

# How to Complete An Application for Admission and Florida Residency (TEST Environment)

Please familiarize yourself with the new Application for Admission in Valencia's Target X Sandbox (test) environment as follows:

1. Go to <http://fullsand-valenciacollege.cs29.force.com/creditapply> (if this link does not work for you when you click on it, please try copying and pasting the link into your browser). The landing page will look like:

## Valencia College Application

If this is your first time visiting this portal, please click the Sign Up link below.

If you are a returning user, please sign in using the email address you used when creating your account.

### Sign In

Email Address

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Password

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**SIGN IN**

[Sign Up](#) | [Forgot Password](#)

**Forgot your password?** Please click on the Forgot Password link. Valencia College is unable to assist with password re-sets or look-ups.

**Forgot your username?** Please contact the Atlas Student Help Desk at 407-582-5444 or [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu) for assistance.

2. Click on [Sign Up](#)
3. Enter the requested information (screenshot on next page):

# Apply to Valencia College

## Start Your Application

Please enter your legal first name (given name) and last name (family name) with proper capitalization as it appears on your government issued identification. For example: Jeanie Jones.

You will use the email address provide below to log into the Valencia College Application Portal to complete and view your application. This is also the email we'll use to communicate with you about your admission to Valencia College. Please make sure you provide a valid email address that you check frequently.

### Sign Up

First Name

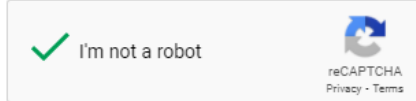
\* Olive

Last Name

\* Test

Email Address

\* olivetest@mailinator.com



- a. Use a non-Valencia (@valenciacollege.edu) email address to create your account:
  - i. Use Mailinator to create a fake test email account (i.e. [yourname@mailinator.com](mailto:yourname@mailinator.com)) and go to <https://www.mailinator.com/>, click on Mail in the upper right, and enter the email address you created to get to the inbox and see the email
  - ii. Use your @mail.valenciacollege.edu or your personal (i.e. @gmail.com) email address to create your account
  
4. You will receive the following message:

### Thank you

Thank you for registering! You have been sent an email with a link to a page where you can set your password.



5. Go to your inbox (Yahoo, Gmail, Mailinator, Atlas Email account) and locate the email (Mailinator shown in example):


From	Subject	Received
<input type="checkbox"/> Valencia College	Sandbox: Get Started on Your Valencia College Application	3 min

6. Open the email and follow the instructions:

Public Message > Sandbox: Get Started on Your Valencia College Application

To	olive
From	enrollment@valenciacollege.edu
Sending IP	13.110.78.222
Received	2021-02-15 13:30:55

HTML   TEXT   JSON   RAW   LINKS   ATTACHMENTS



Hi Olive,

Thanks for signing up to submit a Valencia College application! To get started, click the "Create Password" button below to create a password and get started on your application today.

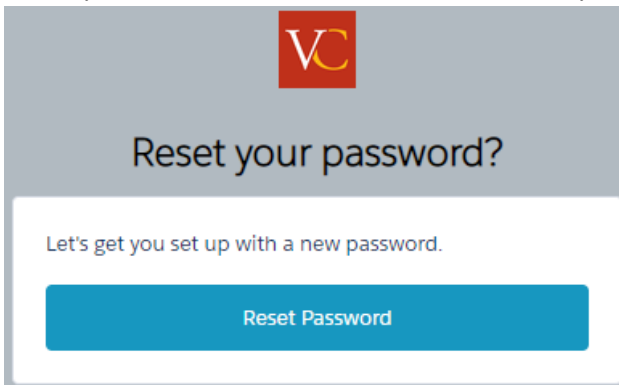
Your Username: olive@mailinator.com

[Create Password](#)

Need help along the way? We've got your back. Visit our [Answer Center](#), give us a call at 407-582-1507 or email us at [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu).

Thanks,  
Valencia College

7. When you click on the Create Password button, you should see:



8. Click on Reset Password
9. Create your Password (screenshot on next page):

## Set Password

Please create a new password and confirm it by entering it a second time.

