POLK STATE COLLEGE

IMPORTANT UPDATE
FOR HIGH SCHOOL STUDENTS

FLORIDA RULE 6A-10.0240
CITIZENSHIP & LAWFUL PRESENCE VERIFICATION

The Florida State Board of Education has approved a new rule (6A-10.0240) requiring students to provide proof of U.S. citizenship or lawful presence before enrolling in a Florida state college. **This requirement applies to Polk State College.**

WHO IS AFFECTED?

This requirement applies to all students who apply or reapply to the College on **or after August 5, 2026, for the Spring 2027 Semester and after.**

This includes:

- Readmit students, even if a recent graduate from Polk State.
- All dual enrollment students, regardless of grade level or age.
- Non-degree seeking students.

The only exception is for students approved as transient through Florida Shines, as their home institution is responsible for verifying citizenship or lawful presence before approving their transient application. In this case, a temporary hold may be placed preventing registration until verification is received from the home institution.

IMPORTANT REMINDERS

Students may continue completing their admission checklist after applying; however, they will not be able to register for classes until proof of citizenship or lawful presence has been received and verified by the Admission office.

APPLICATION PROCESS

COMPLETE THE APPLICATION
The admission application will include a required attestation for students to confirm whether they are a U.S. citizen or lawfully present in the United States and acknowledge that documentation will be required prior to enrollment.

CHECK YOUR EMAIL
After submitting the application, students will receive an updated confirmation email indicating their application has been submitted and an email reminding them of this requirement.

HOLDS WILL BE ADDED
Beginning August 5, a hold will be placed on each applicant's account until citizenship or lawful presence documentation has been received and reviewed by Admissions. The hold must be resolved before registration is permitted.

VERIFICATION BEFORE REGISTRATION
The admission acceptance email will continue to provide student information as usual but will also include a third reminder that proof of citizenship or lawful presence must be submitted before enrollment.

DOCUMENT SUBMISSION PROCESS

- Activate your Etrieve account, if you do not already have one.
- Navigate to the citizenship/lawful presence declaration form.
- Complete the form in its entirety.
- Upload the required documentation (see acceptable document list below).
- Submit the form for review by Admissions.
- Admissions will review the submission and process the request.
- Students will be notified once the review is complete. If additional information is needed or the documentation cannot be approved, the notification will include next steps.

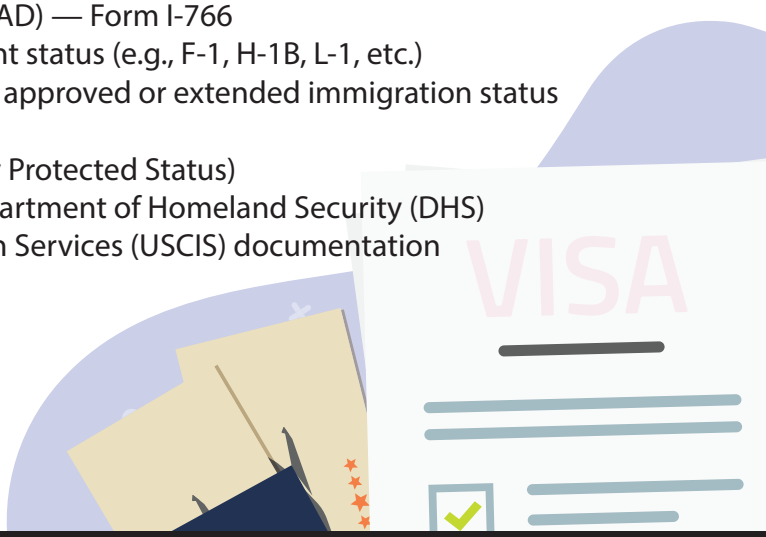
Below is a short list of acceptable documents that may be used as proof of status:

Acceptable documents for proof of citizenship are as follows:

- Birth Certificate
- Passport
- Certificate of Naturalization

Acceptable documents for proof of Non-U.S. Legal Status are as follows:

- Permanent Resident Card (Green Card) — Form I-551
- Resident Card (Green Card) — Form I-551 language
- A valid foreign passport with a valid U.S. visa, and a valid I-94
- Employment Authorization Document (EAD) — Form I-766
- I-94 indicating an approved nonimmigrant status (e.g., F-1, H-1B, L-1, etc.)
- Form I-797 (Notice of Action) showing an approved or extended immigration status
- Refugee or asylee documentation
- TPS approval documentation (Temporary Protected Status)
- Parole documentation issued by U.S. Department of Homeland Security (DHS)
- Other DHS/U.S. Customs and Immigration Services (USCIS) documentation confirming lawful presence



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