



Application Submission Instructions

Please read these instructions carefully prior to submitting your application. To expedite processing, please submit all required documents at the same time and ensure that you have filled out all the required documents in their entirety.

To submit your application, you must first complete the Online Registration Form and activate your NetID.

Step 1	Complete Online Registration Form	The Online Registration Form can be found here: https://nondegree.fau.edu/post/application/login/index.xhtml
Step 2	Activate NetID	<p>Within 24 hours of submitting your Online Registration Form, you will receive an email that includes your FAU Z number. Once you receive this email, you can activate your FAU NetID to activate your NetID. To do so, please follow these steps:</p> <p>In order to log in to MyFAU, you will need to look up your FAUNet ID (your username) if you do not already have it.</p> <ul style="list-style-type: none"> • To look up your FAU Net ID: <ul style="list-style-type: none"> ○ Go to https://myfau.fau.edu ○ Click “Activate your FAU Account” ○ Select “FAUNet ID Lookup Tool” ○ Fill out the information and follow the steps to obtain your FAUNet ID • Once you have obtained your ID, click on “Home” and then select “Activate Your FAUNet ID”. Fill out the information and follow the steps to activate your ID. • After you log in to your MYFAU account, you will see a tile with your Z# and email, as well as a link to FAU Self-Service.
<p style="text-align: center;">Application Submission</p> <p style="text-align: center;">Please ensure that you have compiled all application documents prior to completing the steps below.</p>		
Step 3	Application Submission Portal	The Application Submission Link can be found here: https://owldocs.fau.edu/portal/ . Please log in using your FAU NetID.
Step 4	Student Type, High School Type, & Term	<p>1. Select your student type. If you have never taken a dual enrollment course at FAU, or if it has been over 3 semesters since you have taken a dual enrollment course at FAU, select “New Student”.</p> <p>2. Select your High School Type</p> <p>3. Select the term that you are applying for (i.e. 2026 for Spring 2026)</p>

Next, you will see the documents that are required to complete your application. It is extremely important to ensure that you have completed each document in its entirety.

Your permission form must include ALL signatures. Broward County Permission forms must include your FLEID number. All documents must clearly list your name.

Documents that are incomplete **will be rejected**, which will prolong the processing of your application. Acceptable documents and permission form examples can be found below.

Step 5	Upload PDF Documents	Select and upload your application documents in PDF format. Once you have selected and uploaded all required documents, please select "Submit".
Step 6	Check your FAU Email Address	Keep an eye on your FAU email address for notifications regarding your application! You will be notified if a submitted document is not eligible or incomplete. It will be your responsibility to resubmit your application by the application deadline.

Required Items and Document Types

REQUIRED ITEMS	DOCUMENT TYPE
Permission Form (Complete one)	<p>Palm Beach County Public School Students Broward County Public School Students Non-Public, Private, and Home Education Students Personalized Education Plan (PEP) Students</p> <p>Need assistance completing your permission form? View examples and our Course Selection Tip Sheet here!</p>
Proof of current high school GPA	<p>This can be an unofficial transcript from your school, or you can submit a PDF from SIS/Focus by following the steps below:</p> <p>Select “grades”</p> <ul style="list-style-type: none">• Select all years• Click “Export”• Instead of printing, save the document in PDF format <p>Home Education Students: Unofficial Transcript that includes self-calculated unweighted cumulative GPA</p>
Proof of eligible test scores	<p>Please submit your score report from the SAT, ACT, CLT, ACCUPLACER, or PERT in PDF format.</p>
Personalized Education Plan (PEP) students	<p>Proof of enrollment in the PEP program and proof of withdrawal from public, private, and/or home education systems</p>