

## RESIDENCY RECLASSIFICATION

To request a reclassification to *Florida residency for tuition purposes*, you should complete the attached form entitled "Request for Change of Residency Status" and submit for review one month prior to the beginning of the semester for which the reclassification is requested.

1. The deadline for submission of a request is one week (7 days) prior to the first day of classes for the semester for which reclassification is requested.
2. All required documentation must be submitted prior to the published last day of drop/add for the semester in question.
3. A student who attends UWF as a participant in a student exchange program is not eligible for residency reclassification for a period of twelve months from the time the exchange student status has been terminated.
4. A student requesting reclassification as an independent person who does not meet the definition of "independent" student (as defined on the reverse side of this page) may be classified as an independent person only if he or she submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at UWF (exclusive of federal, state and institutional aid or scholarships).
5. Full-time employment is considered one or more permanent jobs for a minimum of 30 hours a week.
6. The University of West Florida uses email as the official method of notification regarding the review process. Please ensure that you have activated your UWF email account (e.g., jrd1@students.uwf.edu) for purposes of receiving important information related to your request.

**In completing your "Request for Change of Residency Status", you will be required to submit supporting documentation dated, issued, or filed 12 months prior to the first day of classes of the semester for which the request is filed.**

To qualify as a Florida resident for tuition purposes, you must meet the following basic requirements:

1. be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Bureau of Citizenship and Immigration Services (USCIS)
2. have resided in the state of Florida for the previous 12 months with the intent of establishing a permanent home, not merely incidental to enrollment at an institution of higher education
3. have established and maintained legal ties to the state of Florida for a period of 12 months prior to the first day of classes for the semester in question
4. a) be independent  
**OR**  
 b) be dependent and your parent, legal guardian, or adult relative (resided with for 5 years), has resided in the state of Florida for the previous 12 months with the intent of establishing a permanent home (requires copy of current IRS return from parent, legal guardian or adult relative and the residency statement and supporting documentation submitted will be that of the parent, etc.)  
**OR**  
 c) be the spouse of someone who has resided in the state of Florida for the previous 12 months with the intent of establishing a permanent home (requires the marriage certificate, the residency statement and supporting documentation of the spouse, plus a photo copy of the student's Florida driver's license, voter registration or vehicle registration)

Requirements for changing from non-Florida or temporary Florida resident to Florida resident for active duty or discharged members of the Armed Forces are as follows:

1. Active duty member of the Armed Forces whose state of legal residence is Florida (requires copy of leave and earning statement reflecting Florida as state code dated within previous 12 months); or spouse (also requires copy of marriage certificate or military i.d. card); or dependent children (also requires current IRS return reflecting dependent status)
2. Discharged member of the Armed Forces who was discharged within the previous 12 months and who provides a copy of a leave and earning statement reflecting Florida as state code (dated within previous 12 months) and copies of Florida driver's license, vehicle registration and/or voter registration-issued within previous 12 months; or spouse (also requires copy of marriage certificate or military i.d. card); or dependent children (also requires current IRS return reflecting dependent status)
3. Active duty or discharged member of the Armed Forces whose legal ties to the state of Florida (Florida driver's license, vehicle registration and voter registration) are 12 months old (copies required) AND who provides verification of EITHER proof of permanent employment in the state of Florida for the previous 12 months OR proof of home ownership/rental in the state of Florida for the previous 12 months); or spouse (also requires copy of marriage certificate or military i.d. card); or dependent children (requires current IRS return reflecting dependent status).

# REQUEST FOR CHANGE OF RESIDENCY STATUS

Semester for which residency change is requested: \_\_\_\_\_

INSTRUCTIONS: Please read the following information concerning residency. If you believe you qualify for Florida resident for tuition purposes status, complete this form, attach all requested copies, and submit the package one week (7 days) prior to the first day of classes of the semester for which you seek reclassification. The University of West Florida uses email as the official method of notification regarding the review process. Please ensure that you have activated your UWF email account (e.g., [rd1@students.uwf.edu](mailto:rd1@students.uwf.edu)) for purposes of receiving important information related to your request.

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 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, permanent resident alien, or legal alien granted indefinite stay by the U.S. Bureau of Citizenship and Immigration Services (USCIS). 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 determined by Florida Statutes, Florida Administrative Code and the Board of Governors. 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.

