



RESIDENCY RECLASSIFICATION INFORMATION

Are you an independent student for tuition purposes? Independent or dependent status is important because it determines whose documentation is required in the Reclassification Process. Independent students submit their own documentation of residency while dependent students submit their parent's or guardian's documentation of residency. To qualify as an independent student in the Reclassification Process, you must meet any one of the following criteria:

1. You were not claimed by your parent or legal guardian as a dependent on their federal IRS tax returns during the 12 month qualifying period (A copy of your tax return as well as your parent's or guardian's tax return will be required to verify your independent/dependent status) and you had the financial resources sufficient to cover at least 50% of the cost of attendance for independent, in-state students as defined by the Florida State University Office of Financial Aid (exclusive of federal, state, and institutional aid or scholarships) during the 12 month qualifying period.
2. 24 years of age or older by the first day of classes of the term for which residency status is sought.
3. Married.
4. Have children who receive more than half of their support from you.
5. Have other dependents that live with and receive more than half of their support from you.
6. A veteran of the United States Armed Forces or currently serving on active duty in the United States Armed Forces for purposes other than training.
7. Parents are deceased, or you are or were (until age 18) one of the following: (a) a ward/dependent of the court or (b) in foster care.
8. Determined to be unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program.
9. Working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution.
10. Be classified as an independent by the Florida State University Office of Financial Aid.

The Reclassification Process. Reclassification of residency is highly regulated by the Legislature of the State of Florida. Almost every year, legislation is considered and/or passed that impacts the process. The Reclassification Process is individualized and document-intensive. You should be prepared to provide as much documentation as possible to justify your unique situation. The documentation that you submit must address three basic questions grouped into two parts. Part One: 1) Why did you move to the State of Florida? Part Two: 1) What are your legal ties to the State of Florida? and 2) Were you physically present in the State of Florida for the requisite twelve months?

Samples of appropriate documentation for each question are listed below. These samples are the examples provided in State Statute, Board of Governors (BOG) Regulation and State Residency Committee Guidelines. **Please remember: It is very important for you to supply as much documentation as possible for each of the three questions in support of your reclassification request. All submitted documentation will become part of the reclassification request record and will not be returned.**

Part One

Why did you move to the State of Florida? State statute is very specific about who is and who is not eligible to pursue reclassification. If the primary reason you moved to the State of Florida was to pursue an education, you are not eligible for reclassification. As stipulated in Section 1009.21(2)(a)2, F.S., "it is imperative that the required 12 month qualifying period be for the purpose of maintaining a bona fide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." In other words, if you moved to Tallahassee just to get a degree from Florida State University, you are not eligible for reclassification.

Sample documentation:

- There are many reasons for relocating to the State of Florida other than for an education. One commonly given reason is for employment. To prove that you moved to the state for employment, you will need to provide proof of permanent full-time employment for at least 30 hours per week for a 12 month period immediately preceding your request for reclassification. This proof can be a letter from your employer or payroll records. If you are a graduate student on an assistantship, your assistantship counts as employment and you should complete and submit the Graduate Assistant Verification Form available at: <http://admissions.fsu.edu/images/pdf/gradassistverify.pdf>

- Another commonly given reason is for family ties. Perhaps you have relatives that live in the state, e.g. your grandmother or grandfather. For documentation of family ties, we need a notarized statement from the relative indicating their relationship to you and their length of residence in the state.
- Other – since moving to the State of Florida is a personal choice, there can be any number of reasons that you might provide to justify moving here. As such, the documentation will vary, but more often than not, it comes in the form of a personal statement. Please keep in mind that your reason cannot be for educational purposes or you will automatically be ineligible for reclassification. It is also difficult to justify your move to the state for other than educational reasons, if you immediately start school as a full time student upon moving to the state.

Part Two

The next two questions carry the added burden of a minimum number of total documents that must be provided as well as a minimum number of specific types of documents that must be submitted. In total, counting both questions, you must submit at least three documents and at least one of them must be from the examples highlighted with an asterisk. Ultimately the burden of proof in the reclassification process is upon you, so it is highly recommended that you submit more documentation than the minimum number specified. There is no such thing as too much documentation in the reclassification process!

1. What are your legal ties to the State of Florida? To be eligible for reclassification, you must be able to demonstrate your legal ties to the State of Florida for at least 12 months prior to the start of classes for the term you wish to be reclassified. State statute, BOG Rule, and Statewide Guidelines stipulate the following examples of legal ties with the additional burden that at least one of the documents must be from those examples with asterisks.

Sample documentation:

- Florida Driver's license or State of Florida identification card*
 - Florida voter registration card*
 - Florida vehicle registration*
 - Declaration of domicile in Florida with a filing date 12-months prior to the start classes for the term*
 - Proof of a homestead exemption in Florida*
 - Proof of purchase of a permanent home in Florida that is occupied as a primary residence
 - Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within last 12 months*
2. Were you physically present for the requisite twelve months? Having legal ties to the state is not enough to qualify for reclassification. You must be able to prove that you were physically here for the entire twelve months prior to the first day of class for which you wish reclassification. Physical presence in Florida can be demonstrated with:

Sample documentation:

- Lease agreement or warranty deed*
- Utility bills and proof of 12 consecutive months of payments
- Bank records
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period*
- 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

RESIDENCY RECLASSIFICATION FORM

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

Term/Year for which you wish to be reclassified

FSU email

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

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.
- A copy of the marriage certificate is required in all cases of a spouse claiming a partner's residency.

Please Print:

Date claimant began establishing legal Florida residence and domicile: ____/____/____
Mo Day Yr

Claimant's permanent legal address:

Street/P.O. Box

Apt. No.

City

State

Zip Code

Claimant's telephone number: _____

I do hereby swear or affirm that the above-named student meets all requirements for reclassification 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

Date

Please complete the reverse side.

For Office Use Only:

Reclassification Appeal Received: Y N

Reclassification Application Approved: Y N

Reclassification Appeal Approved: Y N

Exception (if appl): _____

Staff Initial: _____ Date: ____/____/____

Proof of Florida Residency for Tuition Purposes

DIRECTIONS: Your reclassification determination will be based upon the completed Residency Reclassification Form and 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 of the documentation you are submitting with your reclassification request. Do not submit original documents; copies are acceptable. **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.

Florida driver's license or a State of Florida identification card*

Florida voter registration card*

Florida vehicle registration*

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

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

Proof of 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 the last 12 months *

Bank records

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.

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 one of these documents to be considered.**