UNIVERSITY OF CENTRAL FLORIDA
admissions guide

HOW TO APPLY
CHOOSE ONE : Do not apply using both options; Only submit ONE application! ●
INSTITUTIONAL APPLICATION : https://www.ucf.edu/admissions/undergraduate/ ●
COMMON APP: Recommended if you are applying to multiple colleges.

QUICK FACTS
- UCF admits on a rolling basis and therefore does not have priority or early decision deadline dates for admission.
  - Rolling admissions means UCF evaluates applications as they are received versus waiting to evaluate all applications after a hard deadline.
  - UCF will continue to evaluate applications until they have filled all the slots for their incoming class.
- UCF recommends applying early between September and November of your senior year to maximize consideration in the admission and scholarship review process!
- Application review takes place between September and May and students are encouraged to apply early in their senior year (Aug. – Nov.) for maximum consideration.
- Common App will begin to release applications in late August. Once UCF receives your application, you will receive an email with instructions for how to create your **Future Knight Portal** account. ● Ongoing after late August, you should receive an email within 3 days of submitting your Common App.
- You will self-report your high school grades to UCF by completing a Self-Provided Academic Record for Knights (SPARK) Form. Once you create your Future Knight Portal account, the SPARK Form will be available on your student portal. Please do not submit a high school transcript unless you've already graduated. Decisions are usually sent within four to ten weeks from the time the completed application is submitted.
- A May 1st deadline is listed on Common App and the UCF Admission website—do not wait until the spring to apply to UCF. A description of rolling admissions is listed at the bottom of this email).

BEST PRACTICES FOR COLLEGE APPLICATIONS
- **START EARLY!** Admissions is a step by step process, starting early will help you stay organized and experience a (less) stressful application season.
- **CREATE COLLEGE APP EMAIL** Create a free Gmail account separate from your other emails to keep all your college application and scholarship information in one place. CHECK DAILY! **DO NOT use your OCPS email!** ● **EVALUATE YOUR SOCIAL MEDIA ACCOUNTS** Review your social media and clean up if necessary to make sure they reflect the character you are describing on your application. Colleges DO check them! ● **CREATE GOOGLE FOLDER** Create a folder in your Google Drive to keep all application documents. Start with a spreadsheet of the schools you are applying to with deadlines, fees, supplementals, etc.
- **AIM TO APPLY AT LEAST TWO WEEKS BEFORE DEADLINES**
- **READ ALL THE INSTRUCTIONS** Most mistakes on college applications are the result of not following instructions. *Don't let this happen!*
- **PROVIDE ALL THE INFORMATION** Leaving blank fields or providing incomplete responses makes it look like you weren't paying attention; take care to be thorough.
- **PROOFREAD! PROOFREAD! PROOFREAD!** And after you're done proofreading, give it to someone else to proofread for grammar and catch typos.
- **BE HONEST** Don't exaggerate your accomplishments and report **all** grade forgiveness. Admissions will verify information and they have the right to rescind admissions decisions based on false information; honesty is always the best policy.
- **MAKE SURE YOUR ESSAY REPRESENTS YOU** The best way to tell your unique story is to write a personal, thoughtful essay about something that has meaning for you. Be authentic and genuine!

● **CONFIRM YOUR APPLICATION** Track emails from each of your schools to make sure they received your application and materials. If anything is missing, supply it immediately.
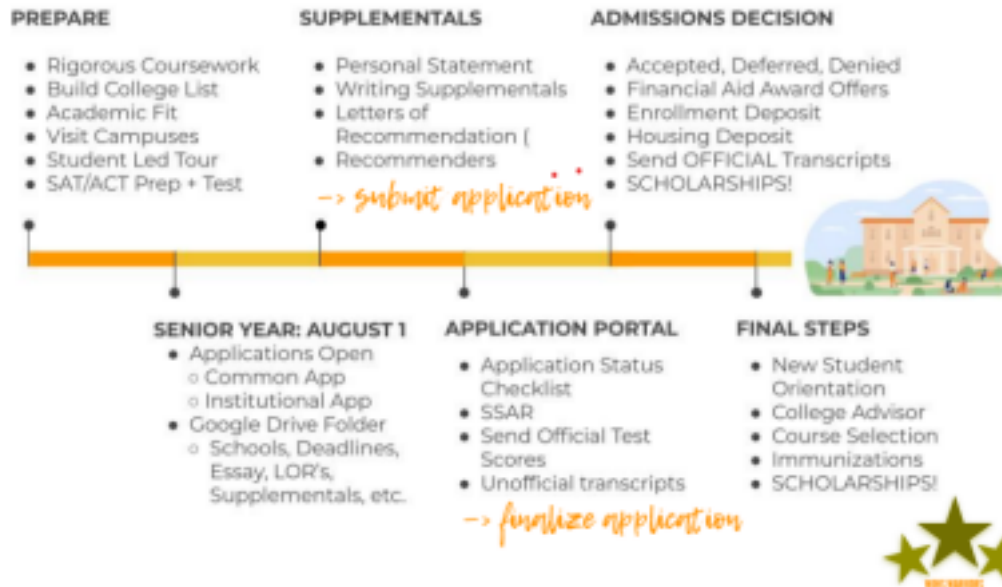
WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

