

## Checklist for Accepting Your Seat

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Congratulations on your admission to our Juris Doctor program at the Florida State University College of Law! In order for us to reserve your seat and prepare for your arrival, we will need the following from you **no later than April 15, 2025**.

**ACTIVATE YOUR PERMANENT FSUID**

If you do not already have a permanent FSUID, you must activate it before you can pay your seat deposit online. Go to: <https://apps.its.fsu.edu/IdentityManagement/public/app/> and follow the steps in the instructions. You will need your EMPLID for this process. You can find your EMPLID through your online status checker. The "School Tracking No" is your EMPLID. If you do not see a number listed there, contact admissions to obtain it.

**PAY YOUR SEAT DEPOSIT of \$200.00 (NON-REFUNDABLE)**

 To Pay Online by credit card: <http://www.law.fsu.edu/admitted-students/accept>

 By Check: Mail or pay in person:

Make checks payable to Florida State University and include your name and EMPLID on the check. Student Business Services hours are Monday – Friday from 8:30 a.m. – 4:30 p.m.  
Location: A1500 University Center, Tallahassee, FL 32306-2394

**SUBMIT YOUR DECISION STATEMENT**

Submit the completed form electronically.  
<https://fsu.forms-db.com/view.php?id=910616>

**VERIFY WE HAVE YOUR RESIDENCY DOCUMENTATION ON FILE**

Please note that all applicants are required to complete a residency affidavit regardless of residency classification. You are also required to provide photocopies of the documents listed on the residency form (FL residents). Refer to your online status checker to determine if this requirement has been met. If any of the boxes are unchecked, contact admissions for details regarding what we need from you to complete the requirement.

**OFFICIAL FINAL TRANSCRIPTS July 1, 2025**

In addition to transcripts contained in your application, ENROLLING students must provide the following official transcripts to the Law School Admission Council if the transcripts submitted with the application were not FINAL with the degree posted.

- One (1) official copy of your transcript from EACH undergraduate or graduate institution where you attended and/or obtained a degree. Undergraduate transcripts must reflect the conferral of your bachelor's degree. Graduate transcripts must reflect the conferral of your graduate degree (if applicable).

**SUBMIT YOUR FAFSA: Due ASAP**

If you plan to apply for Federal Financial Aid you must submit a FAFSA. Make sure the FAFSA you have submitted includes the code for Florida State University. FSU's school code is 001489. Early filers may receive a \$1,000 grant.

**SUBMIT YOUR HEALTH HISTORY FORMS & PROOF OF INSURANCE: July 1, 2025**

All students must complete and submit both the Health History Forms and proof of insurance **directly to** University Health Services; do **not** submit your health forms to the Admissions Office. For instructions on what to do and to download the necessary forms please go to: <https://studentinsurance.fsu.edu>.

**Questions?** Please contact the Office of Admissions at 850-644-3787 or email us at [admissions@law.fsu.edu](mailto:admissions@law.fsu.edu).