



FLORIDA STATE UNIVERSITY

RESIDENCY RECLASSIFICATION FORM

Revised 9/15/2010

If you were initially classified as a non-Florida resident for tuition purposes at Florida State University, you can request consideration for reclassification to Florida resident for tuition purposes. Reclassification requires you, or if you are a dependent, your parent/guardian, to present clear and convincing documentation that supports permanent legal residency in Florida for the past 12 consecutive months rather than temporary residency for the purpose of pursuing an education.

Last Name

First Name

Middle Name

FSUSN (if known)

Term/Year for which you wish to be reclassified.

Part I. Standards for Proving Independence/Dependence

DIRECTIONS: The determination of dependent or independent status is important because it is the basis for whether you can submit your own documentation of residency (as an independent) or your parent's or legal guardian's documentation of residency (as a dependent). The following definitions of Independence are provided in Florida Administrative Rule 6A-10.044, if none of these apply, you are a **dependent** student and should submit your parent or legal guardian's documentation. Please read over the definitions and then complete the Statement of Independence/Dependence. **Note:** Students who depend on out-of-state parents/guardians for support are presumed to be legal residents of the same state as their parents/guardians

Independent Student. A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
 - The student is married;
 - The student has children who receive more than half of their support from the student;
 - The student has other dependents who live with and receive more than half of their support from the student;
 - The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
 - Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
 - The student is working on a master's or doctoral degree at Florida State University during the term for which residency status is sought; or
 - The student is classified as an independent by the financial aid office Florida State University.
- A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at Florida State University (exclusive of federal, state, and institutional aid or scholarships).

Statement of Independence/Dependence

I certify that I am: ___ Independent ___ Dependent

I understand that evidence of my independent status will be requested by Florida State University. This documentation may include, but is not limited to: marriage certificate, insurance information showing marital status, most recent tax return showing marital status; federal tax returns; documentation showing that the student provides fifty (50) percent or more of the cost of attendance as defined by the financial aid office at Florida State University (examples may include: tax return, W-2 form, pay stubs, employer earnings verification); military discharge documents; legal documents showing student is a ward/dependent of the courts.

Student's Signature

Date

PART II. Proof of Florida Residency for Tuition Purposes

DIRECTIONS: Your reclassification determination will be based upon the documentation you provide. Samples of appropriate documentation are listed below. It is very important for you to supply as much documentation as possible in support of your reclassification request. **The burden of proof is upon you.** Assume there is no such thing as too much documentation. Always err on the side of supplying too much.

Reclassification Documentation: Please check off all the documentation you are submitting with your reclassification request.

Note: All documentation should be dated, issued, or filed 12 months prior to the start of classes for the term you wish to be reclassified.

*Declaration of domicile in Florida with a filing date 12-months prior to the start classes for the term (obtainable in person from the Clerk of the Circuit Court in the County Court House of the Florida County in which your or your parents/guardian claims permanent domicile)

*Florida Driver's license or for non-drivers, a State of Florida identification card

*Florida voter registration card

*Florida vehicle registration

*Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant

*Proof of a homestead exemption in Florida

*Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period (Graduate students on Assistantship should complete and submit the Graduate Assistant Verification Form)

*Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within last 12 months

Documents evidencing family ties in Florida

Lease agreement and proof of 12 consecutive months of payments.

Utility bills and proof of 12 consecutive months of payments.

Bank records

State, federal, or court documents evidencing legal ties to Florida.

Benefit histories from Florida agencies or public assistance programs

A Florida professional or occupational license

Florida incorporation

Proof of membership in Florida-based charitable or professional organizations

Other – any documentation not listed above that supports your permanent residency in the state

*Applicants must include at least two of these required documents to be considered and at least three documents in total.

PART III. The Residency Affidavit

Directions: Please complete the affidavit below. After completion, bring your Statement of Independence/Dependence, the Residency Affidavit, and all supporting documentation to:

**Florida State University
Office of the Registrar
A3900 University Center
Tallahassee, FL 32306**

Note: The **absolute deadline** is the first day of class for the term you wish to be reclassified; however, it is in your best interests to submit your request, affidavit, and all supporting documentation as early as you can.

Information for Residency Classification

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve consecutive months preceeding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services (USCIS). Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and State Board of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent, has moved from another state.

Non-Florida Residents

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term, it will be necessary for me to file the required documentation prior to the beginning of the term to be considered for Florida residency classification.

Signature (in ink): _____ Date: _____

Florida Residents

This section must be completed in full if you claim Florida residency for tuition purposes.