Nonrestrictive Application Plans			Restrictive Application Plans	
Regular Decision	**Rolling Admission**	**Early Action (EA)**	**Early Decision (ED)**	**Restrictive Early Action (REA)**
DEFINITION: Students submit an application by a specified date and receive a decision in a clearly stated period of time.	**DEFINITION:** Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.	**DEFINITION:** Students apply early and receive a decision well in advance of the institution's regular response date.	**DEFINITION:** Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early.	**DEFINITION:** Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.
COMMITMENT: NONBINDING	**COMMITMENT:** NONBINDING	**COMMITMENT:** NONBINDING	**COMMITMENT:** BINDING	**COMMITMENT:** NONBINDING
Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.			Students are responsible for determining and following restrictions.	

*NOTE: EARLY DECISION is a LEGALLY BINDING CONTRACT!
Meaning, if you are admitted, you agree to withdraw all other applications!!
You should only apply to ONE school Early Decision!

APPLICATION TIMELINE

1. STAY INFORMED Follow the College + Career Center on Instagram → @WOHS_CCC

2. RESEARCH Research the schools you are interested in applying to. Knowing what to expect from the application process makes a difference; learn as much as you can about each school's requirements. **3. BUILD COLLEGE LIST** Make informed decisions using the college matrix (see below) or research on SCOIR to determine if you are an academic fit for the schools you are interested in.

4. AUGUST 1 Applications Open

5. APPLY Common App or college's Institutional Application (include essay if optional or required) **6. APPLICATION STATUS CHECK PORTAL** After you submit your application, *most* schools will send you an email requesting you login to their "Future Student Portal" to finalize your application.

7. REPORTING ADDITIONAL INFORMATION
    a. TRANSCRIPTS
        i. SSAR/SPARK Self report your transcript using the SSAR *(SPARK is only for UCF)*
        ii. SCOIR Mrs. Maroth can upload transcripts to SCOIR for schools who don't use SSAR
        iii. VALENCIA/DE Check to see if the school wants your DE transcript sent
    b. SAT/ACT SCORES Self report or send official scores depending on what each school requests **c. RESIDENCY** You may have to verify Florida residency to confirm in state tuition eligibility **d. HOUSING** Some schools ask you to apply for on campus housing PRIOR to an admissions decision. *Don't wait to submit a priority housing application until you have a decision.*

8. FINANCIAL AID
    a. FAFSA Apply for Federal Financial Aid using the FAFSA. ALL students should apply even if you don't think you will be eligible for need based financial aid as many schools will not provide any merit based financial aid award offers without a completed FAFSA.
        i. Visit the WOHS Financial Guide website for FAFSA support
    b. FFAA The Florida Financial Aid Application is required to receive any money from the State of Florida, including Bright Futures and Gold Shield scholarships.
        i. Download the How to Apply : FFAA

9. APPLY FOR SCHOLARSHIPS Use the resources on the WOHS website → Student Services → Scholarships to apply for as many scholarships as possible. Click here to link to WOHS Scholarship website **10. FINALIZE YOUR CHOICE** Pay any enrollment deposits and attend New Student Orientation as soon as you make your final decision. You will not be able to register for your college classes until you do.

COLLEGE ADMISSIONS timeline

PREPARE
- Rigorous Coursework
- Build College List
- Academic Fit
- Visit Campuses
- Student Led Tour
- SAT/ACT Prep + Test

SUPPLEMENTALS
- Personal Statement
- Writing Supplementals
- Letters of Recommendation (
- Recommenders

→ *submit application*

ADMISSIONS DECISION
- Accepted, Deferred, Denied
- Financial Aid Award Offers
- Enrollment Deposit
- Housing Deposit
- Send OFFICIAL Transcripts
- SCHOLARSHIPS!

SENIOR YEAR: AUGUST 1
- Applications Open
  - Common App
  - Institutional App
- Google Drive Folder
  - Schools, Deadlines, Essay, LOR's, Supplementals, etc.

