

**APPLICATION FOR ADMISSION**  
PENSACOLA JUNIOR COLLEGE  
District Office of Admissions and Registration  
1000 College Boulevard  
Pensacola FL 32504-8998

Telephone: (850) 484-1600 • FAX line: (850) 484-1829 • Toll-free: 1-888-897-3605



**PLEASE CAREFULLY READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE APPLICATION FORM**

To begin the admission process, you will need to submit the Application for Admission (this form) and a Residence Statement (last page of this form). The application fee is a one-time fee of \$30 (to be submitted with the application and required only for those students attending PJC for the first time); this fee is non-refundable.

**Residence Statement** – The Residence Statement is required of all students and is used to determine the assessment of tuition and fees in accordance with Florida Statute. Complete details regarding the determination of a student's residence status may be found on the following state website: <http://www.facts.org>, click on Applying for College, then Residency Guidelines.

**Social Security Number** – Pensacola Junior College requests that you provide your Social Security Number on the Application for Admission. This number will be kept confidential and will be used only for state and federal reporting as required. Your SSN will not be provided to any other office at PJC unless you choose to provide it. You are not required to disclose your SSN in accordance with US Public Law 90-579. However, the SSN is required of all students seeking federal financial aid and must be provided in order to obtain the IRS deduction for college attendance. Pensacola Junior College provides each student a unique PJC Student Identification Number that is NOT the SSN. The PJC Student Identification Number is to be used for all transactions at the College. For further information see the Rights and Responsibilities section on the website: [www.pjc.edu/students/docs/SSNpolicy.pdf](http://www.pjc.edu/students/docs/SSNpolicy.pdf).

**Ethnicity** – Providing ethnicity (race) information is not required but assists the College in federal and state reporting in compliance with Title VI of the Civil Rights Act. The information will not be used in the admissions process in a discriminatory fashion.

**Disabled Students** – Support services are available to our students with disabilities. Complete information about the services may be obtained from the Office of Disability Support Services, (850) 484-1637.

**Financial Aid/Veterans Affairs** – If you wish to inquire about local, state, or federal financial assistance, including veterans benefits, contact the Office of Financial Aid/Veterans Affairs/Scholarships, (850) 484-1680.

**Limited Access or Restricted Admissions Programs** – Some programs at the College have restricted admissions, and students applying to those programs may be required to submit additional information and/or be required to submit special testing. Questions regarding the requirements for limited access programs should be directed to the academic department overseeing the program. Consult the College Catalog, the PJC website, or talk with an advisor.

**Early College Program (formerly called Dual Enrollment)** – This application is not to be used by students interested in the Early College/Dual Enrollment Program. Contact the Guidance Office at the high school or call the PJC Early College/Dual Enrollment Office at (850) 484-1406.

**Adult High School** – This application is not to be used by students interested in completing their high school education and earning the high school diploma. Contact the Adult High School on the Pensacola Campus by telephoning (850) 484-2130.

**Adult Basic Education** – This application is not to be used by students interested in any of the Adult Basic Education courses offered by PJC (basic literacy, GED preparatory, or English for speakers of other languages). Contact the ABE Department by telephoning (850) 484-2120.

**Non-credit courses (Continuing Education, Workforce Development, Institute for Corporate and Professional Training, etc.)** – This application is not to be used by students interested in any of the non-credit courses offered by the College. Contact the Continuing Education Office at (850) 484-1797 or the Institute for Corporate and Professional Training at (850) 484-1374.

**International Students** – Non-citizens who plan to attend the College on an F1 Student Visa must complete the International Student Application. This application is available in the Admissions and Registration Office or can be found in a printable format on the PJC website [www.pjc.edu](http://www.pjc.edu), click "Visitors," click "Attend PJC," click "International Student."

**Placement testing requirement** – All degree-seeking students or any student enrolling in an English or mathematics course must submit placement testing. If you do not have ACT or SAT scores less than two years of age, contact a testing center on any campus or center and make arrangements to take the CPT. Transfer students who have completed a college-level course in English or algebra with a grade of "C" or better will be exempt from testing.

**Transcripts** – All students in any college credit program of study (and some vocational credit programs) are required to have official transcripts sent directly to PJC.

**Pirate Mail** – All students will be provided an institutional email account called Pirate Mail. Pirate Mail is the official method of communicating with PJC students. Students are required to activate their Pirate Mail accounts within one week of submitting an application and check the email account at least once a week.

