

FLORIDA DEPARTMENT OF EDUCATION



JIM HORNE
Commissioner of Education



December 5, 2003

MEMORANDUM

TO: District School Superintendents
Public High School Principals

FROM: Debra Austin, Chancellor, Division of Colleges and Universities

SUBJECT: State University System Admissions Applications

For the past many years the former Florida Board of Regents and the Florida Department of Education have seen to the yearly printing of State University System (SUS) application forms. Once printed, these forms were mailed from the printer to all Florida public high schools. In 2002 the Department contracted for the printing of over 750,000 hard-copy admissions forms.

The cost of printing and mailing, and, more importantly, the ease of access to SUS and individual university admissions forms on-line has rendered the practice of centralized printing and hard-copy distribution impractical. Accordingly, please be advised that the Department of Education will no longer be contracting for the printing of SUS admissions forms, and printed forms will not be mailed to schools. It will be the responsibility of individual school districts and schools to advise students of the electronic availability of SUS admissions forms. Individual districts and schools may readily access admissions forms either through the FACTS.org webpage or via individual university web pages.

I also want to make it clear that this determination does not equate to an end to the capability of submitting admission applications to SUS institutions in hard-copy form: applications for admission to the State University System may still be submitted in hard-copy form. [Most SUS institutions have a pdf file that can be downloaded and printed for submission of hard-copy applications.](#) It is the case, however, that application can be made to all SUS institutions on-line via either FACTS.org or through university web sites. The only procedure that is changing is that application forms will not be provided centrally.

I thank you for your continued support of the state university system and sincerely appreciate your efforts in raising student achievement in the State of Florida.

DA/cnk

c: State University System Presidents
State University System Admissions Officers
Commissioner Jim Horne
Chancellor Jim Warford

DIVISION OF COLLEGES AND UNIVERSITIES