APPLICATION PORTAL
- Application Status Checklist
- SSAR
- Send Official Test Scores
- Unofficial transcripts

→ *finalize application*

FINAL STEPS
- New Student Orientation
- College Advisor
- Course Selection
- Immunizations
- SCHOLARSHIPS!

COMMON APP

Use Common App when available. This will not only help reduce the amount of time spent on applications, it will be easier to track your progress and application status. If a school does not use Common App, it is recommended you apply using the school's Institutional Application on the school's undergraduate admissions website.

The Common Application is an undergraduate college admission application platform students can use to more easily apply to multiple colleges. → https://www.commonapp.org
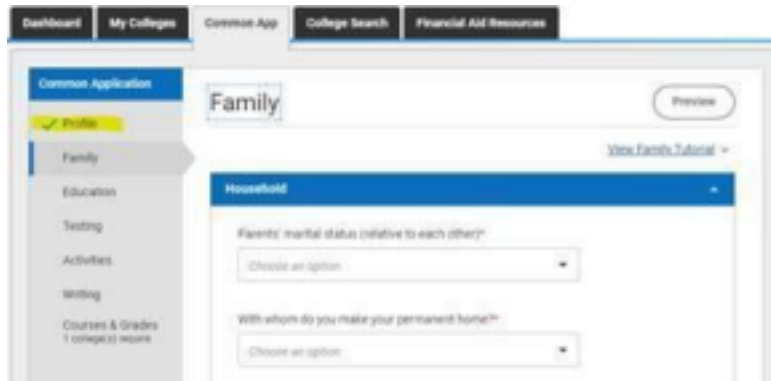
HELPFUL HOW TO APPLY COMMON APP GUIDES

- Common App Guide for First Year Applicants
- Khan Academy Quick Guide to the Common App

COMMON APP QUICK GUIDE

- **Create an account** → https://www.commonapp.org/apply
    - o Choose First Year Student
        - ▪ If you have dual enrollment credits, even if you will be graduating with your AA degree, you are still classified as a "FIRST YEAR STUDENT."
    - o Use your ***personal email address*** to create your account ***(NOT your OCPS student email)*** •
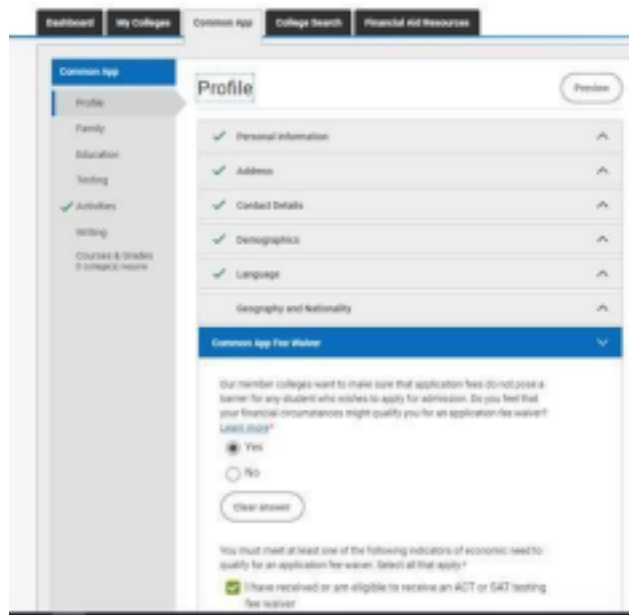- Click on the **Common App tab**
    - o Complete all required sections in the Common App tab.
        - ▪ Profile → *Includes the Common App Fee Waiver* section, if applicable.
        - ▪ Family
        - ▪ Education
        - ▪ Testing
        - ▪ Activities
        - ▪ Writing → Includes Personal Essay and Additional Information
        - ▪ Courses & Grades
            - • *Not all colleges require this section.*
- You will receive a **green check** when each section is complete.

- **Common App Fee Waiver**
  - o If you are ELIGIBLE for at least ONE of the listed criteria for an application fee waiver in Common App, indicate **YES** in the Common App Fee Waiver in the Profile section. o Check the box that applies to your fee waiver eligibility and type your name in the Fee Waiver Signature box.
  - o The colleges in your "My Colleges" list will waive the application fee when you submit your application.