New Password

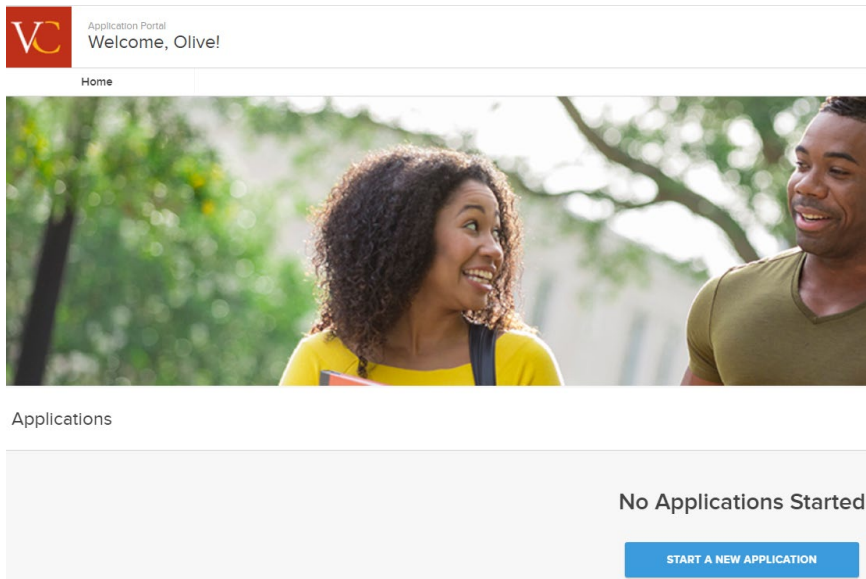
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Confirm New Password

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**SAVE PASSWORD**

10. You will be directed to the application:



VC Application Portal  
Welcome, Olive!

Home

Applications

No Applications Started

START A NEW APPLICATION

11. Answer the initial questions and click on **START APPLICATION** to begin:

### New Application

Thank you for starting your application! Please answer the questions below, so we can provide you with the right application.

Are you currently in high school and looking to participate in the Dual Enrollment program?  
Please select one

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Not sure? Our Dual Enrollment program is a program for current high school students to earn both high school and college credit at the same time. [Click here](#) for more information.

Term  
Please select one

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**START APPLICATION**

12. The application for admission you complete will be determined by how you respond to the initial questions. Please go through the entire application for admission. You should **NOT** need to submit an Application Fee payment in order to complete the application for admission.

13. Click on **SUBMIT YOUR APPLICATION**

14. You will see:

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**Verify & Submit**

By submitting this application, I certify that I have read this application and that the statements I have made are correct and complete, including a report of all college work attempted or completed. I acknowledge that the College reserves the right to deny or rescind admission and/or enrollment to any applicant or student whose record of behavior indicates that he or she would disrupt the orderly process/enrollment of the College's programs or would interfere with the rights and privileges of other students. This includes applicants who have falsified or omitted information, or submitted fraudulent documents to the College.

If I am seeking to be classified as a Florida Resident for Tuition Purposes, I swear and affirm that I am a U.S. Citizen, Permanent Resident, or other status lawfully present in the United States who meets all requirements for classification as a Florida Resident for Tuition Purposes and that my residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrollment at an institution of higher learning. I authorize Valencia College to view and assess documentation related to my classification as a Florida Resident for Tuition Purposes. If false or fraudulent statements are submitted in connection with seeking residency, I will be responsible for paying additional monies for the non-residency rate. If I have not selected Florida Residency for Tuition Purposes, I may later seek to modify my status if valid, verifiable residency documentation is provided.

By submitting this application, I authorize Valencia College to update my record in the following instances when related to my program of study, catalog year or the awarding of my degree: current Dual Enrollment students graduating from high school who have met the requirements of the Associate in Arts degree; students with expired or expiring catalogs who have otherwise met the requirements for being awarded a degree; or when the state department of education has revised or modified a program of study when in the best interest of the student and in accordance with industry recommendations/requirements.

By submitting this application, I acknowledge that the US Department of Education requires colleges to provide student applicants with the following information: To file a report of sexual harassment, you may contact Mr. Ryan Kane, Assistant Vice President, Equity & Access, Title IX Coordinator, via mail, email, or telephone at any time. Reports of sexual harassment can be submitted in writing or verbally to: Mr. Ryan Kane at 1768 Park Center Drive Orlando, FL 32835, mail code: DO-21, phone: 407 582 3421, email: rkane8@valenciacollege.edu.

By submitting this application, I consent to participation in electronic transactions with Valencia College, including admissions, registration, financial aid notifications, billing and student financial information that will be sent to my Atlas e-mail account.

I verify all is true and correct

Electronic Signature

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**BACK TO APPLICATION**      **VERIFY & SUBMIT**

15. Click on the “I verify all is true and correct” box, provide your electronic signature (must match the name you used when creating the application), and click on **VERIFY & SUBMIT**; you will see (screenshot on next page):

Thank you for submitting your application!

It may not seem like it, but submitting this application is a huge first step — and one worth celebrating. So, take a moment to recognize this giant leap toward reaching your goals.

Wondering what's next?

