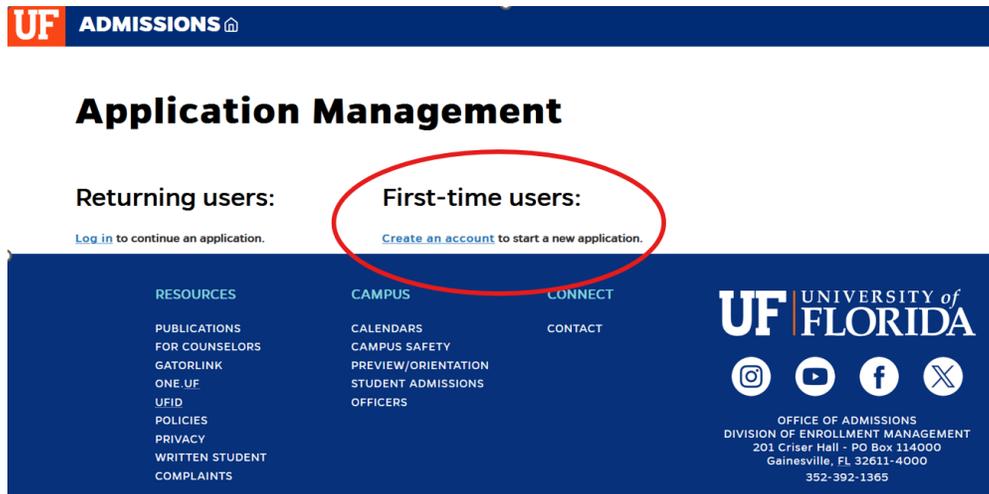


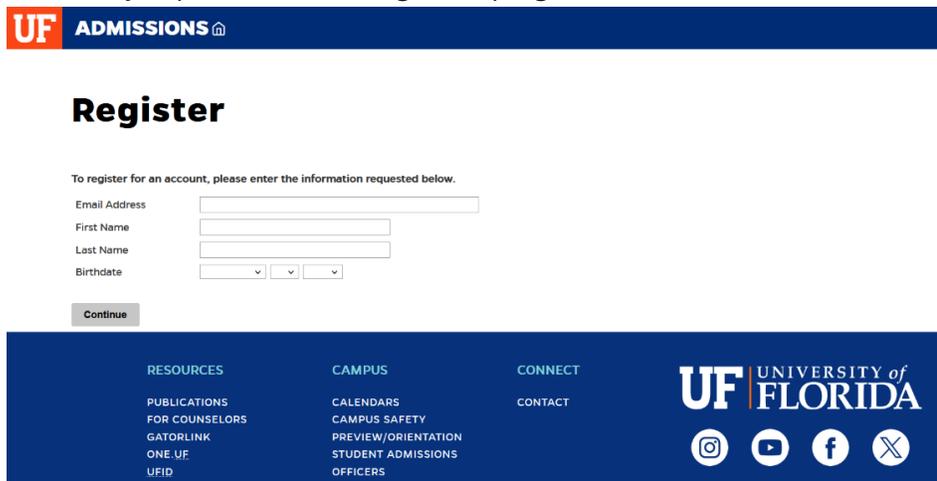
UF Dual Enrollment Application Guide: For New and Returning UF Dual Enrollment Students

All students, **including returners**, will need to create an account the very first time to submit a UF DE application in the new system.

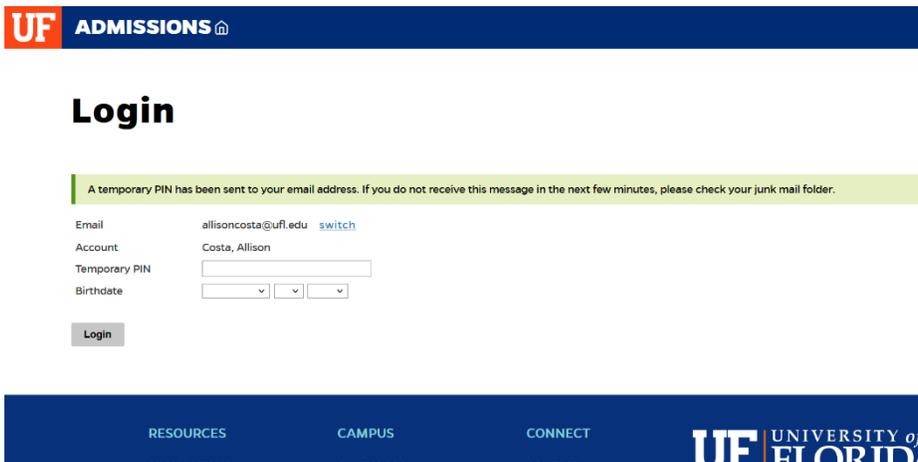
Link to application: <https://my.admissions.ufl.edu/apply/>