  - o

- **Education Section**
  - o Add "WEST ORANGE HIGH SCHOOL"
  - o Date of Entry: August 2019
  - o Graduation Date: May 2023
  - o Grades
    - ▪ Graduation Class Size: *626*
    - ▪ Class Rank Reporting: *Exact*
      - ▪ Class Rank: *Your rank is listed on the summary page of your transcript.*
    - ▪ Rank Weighting: *Weighted*
    - ▪ GPA Scale reporting: *6*
    - ▪ Cumulative GPA: *Listed on the summary page of your transcrip*t
      - ● District GPA= Weighted Cumulative GPA
      - ● State GPA= Unweighted Cumulative GPA
        - ● It is recommended you use your Weighted GPA for this question.
    - ▪ GPA weighting: *Weighted*
- **Testing**
  - o Even if you self-report test scores in the Common App, you will still need to send official scores

to UCF from collegeboard.org and/or act.org in your "Future Knight" portal which you can only access AFTER you submit your application
- o You can continue to send UCF updated ACT/SAT test scores after you submit your application.
- **Writing: Personal Essay and Additional Information Section**
  - o UCF is OPTIONAL for aa personal essay
  - o It is still recommended you send your essay with your application
    - ▪ **Essay Resources**
      - College Essay Presentation-Part 1
        - Need brainstorming ideas? Click here for resources from College Essay Guy!
          - o More College Essay Guy Resources-https://www.collegeessayguy.com/
      - Johns Hopkins-Essays That Worked
        https://apply.jhu.edu/application-process/essays-that-worked/
      - Tufts-Essays That Worked
        https://admissions.tufts.edu/apply/advice/past-essays/common-application-essays/
      - Hamilton-Essays That Worked
        https://www.hamilton.edu/admission/apply/college-essays-that-worked/2014-essays-that-worked
  - o **Additional Information**
    - Common App allows students to provide additional information in the following two categories:
      - o Community Disruptions: This section is optional.
      - o Additional Information: This section is optional but can be used to share information about yourself that is not captured elsewhere in the application.
        - ▪ For example, if you experienced any extenuating circumstances that adversely affected your grades at a particular time, you can use this section to explain.
- Courses & Grades
  - o UCF does not require you to complete this section. You will have to self report your courses and grades on the SPARK form **after** you submit your application.

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NEXT SECTION

- Click on the **College Search** tab
  - o Search for **UCF** and click the plus button to add colleges to your My Colleges List. •
- Click on the **My Colleges** tab
- Click on **UCF** college in your list and complete the following sections:
  - o **Questions:** ==It is extremely important that you answer all the questions regarding the application term and preferred admission plan! *Your counselor CANNOT see your upcoming deadlines if you don't answer these questions!*==
    - **General**
      - ○ **Student Status:** First Year (FTIC)
      - ○ **What term are you applying for?** Most students will choose Summer 2023 or Fall 2023. If you choose Fall 2023, you will automatically be considered for both Fall and Summer.
      - ○ **Preferred Admission Plan:** Rolling Admission
        - ○ **Residency for Tuition Purposes:** Do you believe you qualify for Florida Residency for Tuition Purposes or are you a beneficiary of the Florida Prepaid Program?
          - ■ If you are unsure, please speak to your parents regarding this option: https://www.myfloridaprepaid.com/
    - **Academics**
      - ○ When you select your major, you will see the campus location where that program is available. In addition to our main Orlando location, there is the UCF Downtown campus located in the heart of downtown Orlando and the Rosen College of Hospitality Management campus in the heart of our tourist district.

Students can take general education courses at these campus locations or on the Main campus. *Program specific courses are only available at the specified campus location.*

- ○ **What academic program are you interested in pursuing at UCF?**
  - ■ Choose the major that most closely matches your interest.
  - ■ Choosing "Undecided" will NOT hurt your chance of admissions
- ● **Activities**
  - ○ Please briefly elaborate on one of your extracurricular activities or work experiences.
  - ○ If you wish to submit your resume, you may upload it here. UCF only accepts resumes as part of your application. If you intend to submit one, please do it here, within your application.
- ● **Contacts**
- ● **Family**
- ● **Writing**
  - ○ Why are you interested in UCF? (max 250 words)
    - ○ Discuss your reasons for pursuing the academic program (major) selected above. (max 250 words)
- ● **Recommenders & FERPA**
  - ○ FERPA authorization allows your school counselor to send your school report, transcripts, and any additional school records to the colleges you are applying to.
  - ○ Read carefully but it is strongly recommend you select *"I waive my right to review all recommendations and supporting documents" as* this preserves the integrity of the recommendation letters and reassures colleges that the information in the rec letter is accurate and truthful.
  - ○ Invite your school counselor in this section.
    - ■ You only need to complete this section one time and it will apply to all colleges in your Common App.
    - ■ UCF does not accept Teacher Recommendations.
- ● **Review and Submit**
  - ○ Review each section in Common App and UCF Questions
  - ○ If you indicated in you are requesting an application fee waiver, you will need to email UCF a copy of your waiver after you submit your application in Common App
  - ○ Once you receive your fee waiver from your guidance counselor AND your application has processed, email your application fee waiver to uaoperations@ucf.edu AND myapplicationdocs@ucf.edu; include name and date of birth in subject line of email

