

## A Quick Guide to the FSCJ Application

This guide is designed to help you prepare for completing the FSCJ application. It previews each section of application so you'll be ready to get started.

<p><b>GETTING STARTED</b></p>	<p><b>Go to FSCJ.edu and click “Apply”</b> Select the term that you wish to start.</p> <p><b>Create an account</b> Enter your email address and create a password.</p> <p><b>Check your email</b> Open the email that you receive from FSCJ Admissions, click the verify email address link, then type in the password that you created for your application.</p>
<p><b>WHAT IS YOUR GOAL?</b></p>	<p><b>Select an Admission Type</b> Let us know which type of application you want to submit. Click on the question marks to learn more about each admission type.</p> <p><b>College Plans</b> Choose an area of study and major. (For example, if you plan to transfer to a university after completing your degree at FSCJ, you would select the Associate in Arts Degree/University Transfer Degree.) For more information about our programs visit <a href="http://fscj.edu/academics">fscj.edu/academics</a>.</p>
<p><b>TELL US ABOUT YOURSELF</b></p>	<p><b>Personal Information</b> Enter your name, birthdate, and your Social Security Number. Be sure check that your Social Security Number is correct.</p> <p><b>Contact Information</b> Enter your phone numbers and address. Select the primary phone number you would like the College to use to contact you.</p> <p><b>Ethnicity</b> Select your gender and ethnicity/race (responses in this section are optional).</p> <p><b>Nationality</b> Enter information about your citizenship and native language.</p>
<p><b>EDUCATION</b></p>	<p><b>Educational Background</b> Enter the highest level of education of your parent or guardian. Also enter your high school information. If you can't find your high school in the search, you can type it in.</p> <p><b>Educational Background - Institutions</b> If you have taken any classes at any other colleges, enter each institution that you have attended.</p>

<p><b>MILITARY</b></p>	<p><b>Military Service</b> If you are affiliated with the military or are the dependent/spouse of a member of the military, please indicate whether you are eligible for educational benefits and the branch of the military.</p> <p><b>Military Branch of Service Affiliation</b> Select the branch of the military that you are affiliated with.</p>
<p><b>EMERGENCY &amp; SAFETY</b></p>	<p><b>Emergency Contact Information</b> Enter the name and phone number of the person that you would like the College to contact in the case of an emergency.</p> <p><b>Safety and Security</b> The College prioritizes the safety and security of its students; therefore, you will be asked several questions related to past conduct that may impact your admissions to Florida State College at Jacksonville.</p>
<p><b>FINALIZING THE APPLICATION</b></p>	<p><b>Account Recovery Questions</b> Select three security questions that can be used to recover your account password.</p> <p><b>Excess Hours Advisory</b> Carefully read the Excess Credit Hours Advisory statement.</p> <p><b>Certification Statement and Digital Signature</b> Read the certification statement, and click "View and Print My Application" in order to review your application before submitting.</p> <p><b>Pay Application Fee</b> Click "Pay My Application Fee" to pay the \$25 application fee. If you are unable to pay at the time that you submit your application, select "Pay later." You can log back into the application to pay later. <b>After you select your payment option, be sure to write down your Student ID number!</b> Your FSCJ Student ID is also your USER ID for our student portal myFSCJ. Your password for myFSCJ is the same one you used to submit your admissions application.</p>

**NEXT STEPS**



Log in to myFSCJ to access your student portal at [my.fscj.edu](http://my.fscj.edu)



Complete a Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov)



Complete Florida Residency Requirement for Tuition Purposes at [fscj.edu/admissions-aid/admissions](http://fscj.edu/admissions-aid/admissions)

If you have questions or need assistance, contact us.

**Phone:** (904) 646-2300; (877) 633-595

**Fax:** (904) 633-5955; (888) 873-1145

**Email:** [info@fscj.edu](mailto:info@fscj.edu)