

FACTORS AFFECTING RESIDENCY FOR TUITION PURPOSES:

- Immigration Status**- Non-U.S. citizen students and/or parents must provide evidence of eligible legal immigration status in the U.S. before being considered for Florida resident fees. Please review www.flvc.org (Residency Guidelines) for more specific information on [non-U.S. citizen categories that are eligible to be considered for in-state fees](#). International (F-1) students are **NOT ELIGIBLE** for Florida tuition rates.
- Dependency Status**- The determination of dependent or independent status is important because it is the basis for whether an student will submit his/her own documentation of residency (as an independent) or his/her parent(s) or guardian(s) documentation of residency (as a dependent). Students under 24 are automatically considered "dependent" unless they can prove otherwise. Students age 24 and over will automatically be considered independent. Additional documents such as tax returns and birth certificates may be requested to verify independent/dependent status.

CRITERIA FOR INDEPENDENT STATUS (FL RESIDENCY GUIDELINES): A student who meets any one of the following criteria shall be classified as an independent for the determination of residency for tuition purposes:	REQUIRED DEPENDENCY PROOF (Additional documents may be requested)
Is 24 years of age or older by the first day of classes of the term for which residency is sought.	
Is currently married.	Marriage certificate.
Have children who receive more than half of their support from the student.	Recent tax return showing dependent child(ren).
Have other dependents who <u>live with and receive more than half of their support from the student</u> .	Recent tax return showing dependent(s).
Is a veteran or is currently serving in the United States Armed Forces for purposes other than training.	Military discharge papers, military orders, or DD214.
Both of the student's parents are deceased, or the student is or was (until age 18) one of the following: (a) ward of the court or (b) in foster care.	Death certificates (both parents) or court documents showing ward of the court or foster care status.
Determined homeless by a school district homeless liaison, emergency shelter or transitional housing program.	Signed documentation on official letterhead from a school district or agency.
Provides more than 50 percent of their own cost of attendance. Florida State College requires proof of \$8,300. Student tax return must show at least one exemption. Students who do not submit a tax return & W-2's as proof of income, must submit parent's recent tax return showing they were not claimed as a dependent.	Recent tax return and W-2 forms, pay stubs, or employer earnings verification.

- Documentation of Residency**- If an student does not [qualify for a statutory residency exception or qualification](#); they must submit documentation that they (or a parent or legal guardian if a dependent) have been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling. **A minimum of three documents must be submitted, with dates showing proof of the 12-month requirement. At least one document must be from the First Tier. No single piece of documentation will be considered conclusive**

First Tier (at least one of the three documents submitted must be from the First Tier)- Dated 12 months prior to the first day of classes.

- Florida Driver's license (if known to be held in another state previously, must have relinquished)
- State of Florida identification card (if evidence of no ties to another state)
- Florida voter registration card
- Florida vehicle registration
- Proof of a permanent home in Florida that is **occupied as a primary residence** of the claimant
- Proof of homestead exemption in Florida. (proof for the previous year)
- Transcripts from a Florida high school for multiple years (2 or more years) if Florida high school diploma or equivalency degree was earned within last 12 months
- Proof of permanent **full-time** employment in Florida (one or more jobs for at least 30 hours per week) for a consecutive 12-month period

ONLINE DOCUMENT RESOURCES:

Driver License & Vehicle Check

<http://www.flhsmv.gov/>

Voter

<http://registration.election.myflorida.com>

Court Documents

Duval- www.duvalclerk.com/ccWebsite

FL Counties- www.myfloridaclerks.com

Duval Property Search or Tax Records

http://apps.coj.net/pao_propertySearch

<http://fl-duval-taxcollector.governmax.com/>

Second Tier (may be used in conjunction the First Tier)- Dated 12 months prior to the first day of classes.

- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed)
- A Florida professional or occupational license (must be current and meet the 12-month requirement)
- Florida incorporation (must be current and meet the 12-month requirement)
- Documents evidencing family ties in Florida (generally refers to legal or court documents for a dependent student)
- Proof of membership in Florida-based charitable or professional organization (must be current and meet the 12-month requirement)
- Any other documentation that supports the student's request for residency status

Examples of "other" documentation:

- Utility bills and proof of 12 consecutive months of payments (service must be current, cell phone bills are not acceptable)
- Lease agreement and proof of 12 consecutive months of payments (private lease agreements must be notarized)
- State or court documents evidencing legal ties to Florida
- Benefit histories from Florida agencies or public assistance programs for a consecutive 12-month period.
- DJJ Address Verification Form in conjunction with parental/guardian 12 month documentation.