Save these application log-in credentials! You will use the same information to log in and submit a dual enrollment application if you plan on continuing in the program for the next term.

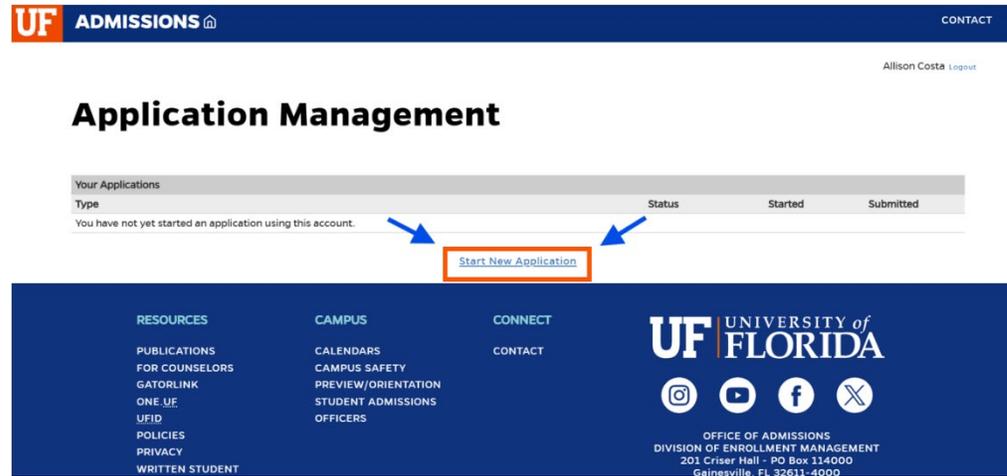


You will receive an email with a temporary pin to finish setting up your application log credentials when you create your account for the first time in the new application system.



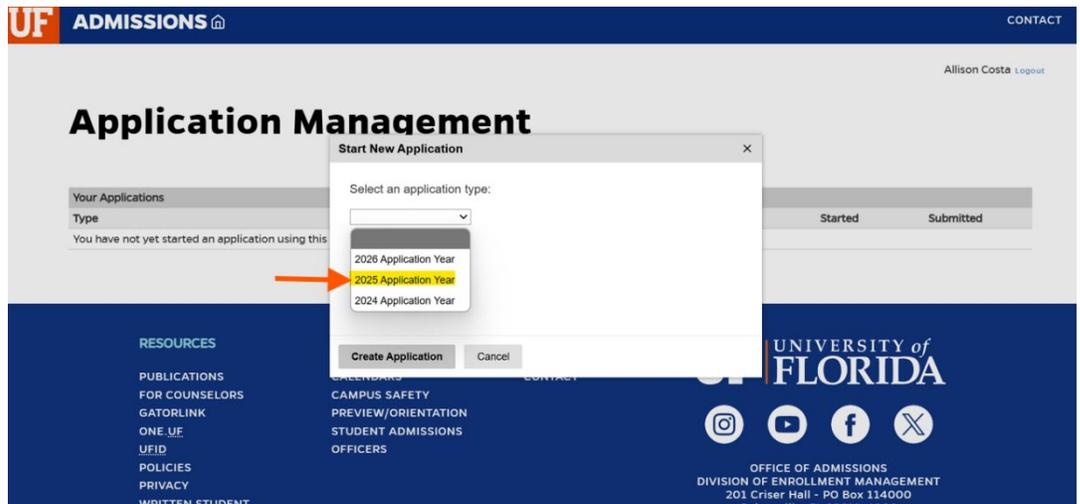
This is your **Application Management** page.