Now that you've submitted your application, we need to review it. Please allow us up to seven business days to review your application. Once we've completed our review, we'll let you know about your application status through email, so keep an eye out for an email from Valencia College.\*

In the meantime, if you are a Florida resident, we encourage you to start working on applying for Florida residency for tuition purposes so that you can take advantage of in-state tuition (which is significantly less than out-of-state tuition). **To do this, click the "Return Home" button below and then click on the "Complete Florida Residency Requirements" button.** (Please keep in mind that all students are considered non-Florida residents until they complete this process.)

If you want to check on the status of your admission or Florida residency, you can always log back into this application portal. If you have any questions along the way, contact us at 407-582-1507 or [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu), or you can visit our [Virtual Answer Center](#).

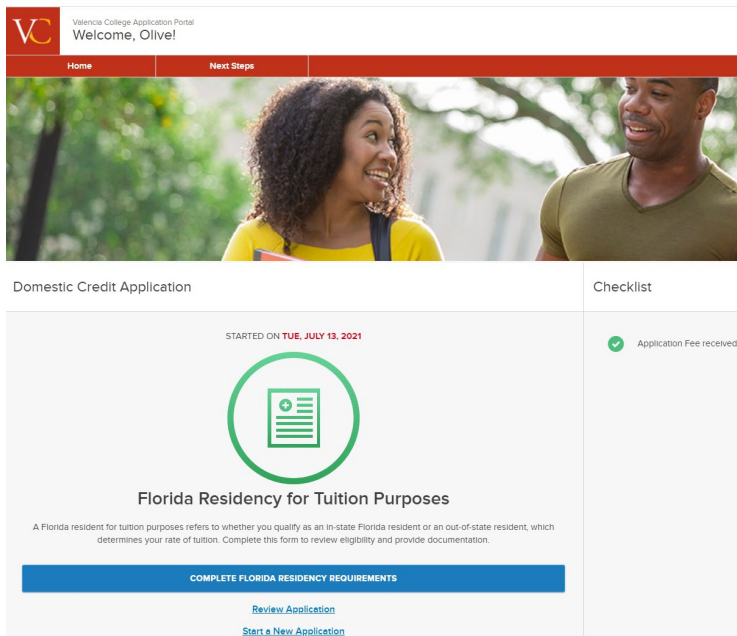
Again, congratulations on completing your application! Don't forget to click the **"Return Home"** button below to take your next step.

\*If you previously attended Valencia College, your email may be sent to your Valencia College Atlas email account. If you need help logging in, please contact the Atlas Student Help Desk at [askatlas@valenciacollege.edu](mailto:askatlas@valenciacollege.edu) or 407-582-5444.


[Return Home](#)

16. The next step is for the applicant to complete the Florida Residency form (if applicable). Please be sure to "test" this piece of the application as well in order to familiarize yourself with the process.

To continue on to Florida Residency, click on [Return Home](#) and you will see:



17. Click on [COMPLETE FLORIDA RESIDENCY REQUIREMENTS](#) to begin.

18. Complete the form and click 

19. You will see:

**Click the SUBMIT button below to submit the form**

While you are not required to submit copies of your Florida Driver's License, Florida Vehicle Registration, or Florida Voter Registration you must submit copies of all other documents that you have indicated you are using to prove Florida residency. Official transcripts must be on file for the student prior to submitting this form if those transcripts are to be used as residency documentation. This form and any and all supporting documentation must be submitted by the Proof of Florida Residency Deadline of the term for which Florida residency is sought. **RESIDENCY WILL NOT BE ADJUSTED FOR TUITION PURPOSES AFTER THE STATED DEADLINES.**

I authorize Valencia College to view any documentation electronically that pertains to my classification as a Florida Resident for Tuition Purposes. By signing below you swear and affirm that you (and your dependent student) are a U.S. Citizen, Permanent Resident, or other status lawfully present in the United States who meets all requirements for classification as a Florida Resident for Tuition Purposes and that your (and your dependent student's) residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrollment at an institution of higher learning. Your signature also certifies that you understand that if false or fraudulent statements are submitted in connection with documentation to establish residency that tuition and fees will be recalculated at the non-residency rate and you (and your dependent student) will be responsible for paying the additional monies due.





