



The Florida State University
Office of the Registrar
A3900 University Center
Tallahassee, Florida 32306-2480

MEMORANDUM

TO: Whom it may concern

FROM: Tim Martin, University Registrar

Subject: Request for Change in Residency Classification

✓ In accordance with *S1009.21* (formerly *S240.1201*) *Florida Statutes, Florida Administrative Code, 6A-10.044, and Division of Colleges and Universities (DCU) Rule 6C-7.005*, the Office of the Registrar is required to adhere to specific procedures in making determinations for residency reclassification for students who were initially classified as non-Florida. With this in mind, the staff of the Registrar's Office should not be expected to debate the fairness or equity of the statutes.

Please read carefully the instructions and definitions on the attached form (Residency Classification for Tuition Purposes). If you qualify you must submit your request and all supporting documentation for consideration prior to the first day of classes for the semester in which you are making the change. For summer semester the first day of classes is defined as the start of classes for session A. Requests submitted after the first day of classes will not be considered for that semester.

Before proceeding, you should understand that students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents and, consequently, fail to meet the criteria to claim Florida residency. Additionally, you should be aware that university dormitories, fraternities, scholarship houses, and other FSU campus addresses are not permanent addresses for residency for tuition purposes.

It is important to note that attending school in Florida is not tantamount to establishing a legal Florida residency for tuition purposes. In this regard, substantial documentation must be provided to support a change in permanent residency circumstances over and above mere physical presence to attend school. Such documentation must reflect and support a claim to maintenance of twelve continuous months of residency.

The burden of proof is on the applicant to establish, beyond a doubt, his/her permanent and fixed legal ties to the state of Florida to the exclusion of any other state. Judgments as to residency will be made on the basis of all information provided to include the age and general circumstances of the applicant. Accordingly, **NO SINGLE DOCUMENT SHALL BE CONCLUSIVE.** Additionally, combinations of documents such as driver's license, voter's registration, vehicle registration or lease agreements, may only serve to verify physical presence and not permanent residency.

Rev: 06/02

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 months. 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 Immigration and Naturalization Service. 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 Board of Regents. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in a state other than Florida while 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.

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 (if any) of documents required.**
- **A notarized copy of your and/or your parents' most recent tax return or other documentation may be requested to establish dependence/independence.**
 - Dependent:** a person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.
 - Independent:** a person who provided more than 50% of his/her own support.
- **A copy of marriage certificate is required in all cases of spouse claiming partner's residency.**
- A. I am an independent person and have maintained legal residence in Florida for at least 12 months.**
- B. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 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 12 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 12 months. I have now established legal residence and intend to make Florida my permanent home. (Required: Copy of marriage certificate, claimant's voter registration, driver license and vehicle registration.)**
- 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 re-establishing Florida legal residence.**
- F. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least 12 months. (Required: INS documentation and proof of Florida residency status.)**
- G. I am a member of the armed services of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. (Required: Copy of military orders DD2058 showing home of record.)**
- H. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education, 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.240.551, F.S.).**
- K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. 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.**
- 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 graduate studies.)**
- O. I am an active member of Florida National Guard who qualifies under s.250.10 (7) and (8) for the tuition assistance program.**

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 first day of classes on the term for which a Florida resident classification is sought. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested in some cases.

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: _____/_____/_____ | | | | |
| 8. Claimant's voter registration: | State: _____ | Number: _____ | County: _____ | Issue Date: _____/_____/_____ |
| 9. Claimant's driver license: | State: _____ | Number: _____ | | Issue Date: _____/_____/_____ |
| 10. Claimant's vehicle registration: | State: _____ | Tag Number: _____ | | Issue Date: _____/_____/_____ |
| 11. Non-U.S. Citizen only: | Resident Alien Number: _____ | | | Issue Date: _____/_____/_____ |

(Copy of both sides of card required.)

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 DCU Rule 6C-7.005 F.A.C.

Signature of person claiming Florida residency (as listed on item #1 above) _____ Date _____ Revised 4/15/2002

DOCUMENTATION:

CLAIMANT:

Indicate which of the following are applicable in your case, describe documentation, note issue or effective dates and date of origin or location.

RESIDENCY OFFICER:

Check, date, and initial the documentation which you have verified, or comment below.

Final 7/15

- 1. Declaration of Domicile? _____
- 2. Driver's License? _____
- 3. Voter's Registration? _____
- 4. Vehicle Registration? _____
- 5. Proof of Dependency/Independence, if appropriate?
Proof - par. taxes - sta tax
- 6. Permanent Job Offer? _____
- 7. Employment? *6/2 inspection - \$*
- 8. Member of Organization? _____
- 9. Professional/Occupational License? _____
- 10. Residence during periods of non- enrollment? _____
- 11. Own Home? *no*
- 12. Own Real Property? _____
- 13. Incorporation? _____
- 14. Exceptional Category Documentation? _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

15. Any other documents or circumstances you feel are relevant in determining your residency classification?
*LEASE(S)
1 yr prior showing
cont. res id
now sta*

OFFICE USE ONLY:

Action Taken: Approved Denied

Effective Date: _____ 20__

By: _____ Date _____

Residency Code: { }

Tips for establishing legal ties to Florida

You will need to obtain the following documentations now so that you can apply for residency in one year. It is your responsibility to retain copies of all documentation and receipts for payment of documents.

- **Declaration of Domicile**
 - This can be obtained at the courthouse located on 301 S. Monroe Street, Room 123. The approximate cost is \$15.00. You will need to bring a government issued ID. You will be signing a sworn affidavit attesting the date that you moved to Tallahassee. The office hours are Monday – Friday 8:30 am-5pm. (You will need to park on the street)

- **Florida Driver's License**
 - You can get a Florida Driver's License at one of the driver's license offices (see attached). Be sure to bring your social security card and your current driver's license. You will be giving up your current driver's license. Please see additional information (attached) on obtaining your driver's license. The approximate cost for a driver's license is \$25.25 (including taxes). You can visit their website for additional information on drivers license, title and tag information, at <http://www.hsmv.state.fl.us/html/titlinf.html>

- **Voter's Registration**
 - You will need a voter's registration card when you apply for residency. You can get this when you get your driver's license. A Voter's registration card will be mailed to you approximately two weeks after you apply for your Florida driver's license.

- **Vehicle Registration (if applicable)**
 - This is on a case-by-case basis. You will need to go to a Motor Vehicle Services Office (office locations below). There are two office locations that provide both driver's license and motor vehicle services (Sharer Road and Blountstown Hwy). For more information on vehicle registration visit <http://www.hsmv.state.fl.us/dmv/faqmotor.html#3>
 - Bring your current title, insurance card and information, driver's license, social security card and charge card (\$5.00 transaction fee) or checkbook. Plates will cost approximately \$100.00 in addition to other fees that vary for each student.