Click on **Start New Application** to begin



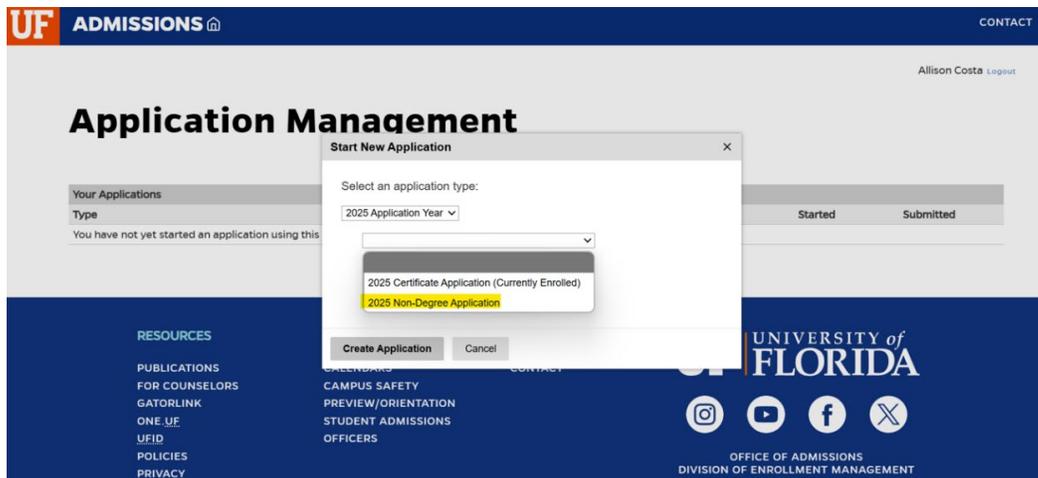
Click on the correct year for the term in which you are applying:

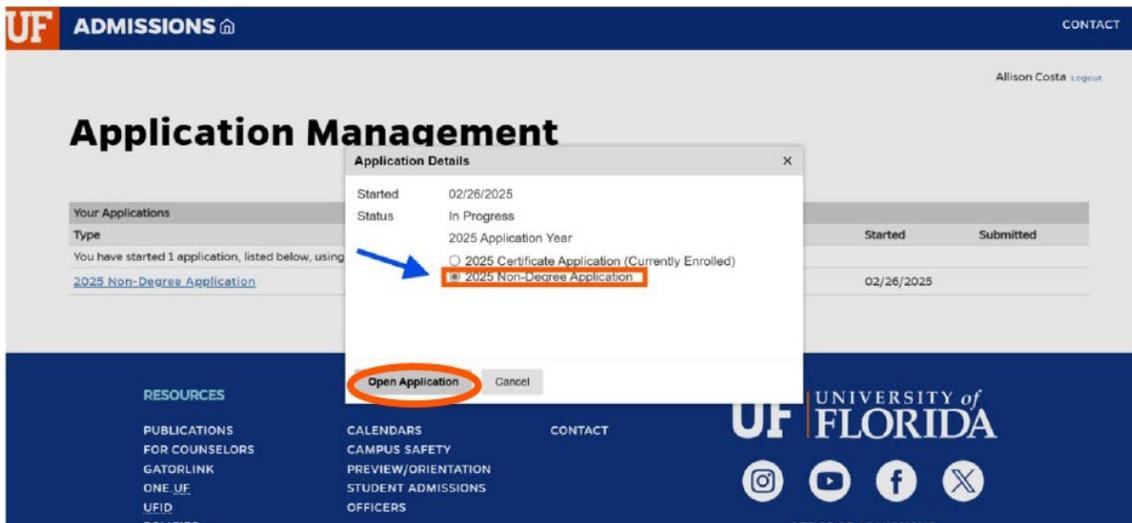
For Fall 2025, you will select **2025 Application Year**



Next, you will select the Application Type: **Non-Degree Application**

Important: Dual Enrollment students are considered Non-Degree Seeking applicants at the University.