20. Click on  and you will see:

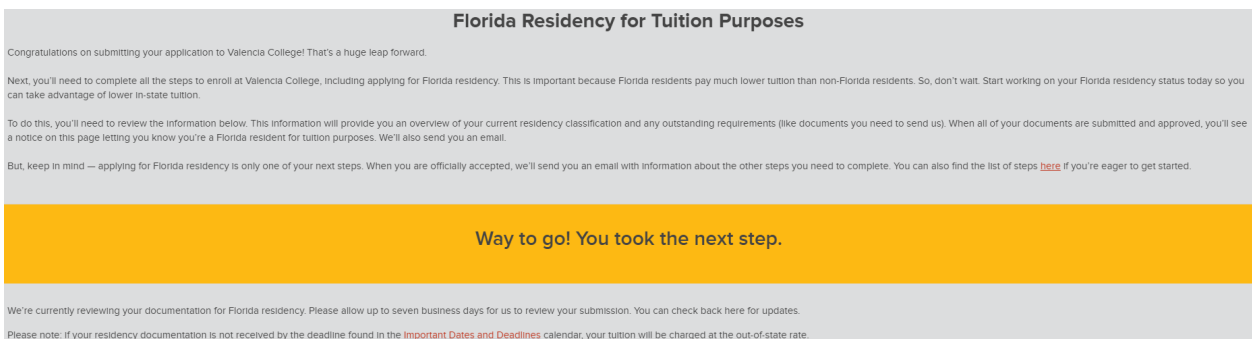
Thank you for submitting!

Thank you for submitting your Florida residency documentation. Your request will be reviewed and you will receive communication related to any items that are still outstanding. Please allow up to 7 business days for review.

**Please Note:** If this request was submitted beyond the first day of the term for which you applied, your request will be reviewed and eligible for the following term.

[Return Home](#)

21. Click on [Return Home](#) and you will be returned to the Application Portal homepage. If you click on the Next Steps tab at the top of the Application Portal homepage, you will see (screenshot continues on next page):



**Florida Residency for Tuition Purposes**

Congratulations on submitting your application to Valencia College! That's a huge leap forward.

Next, you'll need to complete all the steps to enroll at Valencia College, including applying for Florida residency. This is important because Florida residents pay much lower tuition than non-Florida residents. So, don't wait. Start working on your Florida residency status today so you can take advantage of lower in-state tuition.

To do this, you'll need to review the information below. This information will provide you an overview of your current residency classification and any outstanding requirements (like documents you need to send us). When all of your documents are submitted and approved, you'll see a notice on this page letting you know you're a Florida resident for tuition purposes. We'll also send you an email.

But, keep in mind — applying for Florida residency is only one of your next steps. When you are officially accepted, we'll send you an email with information about the other steps you need to complete. You can also find the list of steps [here](#) if you're eager to get started.

**Way to go! You took the next step.**

We're currently reviewing your documentation for Florida residency. Please allow up to seven business days for us to review your submission. You can check back here for updates.

Please note: if your residency documentation is not received by the deadline found in the [Important Dates and Deadlines](#) calendar, your tuition will be charged at the out-of-state rate.

### Supporting Documentation for Florida Residency

You must provide TWO forms of documentation showing that you have been a Florida resident for at least 12 consecutive months prior to the first day of classes of the term for which you are enrolling.

**At least ONE document must be from the Primary Documentation (Tier 1) section. The SECOND document may be from the Primary (Tier 1) section or the Secondary Documentation (Tier 2) section.**

See below for accepted documents in both sections. Please review the documentation that you have indicated you will provide for your residency classification.

#### Primary Documentation (Tier 1)



You must provide documentation showing that you have been a Florida resident for at least 12 consecutive months prior to the first day of classes of the term for which you are enrolling.

Below you will see the items for Primary (Tier 1) documentation that you have indicated on your Florida Residency Supplemental Form.

**At least ONE document MUST be from this section**

- A Florida Driver's License or Florida Identification Card
- A Florida Voter's Registration card
- A Florida Vehicle Registration or Title
- Proof of a permanent home in Florida which is occupied as a primary residence by the student
- Proof of permanent full-time employment in Florida for at least 30 hours per week for the most recent and consecutive 12-month period
- Transcripts from a Florida high school for two or more years (if Florida high school diploma or GED was earned within last 12 months)\*

\*GED must be accompanied by official high school transcripts showing two or more years of attendance in a Florida high school.

	<p><b>Florida Driver's License or Florida ID in review</b></p> <p>Driver's License/ID Card: FL12345678910</p> <p>Please allow up to seven business days for us to review the information provided. You can check back here for updates.</p>
	<p><b>Florida Voter Registration Needed</b></p> <p>Please use the Residency <a href="#">Supplemental Document Upload</a> form to provide additional documentation that meets the criteria for this requirement.</p> <p>Please allow up to seven business days for us to review your submission. You can check back here for updates.</p>

You indicated that you were able to provide both of your required documents in the Primary Documentation (Tier 1) section. We're currently reviewing your documentation. Please allow up to seven business days for us to review your submission. You can check back here for updates.

### Need help? We're here for you.

Whether you have questions about your application, residency or anything else, Valencia College advisors are here to support you.

You can visit our [Virtual Answer Center](#), call us at 407-582-1507 or email us at [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu).

22. Remember: You can always view an applicant's Application Portal as the applicant (see How to Locate a Contact documentation for instructions)! This will allow you to see what the applicant indicated for Florida Residency as well as see any missing Florida Residency documentation.