

# Chart Your Path to Success for Career Certificate Programs

## 1 Apply for Admission

- Visit [fscj.edu/apply](https://fscj.edu/apply) to complete your online application and pay your \$25 application fee.

## 2 Identify and apply to the Career Certificate program you wish to attend

- Check dates and deadlines – some programs start only once per year.
- If you are not accepted into the program of your choice or have missed the once-a-year start, we recommend that you reach out to Advising ([fscj.edu/advising](https://fscj.edu/advising)) to explore similar programs or check out our Continuing Workforce Education short term training options.

## 3 Apply for Residency

- Log in to [my.fscj.edu](https://my.fscj.edu).
- Select the “Tasks” Tile, To Do’s, Residency Declaration
- The residency declaration helps determine the tuition rate a student pays. A student who classifies as a Florida Resident will pay a lower tuition rate than the out-of-state rate.
- For questions, contact [residency@fscj.edu](mailto:residency@fscj.edu). For more information, visit [fscj.edu/residency](https://fscj.edu/residency).

## 4 Complete the Free Application for Federal Student Aid (FAFSA) and apply for Scholarships

- Visit [fafsa.gov](https://fafsa.gov) to access the online financial aid application. *FSCJ federal school code: 001484.*
- Apply for scholarships by visiting [fscj.edu/scholarships](https://fscj.edu/scholarships).
- Please note that some Career Certificate programs are shorter and are not eligible for financial aid. Check out your program of interest to confirm.

## 5 Request Your Transcript(s)

- Transcripts are required from all prior attended institutions, including high school. You are responsible for requesting your own transcripts. For a transcript to be considered official, it must come directly to FSCJ from the institution or the transcript vendor. We cannot accept copies from students directly.
- Send Transcript(s) to: Admissions Office, FSCJ, P.O. Box 40515, Jacksonville, FL 32203-0515 or electronically to [studentrecords@fscj.edu](mailto:studentrecords@fscj.edu).
- For all incoming transcript inquiries or concerns, please email [transcriptevals@fscj.edu](mailto:transcriptevals@fscj.edu).

## 6 Complete Required Testing and Assessment

- Most Career Certificate programs require that students take the Test of Adult Basic Education (TABE); students must achieve or surpass the designated exit score(s) on the TABE or qualify for a TABE waiver.
- Visit [fscj.edu/assessment/available-assessments/tabe/tabe-certificate](https://fscj.edu/assessment/available-assessments/tabe/tabe-certificate) for more information regarding TABE requirements.

## 7 Class Registration

Each Career Certificate program offers a designated course sequence – you will be advised if you need to enroll on your own or if the program will enroll you automatically. Once you are enrolled, you will need to log in to [my.fscj.edu](https://my.fscj.edu) to see your schedule of classes and pay your tuition and fees from your myFSCJ Student Center before the payment deadline.

## 8 Get Your Student ID Card/Parking Decal

- After you register for classes, visit the Library and Learning Commons to get your Student ID card.
- Visit [my.fscj.edu](https://my.fscj.edu) to request a parking decal. (Under **Useful Links**, select **Parking Decal/Registration**)

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