- **Attach copies of required documentation** (if any).
 - A notarized copy of your and/or your parents' most recent tax return(s) or other documentation **may** be requested to establish dependence/independence.
 - Dependent:** A person for whom 50% or more of his/her support has been provided by another as defined by the Internal Revenue Service.
 - Independent:** A person who provides more than 50% of his/her own support.
 - A copy of the marriage certificate is required in all cases of a spouse claiming a partner's residency.
- A. I am an **independent person** and have maintained legal residence in Florida for at least the past 12 consecutive months.
- B. I am a **dependent person** and my parent or legal guardian has maintained legal residence in Florida for at least the past 12 consecutive months.
- C. I am a **dependent person** who has resided for **five years** with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least the past 12 consecutive months. (**Required:** copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- D. I am **married to a person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I have now established legal residence and intend to make Florida my permanent home. (**Required:** copy of marriage certificate and other documents required to establish residency.)
- E. I was **previously enrolled at a Florida state institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile **less than 12 months ago** and am now reestablishing Florida legal residence. (This benefit only applies one time.)
- F. According to the U.S. Citizenship and Immigration Services, I am a **permanent resident alien or other legal alien** granted indefinite stay and have maintained a domicile in Florida for at least the past 12 consecutive months. (**Required:** USCIS documentation and proof of Florida residency status.)
- G. I am a **member of the armed services** of the United States currently stationed in Florida on active military duty pursuant to military orders, my home of record is Florida, or I am a **member's spouse or dependent child**. (**Required:** copy of military orders or DD2058 showing home of record.)
- H. I am a full-time instructional or administrative employee **employed by a Florida public school, or an institution of higher education [as defined in s.1000.21 (3) and (6)],** or I am the **employee's spouse or dependent child**. (**Required:** copy of employment verification.)
- I. I am part of the **Latin American/Caribbean Scholarship program**. (**Required:** copy of scholarship papers.)
- J. I am a qualified beneficiary under the terms of the **Florida Prepaid College Program** (s.1009.98, F.S.). (**Required:** copy of Florida Prepaid recipient card.)
- K. I am a U.S. citizen living on the Isthmus of Panama and have completed 12 consecutive months of college work at the FSU Panama Canal Branch, or I am the student's spouse or dependent child. (**Required:** copy of marriage certificate or proof of dependency.)
- L. I am a full-time **employee of a state agency** or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (**Required:** copy of employment verification.)
- M. I am a **Southern Regional Education Board's Academic Common Market** graduate student. (**Required:** certification letter from State Coordinator.)
- N. I am a **McKnight Fellowship** recipient. (**Required:** verification from The Graduate School.)
- O. I am an **active member of the Florida National Guard** who qualifies under s.250.10 (7) for the tuition assistance program.
- P. I am an **active duty member (or spouse or dependent child of a member) of the Armed Services** of the United States attending a public college or university within 50 miles of the military establishment where the member is stationed, if such a military establishment is within a county contiguous to Florida.
- Q. I am an **active duty member (or spouse or dependent child of a member) of the Canadian military** residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, attending a public college or university within 50 miles of the military establishment where the active duty member is stationed.
- R. I am an **active duty member (or spouse or dependent child of a member) of a foreign nation's military** who is serving as a liaison officer and am residing or stationed in Florida, attending a public college or university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- S. I am a **U.S. citizen living outside the U.S.** who is teaching at a Department of Defense School or in an American International School and who has enrolled in a graduate level education program which leads to a Florida teaching certificate.

Person claiming residency must complete this section in full.

- Documents supporting the establishment of legal residence must be dated, issued, or filed **12 months before the start of the term**. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested.

Please Print:

1. Name of student: _____ 2. Student's Social Security Number: _____/_____/_____
3. Name of person claiming Florida residency: _____ 4. Claimant's relationship to student: _____
5. Claimant's permanent legal address: _____ 6. Claimant's telephone number: (_____) _____

- | | | | | |
|---|------------------------------|-------------------|---|--------------------------------|
| Street/P.O. Box | Apt. No. | City | State | Zip Code |
| 7. Date claimant began establishing legal Florida residence and domicile: _____/_____/_____ | | | | |
| Mo Day Yr | | | | |
| 8. Claimant's driver's license : | State: _____ | Number: _____ | Original Date Issued: _____/_____/_____ | |
| 9. Claimant's vehicle registration : | State: _____ | Tag Number: _____ | Date Issued: _____/_____/_____ | |
| 10. Claimant's voter registration : | State: _____ | Number: _____ | County: _____ | Date Issued: _____/_____/_____ |
| 11. Non-U.S. Citizen only: | Resident Alien Number: _____ | | Date Issued: _____/_____/_____ | |
| <small>(copy of both sides of alien registration card required)</small> | | | | |

I do hereby swear or affirm that the above-named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to FBOE Rule 6C-7.005 F.A.C.

Signature of person claiming Florida residency (as listed in Item #3 above) _____ Date _____