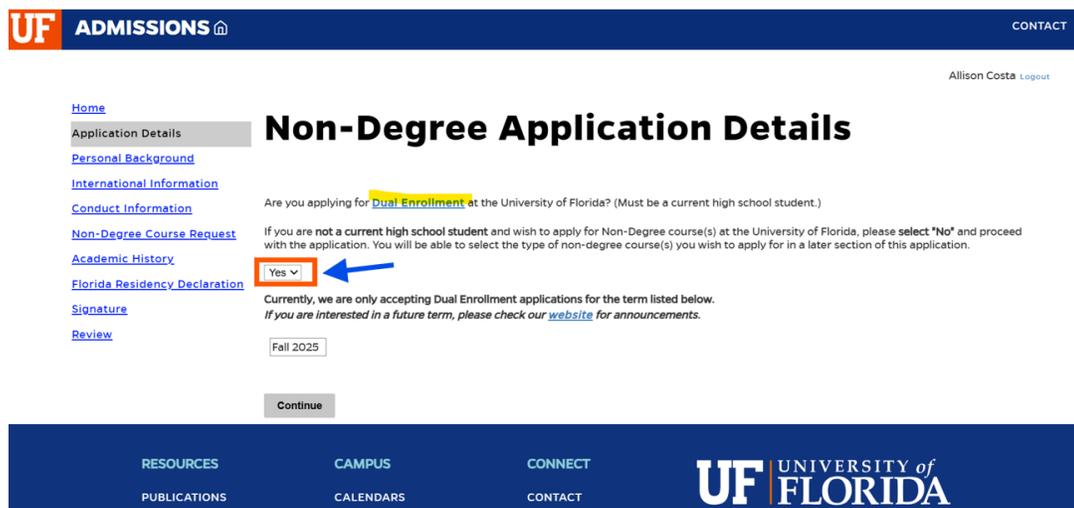




Click on the button to Open Application and begin filling out the application details

Page 1 – Application Details

Critical: When you get to this page, be sure to answer "YES" to the Dual Enrollment question.



Page 2 – Personal Background

You will continue to fill out the rest of the application with the information required.

SSN: If you have a Social Security Number, this information needs to be entered. If you do not know your SSN, please pause your application and complete it once you have the required information.

No valid SSN or ITIN: please leave the area blank (do not enter 0's) and contact our office for further details before submitting application.



Page 3 – Conduct Information

Next will be the Conduct Information section. Students are required to disclose any criminal or educational conduct.

Home
Application Details
Personal Background
Conduct Information
Dual Enrollment High School Information
Signature
Review

Conduct Information

Conduct Information

Are you currently charged or have you ever been convicted of a crime (even if adjudication was withheld) other than offenses involving \$50 or less?

Has any court or school authority found you to have disrupted or interfered with the orderly conduct, processes, functions or programs or any educational institution?

Continue

Page 4 – Dual Enrollment High School Information

As you type the name of your high school, the widget system will provide suggestions.

Make sure to type carefully and choose your school from the list that appears.

If your school doesn't appear in the list, pause your application and contact our office at 352-273-4155 or dual-enrollment@dce.ufl.edu for assistance.

Home
Application Details
Personal Background
Conduct Information
Dual Enrollment High School Information
Dual Enrollment Information
Signature
Review

Dual Enrollment High School Information

If the school listed here is not where you are currently attending high school, please click the name of the school to update it.

High School Name - Click to add or update
[Click Here to Add Your High School](#)

High School Information

District Student ID Number
(If you do not have a District Student ID Number, please enter all 0's)

Your unique student ID number provided by your high school

High School Counselor Information

Counselor Name

Counselor Phone Number
Example: 5555555555
10 characters remaining

Counselor Email

Continue

Dual Enrollment High School Widget

Please type the name of your high school slowly to choose from the auto-suggest list.
This allows us to validate your high school information without delay!

High School Name

Save Cancel

Dual Enrollment High School Widget

Please type the name of your high school slowly to choose from the auto-suggest list.
This allows us to validate your high school information without delay!

High School Name

- Gainesville High
- Buchholz High School
- Eastside High School
- Gainesville High School
- Sia Technical Charter High Sch
- W Travis Loften High School

Save Cancel

Page 5 – Dual Enrollment Application Information

This page asks for key information needed for your admission to the Dual Enrollment program.

After you submit your application, your school counselor will later verify the details you provide; your counselor will receive an email within 2-3 business days to the email address you entered in the application.

Double-check that the counselor email you entered is correct and free of typos.

If you're still waiting on test scores, there is an option to indicate this (highlighted in yellow).

