

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 residency in Florida for at least twelve (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, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 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 on 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. Students must verify that they have broken ties to other states if the student or, in the case of dependent students, his or her parent has moved from another state.

Please print if submitting a hard copy.

Name of student: _____ Date of Birth: _____ USF ID: _____

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

Alien Registration Number: _____ Issue Date: _____ (A copy of both sides of claimant card is required).

All non-U.S. citizen students 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. Submission of this required document 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 signing below.

Student name: _____

Signature of Student (Electronic or Ink): _____ 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 provide copies of the required documentation upon admission, in order to be considered 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 one of the options 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 section 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 51% or more 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.

Term of Application (check one): () Fall () Spring () Summer Year: 20_____

To Be Completed by the Claimant/Person Claiming FL Residency:

Note: if the student is a **dependent**, the parent is the claimant and will complete this section and provide supporting documentation. If the student is **independent**, the student is the claimant and will complete this section and provide supporting documentation. **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/Name of Person Claiming FL Residency: _____

Claimant’s Relationship to Student: _____

Claimant’s Address: _____

Telephone Number: _____ Date Claimant Began Establishing legal FL Residence: _____

Provision of Documents to Support Claim of Florida Residency

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. 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: ____/____/____
- ☐ State of Florida Identification Card. Number: _____ Original Issue Date: ____/____/____ Current Issue Date: ____/____/____
- ☐ Florida vehicle registration. Number (VIN): _____ 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. (Required: document such as deed or other evidence of title to property used as primary residence, a homeowner's policy, evidence of a property tax payment on the primary residence, or a lease of multiple years' duration)
- ☐ Proof of a homestead exemption in Florida. (**Required:** 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 past 12 months.
Dates of Attendance: _____ Graduation Date: ____/____/____. (**Required:** Transcript)
- ☐ Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period. (**Required:** pay stubs or W-2 forms for the past 12 consecutive months)

B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):

- ☐ Declaration of domicile in Florida.
- ☐ 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.

Qualification by Exception (to be completed by the student)

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (documentation required):

- ☐ I am a **qualified beneficiary** under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (**Required:** 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. (**Required:** 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** and their spouses and dependent children, and active drilling members of the **Florida National Guard**. (**Required:** 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. (**Required:** 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. (**Required:** 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.
- ☐ 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. (**Required:** proof of scholarship and Latin America or Caribbean residency).
- ☐ **Southern Regional Education Board's Academic Common Market** graduate students attending Florida's state universities. (**Required:** 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.
- ☐ **McKnight Doctoral Fellows and Finalists** who are United States citizens. (**Required:** Verification from graduate studies.)
- ☐ **Active duty members** of the **Canadian military** residing or stationed in this state under the North American Air Defense (NORAD) agreement, and 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. (**Required:** proof of active duty membership for the 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, and 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. (**Required:** proof of active duty membership for the specified purpose.)

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 section 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.

Student Name (Please Print): _____

Claimant Name (if not the student): _____

Signature of the Claimant (Electronic or Ink): _____ **Date:** _____

Examples of Acceptable Documentation for Residency

updated 8/22/17

Student must submit **two** documents: one document from Tier A and the second document from either Tier A or Tier B.

Tier A	Example
Florida voter's registration card	Issue date must be a year and a day prior to first day of semester i.e. if the term begins August 21, 2017, then issue date must be prior to August 20, 2016. For voter ID information, please visit: http://registration.elections.myflorida.com/CheckVoterStatus
Florida driver's license	Issue date must be a year and a day prior to first day of semester i.e. if the term begins August 21, 2017, then issue date must be prior to August 20, 2016.
State of Florida identification card	Issue date must be a year and a day prior to first day of semester i.e. if the term begins August 21, 2017, then issue date must be prior to August 20, 2016.
Florida vehicle registration	Need VIN number and the plate issue date (not the renewal date). Issue date must be a year and a day prior to first day of semester i.e. if the term begins August 21, 2017, then issue date must be prior to August 20, 2016.
Proof of permanent home in Florida occupied as primary residency for 12 consecutive months prior to the student's enrollment.	Deed, Lease copies (lease must be current)
Proof of homestead exemption in Florida	Homestead Exemption Status Form or tax statement from the county tax collector stating the \$25K status
Official transcripts from a Florida high school for 2 or more years, if the Florida high school diploma or GED was earned within the last 12 months.	This option only available for independent students.
Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period.	Student can either submit: A) Pay stubs or W-2 form for past 12 consecutive months or B) A signed letter on company letterhead stating how many hours per week student is employed, when employment began, and employment status (Full-Time or Part-Time).

Tier B	Example
Declaration of domicile in Florida	Notarized document obtained from the Clerk of Circuit Court.
Florida professional or occupational license	A document that provides the opportunity to work in the State of Florida i.e. Real Estate Agent license, Cosmetologist license, Nursing license, Massage Therapist license – www.myfloridalicense.com
Florida incorporation	A Valid business License – search.sunbiz.org
Document evidencing family ties in Florida	Notarized letter from family member. Family member must also submit 2 copies of documents listed on affidavit. This option only available for independent students.
Proof of membership in a Florida-based charitable or professional organization	Membership must be current and established 12 months prior to term in which the student plans to enroll. Copy of card or letter from organization is required.