

Residency Form Instructions

Attached is the Florida residency form. Please read and complete Steps 1 – 5.

*****Do NOT use corrective tape on the form*****

Step 1: Print Student information. Include Alien Registration number if applicable

If you are **NOT** a Florida resident, sign and date the non-resident statement. There is no further information needed. Please note: You will be required to pay out-of-state tuition.

Step 2: Choose one category – Dependent, independent or qualifies by Exception

Step 3: Complete claimant information

Step 4: On back of form, complete and provide two proofs of residency with documents that are listed on the form. Two from Tier 1 OR one from Tier 1 and one from Tier 2. Examples for residency: Driver's license, vehicle registration, voter registration, TECO bill, Lease agreement, etc. These documents must show one year of service, ownership, registration, or issue date, prior to the first day class begins. If you are over 24 years of age and/or filed your own taxes, these documents must have your name listed. If you are under 24 years of age and did not file taxes, then the information must be your parent/legal guardian information. You must provide copies of parent/legal guardian information at registration.

Step 5: Signatures

Florida Residency Declaration for Tuition Purposes

A Florida "resident for tuition purposes" is a person who has or is a dependent person whose parent or legal guardian has established and maintained legal residency in Florida for at least 12 consecutive months preceding the first day of classes of the term for which Florida residency is sought. Residence in Florida must be a bona fide 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, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the 12-month legal residence requirements 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 pursuant to s. 1009.21, Florida Statutes. 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 upon out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

PLEASE PRINT

Name of Student: _____ Date of Birth: _____

Student is a: ☐ U.S. Citizen ☐ Non-U.S. Citizen ☐ Permanent Resident ☐ Other

Alien Registration Number: _____ Issue Date: _____ Visa Category: _____

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services Office.

NON-FLORIDA RESIDENT

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as "reclassification" of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form except for the signing below.

Signature of Student: _____ Date: _____

TO BE COMPLETED BY THE STUDENT SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES:

I qualify as a **resident** for tuition purposes as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student and declare that:

(Select only one option below)

- ☐ I am a **dependent student** as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student. My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by s. 1009.21(1)(d), Florida Statutes, "Legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." A copy of your parent's tax return may be requested to establish dependence.
- ☐ I am an **independent person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence). A copy of your tax return may be requested to establish independence.
- ☐ I meet residency requirements through one of the Qualifications by Exception. Please check the appropriate exception on the back of the form.

TO BE COMPLETED BY THE CLAIMANT/PERSON CLAIMING FLORIDA RESIDENCY:

NOTE: If the student is a **dependent**, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. If the student is **independent**, the student is the claimant and will complete this section and provide evidence of residency supporting the claim. No single document shall be conclusive in establishing residency. Additional documentation, other than what is prescribed, may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Claimant or Name of Person Claiming Florida Residency: _____

Claimant's Relationship to Student: _____

Claimant Address: _____ Claimant Phone: _____

Date Claimant Began Establishing Legal Florida Residence (if upon birth, enter birthdate): _____

Office Use Only

Initials: _____ Date: _____

☐ Resident ☐ Nonresident ☐ Incomplete Comments: _____

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PROVISION OF TWO DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY

Florida Residency Declaration for Tuition Purposes

Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes **TWO** or more of the documents identified below. No single piece of evidence shall be conclusive.

A. TIER 1: Claimant MUST provide AT LEAST ONE of the following of his/her personal documentation:

- ☐ Florida Voter's Registration Card Number: _____ Issue Date: ____/____/____
- ☐ Florida Driver's License Number: _____ Original Issue Date: ____/____/____ Current Issue Date: ____/____/____
- ☐ Florida State Identification Card Number: _____ Original Issue Date: ____/____/____ Current Issue Date: ____/____/____
- ☐ Florida Vehicle Registration Number: _____ Original Issue Date: ____/____/____ Current Issue Date: ____/____/____
- ☐ Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment in the primary residence, multiple leases reflecting a Florida address or a lease of multiple years duration)
- ☐ Proof of a homestead exemption in Florida. (Document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence)
- ☐ Official transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED® was earned within the last 12 months. Dates of Attendance: ____/____/____ Graduation Date: ____/____/____ (Transcript)
- ☐ Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer)

B. TIER 2: If only one TIER 1 document is provided, claimant MUST provide at least one document from the following categories to demonstrate residency in Florida.

- ☐ Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes ☐ Florida professional or occupational license ☐ Florida incorporation
- ☐ Document evidencing family ties in Florida ☐ Proof of membership in a Florida-based charitable or professional organization
- ☐ Any other documentation that supports your request for resident status including but not limited to utility bills and proof of 12 consecutive months of payments, a lease agreement and proof of 12 consecutive months of payments, or an official state, federal, or court document evidencing legal ties to Florida.

RESIDENCY DECLARATION:

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration or provided in support of this Residency Declaration will subject me to penalties pursuant to s. 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my status as a Florida resident for tuition purposes.

PRINT Student Name: _____

PRINT Claimant Name (if not the student): _____

Signature of Claimant: _____ Date: ____/____/____

QUALIFICATION BY EXCEPTION

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (check one): **Documentation is required**

- ☐ I am a **qualified beneficiary** under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes) (Copy of Florida Prepaid Recipient card)
- ☐ I am **married to a person** who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate and/or other documents required to establish residency)
- ☐ I was **previously enrolled at a Florida state postsecondary institution** and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment.
- ☐ I was **previously enrolled at a Florida state postsecondary institution** and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.
- ☐ **Active duty members of the Armed Services of the United States residing in this state** and their spouses and dependent children and active drilling members of the Florida National Guard. (Copy of military orders or DD2058 showing home of record)
- ☐ **Active duty members of the Armed Services of the United States** and their spouses and dependents attending a Florida college system institution 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. (Copy of military orders)
- ☐ **United States citizens living on the Isthmus of Panama** who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch and their spouses and dependent children. (Copy of marriage certificate or proof of dependency)
- ☐ **Full-time instructional and administrative personnel employed by state public schools and institutions of higher education** and their spouses and dependent children. (Employment verification)
- ☐ **Students from Latin America and the Caribbean** who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Proof of scholarship and Latin America or Caribbean residency)
- ☐ **Southern Regional Education Board's Academic Common Market graduate students** attending Florida's state universities. (Certification letter from State Academic Common Market Coordinator)
- ☐ **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. (Employment verification/payment agreement)
- ☐ **McKnight Doctoral Fellows and Finalists** who are United States citizens. (Verification from graduate studies)
- ☐ **United States citizens living outside the United States** who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program that leads to a Florida teaching certificate. (Proof of enrollment in graduate program for Florida teaching certificate)
- ☐ **Active duty members of the Canadian military** residing or stationed in this state under the North American Air Defense (NORAD) agreement, their spouses, and dependent children attending a Florida college system institution or state university within 50 miles of the military establishment where they are stationed. (Proof of active duty membership for specified purpose)
- ☐ **Active duty members of a foreign nation's military** who are serving as liaison officers and are residing or stationed in this state, their spouse, and dependent children attending a Florida college system or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. (Proof of active duty membership for specified purpose)