Unacceptable Documents (may not be used)

Hunting/fishing licenses
Library cards

Shopping club/rental cards
Birth certificate

Passport
Concealed Weapons/Gun Permit

RESIDENCY RECLASSIFICATION

- A student who is **classified as out-of-state** and wishes to request "reclassification" to in-state status must complete a Residency Reclassification Request Form. The Reclassification Form must be submitted on or before the last day of registration/add drop of the Term/Session for which Florida residency is sought. Refer to the "Registration Calendar" within the appropriate Term's Class Schedule for registration deadlines.
- A student, or his or her parent if that student is a dependent, may become eligible for reclassification by presenting a **minimum of three (3) documents**. One of the three documents **must** be from the First Tier. Please review page 3 or www.flvc.org for additional residency guidelines. **Copies of all supporting documentation must accompany this request for residency reclassification.**
- Living or attending school in Florida **DOES NOT** automatically qualify a student for Florida residency. Maintaining a legal residence in Florida requires substantial physical presence.
- Ties to another state or country **WILL DISQUALIFY** a student from Residency Reclassification.

STUDENT INFORMATION

Student Name _____ Date of Birth ____/____/____ Connections User ID _____
Last First Middle

Did you submit a Readmission Application? ☐ Yes ☐ No Telephone (____) _____ E-mail _____@_____

U.S. Citizen? ☐ Yes ☐ No (complete Immigration Info) Non U.S Citizens: Legible copy of current immigration document required-resident alien card, Visa and I-94 card, etc.

Immigration: Alien Resident? ☐ Yes ☐ No Alien Number _____ Visa Type _____ Expiration Date _____ Other _____

First Term Enrolled ☐ Fall ☐ Spring ☐ Summer Year _____ Term Requesting Residency Change ☐ Fall ☐ Spring ☐ Summer Year _____

Date you Established Legal Residence in Florida ____________ What is your current enrollment? ☐ Full-time (12 credits or more) ☐ Part-time ☐ Less than Part-time

PLEASE CHECK THE BOX THAT APPLIES TO YOUR CLAIM OF FLORIDA RESIDENCY		REQUIRED PROOF (See page 1 for additional information)	CLAIMANT
<input type="checkbox"/>	I am an independent person at least 24 years of age and have maintained legal residence in Florida for at least 12 consecutive months.	Three documents meeting the 12-month requirement . At least one document MUST be from the First Tier.	Student
<input type="checkbox"/>	I am a person under the age of 24, have maintained legal residence in Florida for at least 12 consecutive months but want to be considered as independent for tuition purposes.	Proof of independence status and three documents meeting the 12-month requirement . At least one document MUST be from the First Tier.	Student
<input type="checkbox"/>	I am a qualified beneficiary under the terms of the Florida Pre-Paid Program 1009.98.	Copy of current Florida Prepaid Card.	Student
<input type="checkbox"/>	I am a dependent person under the age of 24 and my parent or legal guardian has maintained legal residence in Florida for at least 12 consecutive months.	Three documents meeting the 12-month requirement . At least one document MUST be from the First Tier.	Parent or legal guardian
<input type="checkbox"/>	I am a dependent person who has resided for five years with a legal resident adult relative other than my parent or legal guardian. Documentation of relationship required- Relative tax returns for the last five years, public school or court documentation of relationship.	Documentation of relationship and three documents meeting the 12-month requirement . At least one document MUST be from the First Tier.	Relative (proof required for relative & student)
<input type="checkbox"/>	I am married to a person who is a legal Florida resident. I have now established legal residence and intend to make FL my permanent home. Student must provide at least one document to show legal residence in FL. The document does not have to satisfy the 12-month requirement. Type of document	Marriage license. Spouse must complete the required information section on page 3. Documentation must meet the 12-month requirement . At least one document MUST be from the First Tier.	Spouse (FL residency required for student)
<input type="checkbox"/>	I am a full-time instructional or administrative employee of a Florida public school, community college or university, or I am the employee's spouse or dependent child.	Employment verification letter/form. Dependent proof required- current tax return and/or marriage certificate.	Qualified employee
<input type="checkbox"/>	Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.	Employer paperwork (law enforcement or corrections) showing fee coverage.	Qualified employee
<input type="checkbox"/>	Active duty member of the Armed Services of the United States residing or stationed in Florida; or military personnel not stationed in Florida whose home of record or state of legal residence certificate DD Form 2058, is Florida (and spouse/dependent children).	Military orders (stationed in FL), DD2058 (FL home of record), or military docs showing home of record. Dependents must submit supporting military docs.	Active Duty Member
<input type="checkbox"/>	Active drilling members of the Florida National Guard residing or stationed in Florida.	Military orders (stationed in FL), DD2058 (FL home of record), or military docs showing home of record.	Active Duty Member
<input type="checkbox"/>	Active duty members of the Armed Services of the United States (and spouse/dependent children) attending a public community college or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. Eligible Base: Naval Base Kings Bay , GA.	Military orders stationed in Kings Bay, GA. Dependents must submit supporting military documents.	Active Duty Member
<input type="checkbox"/>	Active duty members of the Armed Services of the United States residing or stationed in this state, their spouses and dependent children, and active members of the Florida National Guard who qualify under s. 250.10 (7) and (8) for the tuition assistance program.	Military orders (stationed in FL), DD2058 (FL home of record), or military docs showing home of record. Dependents must submit military docs and Tuition Assistance (TA) proof.	Active Duty Member
<input type="checkbox"/>	I am a permanent resident alien, legal alien or eligible non-immigrant category, granted indefinite stay by the U.S. Citizenship and Immigration Services, and have maintained legal residence in Florida for at least 12 months. Staff will review dependency status.	Immigration documentation and Three documents meeting the 12-month requirement . At least one document MUST be from for the First Tier	Student
<input type="checkbox"/>	Other-Please explain: _____	Florida State College will review and determine required proof.	
			To Be Determined