Don't forget to select an answer for the final question (also highlighted in yellow).

If you select "Yes," you'll need to provide information about any previous courses in the free-text box to avoid errors when submitting.

[Application Details](#)
[Personal Background](#)
[Conduct Information](#)
[Dual Enrollment High School Information](#)
Dual Enrollment Information
[Signature](#)
[Review](#)

Dual Enrollment Application Information

Term Status
Are you a Broward County Public School student applying to dual enroll in the [Spacecess course \(ID: 2035\)?](#)
 No Yes

Are you currently enrolled in Dual Enrollment at the University of Florida?
 No Yes

Dual Enrollment Admissions Criteria

- Be either a Junior or Senior in high school within a [participating county](#).
- Have a minimum 3.0 cumulative unweighted GPA, and
- Have one of the five following **test scores**:
 - SAT - with a minimum 1100 composite score
 - ACT - with a minimum 22 composite score
 - PSAT/3 - with a minimum 23.30 composite score
 - IST - with a minimum 72 composite score
 - CLT3D - with a minimum 83 composite score

Emergency Contact Information
Emergency Contact Name:
Emergency Contact Phone Number:
(Example: 5555555555)
30 characters remaining

Academic Information
Academic Interest
Please state your Potential Major/Career:

High School Academic Information
Expected Graduation Year:
4 characters remaining
Cumulative Unweighted GPA:
(Enter what is used on a 4.00 scale)
(3.50)

Standardized Test Scores
You must provide at least one college-relevant test score that meets the minimum admission criteria. If you are still awaiting your test score, please select "Waiting for Test Score" then enter the date when the test score will be received.

You must select from the following options:

SAT
 ACT
 PSAT/3
 CLT
 IST
 CLT3D
 Waiting for Score. Provide Date:

Course(s) of Interest
Please refer to our [course list](#) for the tentative course list. A minimum of one course must be selected. Please select courses in order of preference.
Course(s) selected in this section do not guarantee your enrollment in the course.

Online Course Option 1:
Online Course Option 2:
Online Course Option 3:
Online Course Option 4:

Previous Online Course Experience
Have you taken online courses before?

If you have taken any college courses, please list them below.
(Example: ABC 123)

Page 6 – Signature

Next will come the Signature page, where students will provide their full legal name in place of their signature as a certification of their application information.

[Home](#)

[Application Details](#)

[Personal Background](#)

[Conduct Information](#)

[Dual Enrollment Information](#)

[Dual Enrollment High School](#)

Signature

[Review](#)

In place of your signature, please type your full legal name:

Page 7 – Review

Check carefully to ensure all your information is correct and complete. The system will show if any required fields are missing (a message will pop up if there's a problem).

Once everything looks good, you can choose to Submit the Application.

- Example of missing information/missing field error message on the Review page:

Important: All fields must be completed to avoid errors in your application.

If there's missing information, the system will show you an error message so you can fix it before submitting.

Review

Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

What comes next? You will receive an email confirmation with instructions on how to log into your Application Status page.

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Dual Enrollment Information	Please complete the Dual Enrollment Information page. All fields required.

- Example of successful message on the Review page:

The screenshot shows the 'Review' page with a navigation menu on the left containing links for Home, Application Details, Personal Background, Conduct Information, Dual Enrollment High School Information, Dual Enrollment Information, Signature, and Review. The main content area has a 'Review' heading and instructions to review the application for accuracy. At the bottom, there are two buttons: 'Submit Application' (circled in orange) and 'Save for Later'. A red arrow points from the 'Submit Application' button to the confirmation pop-up on the right.

Confirm Submission: Once you click the button to Submit Application, a pop-up will appear to confirm.

Be sure to click **“OK”** to finalize it.

If the pop-up doesn't appear, check your browser settings to allow pop-ups.

my.admissions.ufl.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

OK

Cancel

Application Status Page

Once you submit your application, you will receive an automated email within 24 hours with instructions on how to access the Application Status page.

This page is your go-to spot for everything related to your application. Here, you can:

- Review any additional requirements
- Upload requested materials
- View your application decision
- Complete your registration

If you have any questions during the application process, feel free to contact our office at 352-273-4155 or email us at dual-enrollment@dce.ufl.edu