**TO BE COMPLETED WHEN PAYING BY MAIL, DO NOT SEND CASH**

PLEASE INDICATE METHOD OF PAYMENT:       Money Order       Check       VISA/MasterCard       American Express

\_\_\_\_\_

Credit Card Number

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Signature

Please send to: Pensacola Junior College, Bursar's Office, 1000 College Blvd. Pensacola, FL 32504-8998 or Fax to: 850-484-1548

**APPLICATION WILL NOT BE PROCESSED WITHOUT \$30 FEE.**





**RESIDENCE INFORMATION**  
**Florida Residents and Alabama Residents**

Florida Statute permits Alabama residents meeting residence criteria listed below to enroll at Pensacola Junior College with a fee assessment of the in-state fees plus a differential. A resident for tuition purposes is a person who has maintained legal residence in Florida (or in Alabama) for the 12 months immediately preceding the first day of classes for which enrollment is requested and has obtained at least two legal ties to the state.

The residence of a dependent student is considered to be that of the parent or legal guardian of the student. A dependent student is any person who is eligible to be claimed for Internal Revenue purposes. If the student is 23 years of age or younger, PJC will assume that the student is a dependent student; the parent or legal guardian will be required to complete the Residence Statement (below).

The Florida Legislature has established a few exceptions to the 12-month requirement, and the most common categories are indicated below. A complete listing of eligible categories for exception is published in the College Catalog or may be obtained from a registration office on any campus.

REQUESTS FOR REVIEW: Please realize that the residency classification is not a PJC rule or policy but is mandated by Florida Law (FS1009.21). If you have not resided in the state (Alabama or Florida) for the required 12 months or obtained two legal ties to the state and do not find a category that allows your classification as a resident for tuition purposes, you may describe your particular situation (in writing on a separate sheet of paper), attach all supporting documentation, and submit the information with your application. Your situation will be reviewed, and you will be advised of the decision.

**RESIDENCE STATEMENT**

This section must be completed by the independent student or the parent/legal guardian of the dependent student.

**Check state of residency:**       FLORIDA       ALABAMA

- I am an independent person and have maintained legal residence in the state checked above for the 12 months immediately preceding the first day of classes in the term for which this application is submitted. (NOTE: If you are under 24 and claiming independence, you must document independence by providing an IRS Tax Transcript.)
- I am the parent/legal guardian of a dependent student and have maintained legal residence in the state checked above for the 12 months immediately preceding the first day of classes in the term for which this application is submitted.
- I am an active duty servicemember of the United States military stationed in the state checked above (servicemember, spouse, and dependent children are eligible for residency classification). DOCUMENTATION REQUIRED: Copy of servicemember's permanent military orders to the state checked above; spouse and dependent child must present military ID.
- I have not resided in the state checked above for 12 months, but I have established legal ties to the state and am married to a person who meets residency requirements. DOCUMENTATION REQUIRED: Residence Statement completed by student; Residence Statement completed by spouse; copy of marriage license.
- I am a full-time instructional or administrative employee of a public school, public community college, or public institution of higher education in the state checked above (spouse and dependent children are eligible for residency classification). DOCUMENTATION REQUIRED: Copy of instructional or administrative contract; verification of full-time employment and status as instructor or administrator.

NAME OF PERSON CLAIMING RESIDENCE IN ALABAMA OR FLORIDA \_\_\_\_\_  
Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Check the appropriate status:       I am the student       I am the parent of the student  
 I am the spouse of the student (copy of marriage license is required)  
 Legal Guardian (documentation showing court-appointed guardianship required)

Permanent address of claimant if different than student address \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Beginning date of residence in state checked above \_\_\_\_\_ County of Residence \_\_\_\_\_

Driver License	State _____	County _____	Original Issue Date _____	Number _____
Voter Registration	State _____	County _____	Original Issue Date _____	Number _____
Vehicle Registration	State _____	County _____	Original Issue Date _____	Number _____

NOTE: Additional documentation may be requested by the College for residency determination.

AFFIRMATION: I meet requirements as provided by Florida Statute and understand that a false statement may subject me to penalties for perjury (FS837.06).

Date \_\_\_\_\_ Signature of Claimant \_\_\_\_\_

**NON-RESIDENT STATEMENT**

I understand that I do not qualify as a resident for tuition purposes in the term for which this application is being submitted. If I qualify for a future term, I understand that I must file a Residence Statement to request reclassification of my status. I am aware that the Residence Statement for Reclassification must be filed prior to the beginning of the term.

- I am not a resident of the State of Florida and I am not a resident of the State of Alabama. I do not qualify for classification as a resident for tuition purposes because I am currently a resident of the State of \_\_\_\_\_.
- I am a resident of Florida but have not resided in Florida for the required 12 months and do not meet any of the exceptions provided by Florida Law. I established legal residence in Florida on \_\_\_\_\_ (beginning date of residence) and will submit a Residence Statement for Reclassification when appropriate.
- I am a resident of Alabama but have not resided in Alabama for the required 12 months and do not meet any of the exceptions provided by Florida Law. I established legal residence in Alabama on \_\_\_\_\_ (beginning date of residence) and will submit a Residence Statement for Reclassification when appropriate.

Date \_\_\_\_\_ Signature \_\_\_\_\_