Student Name: _____ DOB: ____/____/____ Connections User ID _____

Last

First

Are you the person claiming Florida residency? ☐ Yes (If yes, skip to claimant documentation) ☐ No

PERSON CLAIMING FLORIDA RESIDENCY

Relationship to Student: ☐ Parent ☐ Legal Guardian (Court documentation required) ☐ Spouse (Marriage certificate or military ID required) ☐ Other _____ (Documentation required)

Claimant's Name _____ Claimant Birth Year _____
Last First Middle

Claimant is a U.S. Citizen? ☐ Yes ☐ No (complete Immigration Info) Non U.S Citizens: Legible copy of current immigration document required-resident alien card, Visa and I-94 card, etc.

Immigration: Alien Resident? ☐ Yes ☐ No Alien Number _____ Visa Type _____ Expiration Date _____ Other _____

Claimant's Address _____
Number/Apt.# or P.O. Box and Street City State ZIP Code County

Date Claimant Established Legal Residence in Florida ____/____/____ Telephone (____) _____
Home or Cell Work

CLAIMANT DOCUMENTATION

Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes for which a Florida resident classification is sought. Please review the required proof (see table above) linked to your residency claim. All documentation is subject to verification. Additional documents such as tax returns, birth certificates, court documents, etc. may be requested.

REQUIRED INFORMATION	1. Do you currently own a home in Florida?	<input type="checkbox"/> Yes (provide a mortgage, deed or home stead exemption) <input type="checkbox"/> No	Purchased Date ____/____/____
	2. Are you employed 30 hours or more in Florida?	<input type="checkbox"/> Yes (submit employment proof) <input type="checkbox"/> No	Hire Date ____/____/____
	3. Do you have a Florida Driver License or State ID?	<input type="checkbox"/> Yes (Proof required) <input type="checkbox"/> No	License Number _____ Issue Date ____/____/____
	4. Are you registered to vote in the state of Florida?	<input type="checkbox"/> Yes (Proof required) <input type="checkbox"/> No	Voter Registration Number _____ Florida County _____ Issue Date ____/____/____
	5. Do you have vehicle registered in the state of Florida?	<input type="checkbox"/> Yes (Proof required) <input type="checkbox"/> No	Title Number or VIN Number _____ Issue Date ____/____/____

PROVIDE ADDITIONAL INFORMATION BELOW IF ALL OF THE FOLLOWING APPLY:

1. THE CLAIMANT DID NOT ANSWER "YES" TO AT LEAST 4 QUESTIONS IN THE REQUIRED INFORMATION SECTION.
2. THE 4 DOCUMENTS DO NOT MEET THE 12-MONTH REQUIREMENT.
3. THE CLAIMANT/STUDENT IS NOT ELIGIBLE FOR A RESIDENCY [EXCEPTION OR QUALIFICATION](#).

ADDITIONAL INFORMATION	List additional documents you would like to submit to support your request for reclassification. Submit copies to support each document.		
	Type of Document: _____	ISSUED BY IN THE STATE OF FLORIDA <input type="checkbox"/> Yes (Proof required) <input type="checkbox"/> No	____/____/____ Issue Date
	Type of Document: _____	ISSUED BY IN THE STATE OF FLORIDA <input type="checkbox"/> Yes (Proof required) <input type="checkbox"/> No	____/____/____ Issue Date
	Type of Document: _____	ISSUED BY IN THE STATE OF FLORIDA <input type="checkbox"/> Yes (Proof required) <input type="checkbox"/> No	____/____/____ Issue Date

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.

Claimant's Legal Signature _____ Date _____

Student's Signature (If other than claimant) _____ Date _____