UCF INSTITUTIONAL APP

If you are submitting directly through the UCF application located on their admission website:

- ● Create an account at: https://www.ucf.edu/admissions/undergraduate/apply/
- ● Complete all sections of the UCF Institutional Application

Application Information
- ● Have you attended UCF as a degree seeking undergraduate student? No
- ● Are you applying as a transient (one semester only) from a Florida public community college, state college, or university? No
- ● Will you have earned a bachelor's degree prior to attending UCF and are applying as non-degree seeking? No

Personal Background
- ● If you are an undocumented student, you will leave the Primary Citizenship question blank

otherwise you will be classified as an international student.

Program Information
- **At the time, have you already graduated from high school or the equivalent?** No ●
Are you applying as a: Freshman/First Time in College
- Do you intend to enroll at UCF as a Freshman/First Time in College student? Yes ● **Preferred Start Term:** Most students will choose Summer or Fall. If you choose Fall, you will automatically be considered for both Fall and Summer.
- **Select the major for this application:** Choose a major from the dropdown list or choose undecided. ●
Campus Location: Depends on your major.

Academic History

- Add WEST ORANGE HIGH SCHOOL

Test Scores

You will still need to send official scores to UCF from collegeboard.org and/or act.org You can continue to send UCF updated ACT/SAT test scores after you submit your application.

Supplemental Questions
Additional Information
Activities and Distinctions
Essay
- In this section, you will submit your personal statement/essay in response to 2 out of 4 UCF questions. Total 500 words or 7000 characters
- If there has been some obstacle or "bump in the road," in your academic or personal life, please explain the circumstances.
- How has your family history, culture or environment influenced who you are?
- Why did you choose to apply to UCF?
- What qualities or unique characteristics do you possess that would allow you to contribute to the UCF community?

Family/Guardian Information
Disciplinary & Crime History
Signature
Review & Submit
- Payment
    - If you are using an application fee waiver and there isn't an option to choose pay by fee waiver, choose pay by check or mail check. You will then submit your application without payment.
    - Once you receive your fee waiver from your guidance counselor AND your application has processed, email your application fee waiver to uaoperations@ucf.edu AND myapplicationdocs@ucf.edu; include name and date of birth in subject line of email

AFTER SUBMISSION

Once you SUBMIT your application on either Common App or the UCF Institutional App, you will receive an email from UCF within 1-3 days with directions on creating a "Future Knight" student portal.

In your Future Knight student portal you will be able to view your application checklist:

- Check your application status
- Ensure all of your required documents have been received by UCF:
    - **Test Scores**
        - UCF requires a test score on file to make an admission decision.
        - Send your test scores officially from CollegeBoard or ACT
        - You can continue to send UCF updated ACT/SAT test scores after you submit your application.
    - **Fee Waiver:** Ensure your fee waiver has been processed

- ○ **Complete the SPARK**
  - ■ The SPARK is an online form to self-report your high school courses and grades.
  - ■ You cannot complete the SPARK until you submit your application and it is processed.
  - ■ You access your SPARK in your Future Knights application checklist.

FINANCIAL AID + SCHOLARSHIPS

Starting in October/November, UCF will review admitted students for merit based scholarships. They have limited funds for their merit scholarships and will review students applications until funding runs out.

FAFSA priority deadline is December 1st!

Top Ten Knights
The Top Ten Knights guaranteed admissions program was discontinued by UCF effective June 2023.
Read more from UCF here →
https://www.ucf.edu/admissions/undergraduate/question/did-top-10-knights-go-away/

UCF Campus Tour Information and Info Sessions
- https://www.ucf.edu/admissions/undergraduate/visit/

The College + Career Center is open before/after school and during your lunch for walk in support. Please make an appointment using the link below for one on one support in college and career planning or dedicated help with your applications and essay/supplementals.

Warmest Regards,

Mrs. Maroth

Brooke Maroth, MS
College & Career Specialist
West Orange High School
catherine.maroth@ocps.net

CCC Appointment Request
https://calendly.com/wohs_ccc/appointments

Scholarship Listings
Scholarship listings can be found in the WOHS Scholarships page