

UF Dual Enrollment Application Guide: For UF Dual Enrollment Students

All students will need to create an Application Management Account to submit an application in the system.

- If you have previously created an account in the area below, please login as a **Returning User**. *Your instructions begin on page 2.*
- If you have never created an account in the area below, please login as a **First-Time User** to create an account. *Your instructions are below.*

Application Management Account Login Page: <https://my.admissions.ufl.edu/apply/>

The screenshot shows the top navigation bar with the UF Admissions logo. Below it is the heading "Application Management". There are two main sections: "Returning users:" with a link to "Log in to continue an application." and "First-time users:" with a link to "Create an account to start a new application." Below these are several columns of links: "RESOURCES" (PUBLICATIONS FOR COUNSELORS, GATORLINK, ONE.UF, UFID, POLICIES, PRIVACY, WRITTEN STUDENT COMPLAINTS), "CAMPUS" (CALENDARS, CAMPUS SAFETY, PREVIEW/ORIENTATION), and "CONNECT" (CONTACT). On the right is the UF University of Florida logo and contact information for the Office of Admissions, Division of Enrollment Management.

New User Account Creation:

Save these application log-in credentials! You will use the same information to log in and submit a dual enrollment application if you plan to continue in the program in future semesters.

The screenshot shows the "Register" page on the UF Admissions website. It includes the UF Admissions logo and a heading "Register". Below the heading is a form with fields for "Email Address", "First Name", "Last Name", and "Birthdate". A "Continue" button is located below the form. The footer contains the same navigation links and contact information as the previous screenshot.

You will receive an email with a temporary pin to finish setting up your Application Management Account.

Login

The screenshot shows the "Login" page. At the top, a green banner states: "A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder." Below this is a form with fields for "Email" (allisoncosta@ufl.edu), "Account" (Costa, Allison), "Temporary PIN" (with a text input field), and "Birthdate" (with dropdown menus). A "Login" button is at the bottom.

The screenshot shows an email from "University of Florida Online Registration". The header includes "Status: Sent/Opened", "Sent: Monday, November 18, 2024 at 08:27 PM", "Sender: 'University of Florida' <help@admissions.ufl.edu>", "Recipient:", and "Subject: University of Florida Online Registration". The body of the email says: "Thank you for registering online with University of Florida. To activate your account, please use the link below: [Activate Account](#) When requested for a password, enter the following temporary PIN: [REDACTED] University of Florida".

Returning User Account Login:

Enter the same email address and password you used to originally create your account. Use the "Forgot Your Password" option if needed.

If you do not remember the original email address used please email or call our office: dual-enrollment@dce.ufl.edu 352-273-4155

Login

To log in, please enter your email address and password.

Email Address

Password [Forgot Your Password?](#)

Login

Submitting Your Application

This is your **Application Management** page.

- Click on **Start New Application** to begin.

UF ADMISSIONS CONTACT

Allison Costa Logout

Application Management

Your Applications	Status	Started	Submitted
Type			
You have not yet started an application using this account.			

[Start New Application](#)

RESOURCES: PUBLICATIONS FOR COUNSELORS, GATORLINK, ONE UF, UFID, POLICIES, PRIVACY, WRITTEN STUDENT

CAMPUS: CALENDARS, CAMPUS SAFETY, PREVIEW/ORIENTATION, STUDENT ADMISSIONS OFFICERS

CONNECT: CONTACT

UF UNIVERSITY of FLORIDA

OFFICE OF ADMISSIONS
DIVISION OF ENROLLMENT MANAGEMENT
201 Criser Hall - PO Box 114000
Gainesville, FL 32611-4000

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

- For **Fall 2026**, you will select **2026 Application Year**

Start New Application

Select an application type:

2026 Application Year

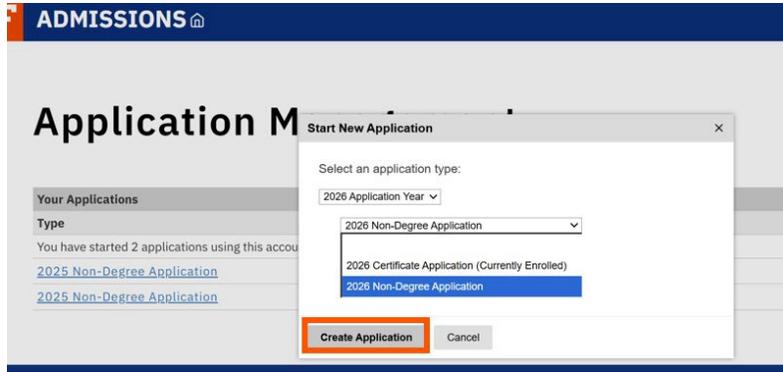
2025 Application Year

2024 Application Year

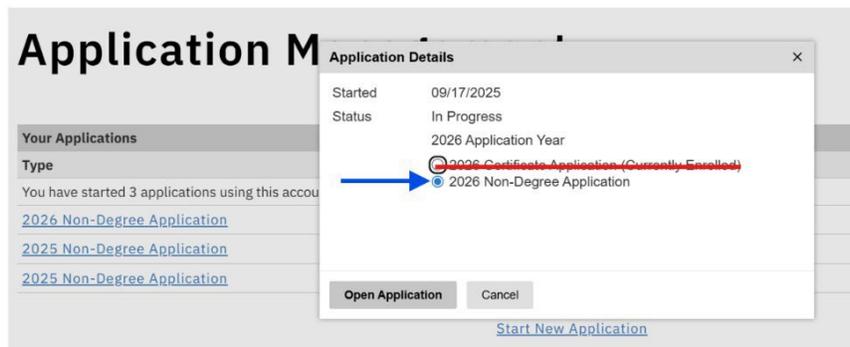
Create Application Cancel

- 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.

[Home](#)

Application Details

[Personal Background](#)

[International Information](#)

[Conduct Information](#)

[Non-Degree Course Request](#)

[Academic History](#)

[Florida Residency Declaration](#)

[Signature](#)

[Review](#)

Non-Degree Application Details

Are you applying for **Dual Enrollment** at the University of Florida? (Must be a current high school student.)

If you are **not a current high school student** and wish to apply for Non-Degree course(s) at the University of Florida, please **select "No"** and proceed with the application. You will be able to select the type of non-degree course(s) you wish to apply for in a later section of this application.

Yes

Currently, we are only accepting Dual Enrollment applications for the term listed below.
If you are interested in a future term, please check our [website](#) for announcements.

Spring 2026

Continue

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 at this time, please pause your application and complete it once you have the required information.

Students with an assigned **UFID** number can **leave the SSN number field blank.**

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

The screenshot shows a web application interface for the 'Personal Background' section. On the left is a navigation menu with links: Home, Application Details, Personal Background (highlighted), Conduct Information, Dual Enrollment Information, Dual Enrollment High School, Signature, and Review. The main content area is titled 'Personal Background' and contains a 'Name' section with three input fields: 'First (Given)', 'Middle', and 'Last (Family)'. Each field has a small icon to its left. Below these fields, the word 'Suffix' is partially visible with a dropdown arrow.

Page 3 – Conduct Information

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

The screenshot shows a web application interface for the 'Conduct Information' section. On the left is a navigation menu with links: Home, Application Details, Personal Background, Conduct Information (highlighted), Dual Enrollment High School Information, Dual Enrollment Information, Signature, and Review. The main content area is titled 'Conduct Information' and contains two questions, each with a dropdown menu: '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?' and '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?'. A 'Continue' button is located at the bottom of the form.

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.

The main form is titled "Dual Enrollment High School Information". It includes a navigation menu on the left with links: Home, Application Details, Personal Background, Conduct Information, Dual Enrollment High School Information (selected), Dual Enrollment Information, Signature, and Review. The form sections are: "High School Name - Click to add or update" with a link "Click Here to Add Your High School"; "High School Information" with a "District Student ID Number" field (note: "If you do not have a District Student ID Number, please enter all 0's" and "Your unique student ID number provided by your high school"); and "High School Counselor Information" with fields for "Counselor Name", "Counselor Phone Number" (example: 5555555555, 10 characters remaining), and "Counselor Email". A "Continue" button is at the bottom.

