Admissions Checklist

Are you:

- **FIRST TIME STUDENTS**: Degree-seeking students must provide official high school transcripts, GED, high school equivalency diploma, or home school documentation.
- **TRANSFER STUDENTS**: Degree-seeking students must complete an admissions application and submit an official transcript from all institutions previously attended. All foreign transcripts must be evaluated by an evaluation service.
- **TRANSIENT STUDENTS**: All students seeking transient student status must complete an application for admissions. Students seeking to enroll in courses at FKCC for transfer back to their home institution should request written permission each semester from their home institution. Florida state college and university students must access [www.flvc.org](http://www.flvc.org) to complete the transient course form electronically.
- **READMIT STUDENTS**: Any student returning after one year of non-attendance must update a new application; no fee required.

***Please note: FKCC has suspended accepting new F-1 visa international students until further notice. Contact a campus near you for more information.***

1. **COMPLETE ADMISSIONS APPLICATION**:
   New students must submit a completed:
   - Admissions application
   - Residency affidavit
   - Supplemental housing form
   - Pay an application fee of $30 to become a student at FKCC. Applications may be completed online or in person and returned to a campus near you. For more information, contact The Office of Enrollment Services at admissions@fkcc.edu or (305) 809-3188.

   ***Please note all online application submissions MUST be accompanied by the Signature Page***

2. **SUBMIT TRANSCRIPTS**:
   All transcripts must be evaluated prior to selecting classes. It is the student’s responsibility to have all official transcripts submitted to the Office of Enrollment Services prior to the first term of enrollment. Contact admissions@fkcc.edu or (305) 809-3188 for additional inquiries.

   ***Please note: ALL Faxed, emailed, or opened transcripts are not considered official.***

3. **RESEARCH YOUR FINANCIAL OPTIONS**:
   Visit FKCC.edu/Current or Future Student/Financial Aid and Veterans Affairs to review your financial options at FKCC. Contact a campus near you or the Financial Aid Office at financialaid@fkcc.edu or (305) 809-3523 for additional inquiries.

4. **ORIENTATION**:
   Orientation is mandatory for all first-time FKCC students. Orientation sessions are scheduled throughout the year and must be completed by the first day of class on-line or in person. Contact Advising Services at advising.services@fkcc.edu or (305) 809-3515 or campus near you for additional inquiries.

   Your Orientation date is: / / Time: Location:

5. **PROVIDE TEST SCORES FOR PLACEMENT**:
   For information about the placement test (PERT) visit [www.fkcc.edu](http://www.fkcc.edu) click on Current or Future Students/Advising then Placement Testing. Contact the Testing Center (305) 809-3185 or campus near you for additional inquiries.

   Your PERT Test date is: / / Time: Location:
6. MAKE AN ADVISING APPOINTMENT:
Call one of the below locations to schedule an appointment with an academic advisor.

Main Campus, Key West, FL
(305) 809-3196

Middle Keys Center, Marathon, FL
(305) 809-3154

Upper Keys Center, Tavernier, FL
(305) 809-3146

Your Advising Appointment is: / / Time: Location:

7. PAYMENTS AND FEES:
Charges, payments and payment arrangements are located in your FKCC student account under myFKCC.
Contact the business office for additional questions at business.services@fkcc.edu or (305) 809-3186.

8. PURCHASE BOOKS ONLINE:
Class materials and books can be located and purchased electronically in your myFKCC account.

**Additional STUDENT SERVICES**

- **DISABLED STUDENTS (DSS):**
  Contact the Coordinator of Services for Students with Disabilities at (305) 809-3269.

- **ON CAMPUS HOUSING: Lagoon Landing**
  See www.fkcc.edu/Future Students/Housing for information and application.
  Email housing@fkcc.edu for additional assistance.

- **Having problems logging into your myFKCC account:**
  Contact the helpline at helpdesk@fkcc.edu or (305) 809-3135.

- **STUDENT ID CARD:**
  Get your FREE Student ID Card at a Center or Campus near you!

- **STUDENT ADVANTAGE CARD:**
  Obtain a FREE banking benefits package through FIRST STATE BANK of the Florida Keys.
  Visit KeysBank.com or (305) 296-8535 for more information.

- **Tuition Payment Plan:**
  Pay tuition and fees over time by enrolling today! Visit www.MyCollegePaymentPlan.com/fkcc for more information.

Florida Keys Community College
5901 College Road
Key West, FL 33040
(305) 296-9081

Middle Keys Center
900 Sombrero Beach Road
Marathon, FL 33050
(305) 809-3145

Upper Keys Center
89951 US 1
Tavernier, FL 33070
(305) 809-3146

Visit us online at www.fkcc.edu