Two "Dual Enrollment High School Widget" pop-ups are shown. The left one shows a text input field for "High School Name" with a placeholder. The right one shows the same input field with a dropdown list of suggestions: Gainesville High, Buchholz High School (Gainesville, FL), Eastside High School (Gainesville, FL), Gainesville High School (Gainesville, FL), Sia Technical Charter High Sch (Gainesville, FL), and W Travis Loftin High School (Gainesville, FL). Both widgets have "Save" and "Cancel" buttons at the bottom.

Double-check that the counselor email you entered is correct and free of typos before going on to the next page.

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.

Page 5 – Dual Enrollment Application Information

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

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

Dual Enrollment Admissions Criteria

1. Be either a **Junior** or **Senior** in high school within a [participating county](#).
2. Have a minimum **3.6 cumulative unweighted GPA**, and
3. Have one of the five following **test scores**:
 - **SAT** - with a minimum 1100 composite score
 - **ACT** - with a minimum 22 composite score
 - **PSAT10** - with a minimum 1130 composite score
 - **CLT** - with a minimum 72 composite score
 - **CLT10** - with a minimum 83 composite score

Term Status

Are you currently enrolled in Dual Enrollment at the University of Florida?

Yes No

Emergency Contact Information

Emergency Contact Name

All

Emergency Contact Phone Number

+1 1234547244

Academic Information

Academic Intent

Please state your Potential Major/Career

- If you're still waiting on test scores, there is an option to indicate this (highlighted in yellow below).
- Don't forget to select an answer for the final question regarding **Previous Online Course Experience** (also highlighted in yellow below). If you select "Yes," to that question, you'll need to provide information about any previous courses in the free-text box to avoid errors when submitting.
- Indicate the number of classes you wish to take for the upcoming term under **Course(s) of Interest**.

Standardized Test Scores

You must provide at least one college readiness 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
- PSAT10
- CLT
- CLT10
- Waiting for Score, Provide Date

Course(s) of Interest

Please refer to our [website](#) 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. **Do not select the same course more than once below.**

How many courses would you like to select?

Online Course Option 1

BSC 2460: Can we design "better" humans? Should we?

Online Course Option 2

LEI 2181: Leisure Contemporary Society

Previous Online Course Experience

Have you taken online courses before?

No Yes

If you have taken any college courses, please list them below.

Example: ABC 1234

Continue

Page 6 – Signature

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

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[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:

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

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.

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.

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

UF Dual Enrollment Application Guide: What To Expect After You Apply!

Congratulations on submitting your application for UF Dual Enrollment!

Below is a general pathway outlining what happens next and how to prepare as you move from decision release to course registration.

Wait for Your Decision - Decision Release Days are on:

Returning Student Decision Release Day: April 29th

New Student Decision Release Day: May 6th

Decision notifications are sent to the email you used when you applied. Be sure to check your inbox regularly.

After receiving your Decision Day notification follow the instructions from that email to log into your application dashboard, then click the **Non-Degree Application** link to open your Application Status Page and view your decision letter.

Tip: If you are balancing multiple deadlines, it's a good idea to add your decision day to your calendar! Students who complete steps early have the best chances to get registered into top course choices.

Complete Next Steps Checklist After Reading Your Decision Letter

If you are accepted, you will see a series of required steps in your checklist after you have read your Decision Letter on your Application Status Page.

These must be completed in order to move forward with registration.

Once all checklist items are finished, your course request will enter the registration queue and our office will enroll you into your classes: students do not self-register in the UF Dual Enrollment Program.

Registration & Enrollment

Registration typically takes **3–4 weeks** after all checklist items are completed.

Continue monitoring your email during this time for updates. Once registration is complete, you will receive an email confirmation and your checklist will update with course details, important dates, and deadlines.

Final Reminder

Check your email often for application updates and reminders. Make sure you complete each step as soon as possible.

We look forward to supporting you through the Dual Enrollment process!

Email: dual-enrollment@dce.ufl.edu

Phone: 352-273-4155