## FLORIDA RESIDENT FOR TUITION PURPOSES STATEMENT

This section must be completed **in full** if you claim Florida residency for tuition purposes.

• **Attach copies of required documentation** (if any).

• 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 has been provided by another

**Independent:** A person who provides 50% or more of his/her own support

- 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. (**Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- 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, and other supporting documentation for residency.)
- 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 U.S. Bureau of Citizenship and Immigration Services, I am a **permanent resident alien** or other legal alien granted Indefinite stay and have maintained a domicile in Florida for at least twelve months. (**Required:** INS documentation and proof of 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 state of legal residence is Florida, or I am a member's spouse or dependent child. (**Required:** Copy of military orders or DD2058 showing state of legal residence.)
- 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 Pre-Paid College Program**, S.1009.988,F.S. (**Required:** Copy of card.)
- 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 **Southern Regional Education Board's** Academic Common Market graduate student. (**Required:** Certification letter from State Coordinator)
- M. 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.
- N. I am a **McKnight Fellowship** recipient. (**Required:** Verification from graduate studies)
- O. I am an **active member of the Florida National Guard** who qualifies under s.250.10 (7) and (8) for the tuition assistance program.
- P. I am an **active duty member (or the spouse of the member) of the Armed Services** of the United States attending a public community college or university within 50 miles of the military establishment where the member is stationed, if such a military establishment is within a county contiguous to Florida.
- Q. I am an **active duty member (or spouse or dependent child of a member) of the Canadian military** residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, attending a public community college or university within 50 miles of the military establishment where the active duty member is stationed.
- R. I am a U.S. Citizen living outside the U.S. who is teaching at a Department of Defense Dependent School or in an American International School and who has enrolled in a graduate level education program which leads to a Florida teaching certificate.
- S. I am an active duty member (or spouse or dependent child of the member) of a foreign nation's military who is serving as a liaison officer. I am residing or stationed in Florida and attending a community college or state university within 50 miles of the military establishment where I am stationed.

## PERSON CLAIMING RESIDENCY SHOULD 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** of 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 Social Security: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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/PO Number \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

7. Date claimant began establishing legal Florida residence and domicile: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

8. Claimants **voter registration**, State: \_\_\_\_\_ Number: \_\_\_\_\_ County: \_\_\_\_\_ Original Issue date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

9. Claimants **driver's license**, State: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

10. Claimants **vehicle registration**, State: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Original Issue date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

11. **Non-U.S. Citizen only**. Resident Alien Number: \_\_\_\_\_ Original 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 Florida Board of Education Rule 6C-6.001(6), F.A.C.

Signature of person claiming Florida residency (as listed in Item #3 above) \_\_\_\_\_

Date \_\_\_\_\_

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# DOCUMENTATION

**CLAIMANT:** Respond to the following Sections A, B, C, and D as applicable, by providing the original documents or photocopies for review.

## Section A – [for Independent Students]

1. Proof of independent status is required (students who do not meet the definition of “independent” status as defined in the Residency Reclassification guidelines must provide current IRS returns for student and parents).
2. Employment (letter from employer: notarized or on letterhead, verifying employment address, dates and status of employ (e.g. permanent/temporary; number of hours worked per week). Students required to prove their “independent” status are also required to provide rate of pay.
3. Domicile (rent: 12 months’ receipts, canceled checks, or statement from landlord, notarized or on letterhead; own: warranty deed and current utility bill).

## Section B – [for Dependent Students]

1. Proof of dependent status is required (current IRS return for parents)
2. Employment of parent, as applicable (letter from employer: notarized or on letterhead, verifying employment address, dates and status of employ (e.g. permanent/ temporary; number of hours worked per week).
3. Parent(s)’ Domicile (rent: 12 months’ receipts, canceled checks, or statement from landlord, notarized or on letterhead; own: warranty deed and current utility bill).

## Section C – [for all students; if dependent, provide parents’ copies]

1. Driver’s license (photo copy required)
2. Vehicle registration (photo copy required)
3. Voter’s registration (photo copy required)

## Section D – [optional: may be used to further substantiate your claim]

1. Declaration of Domicile (filed at County Courthouse)
2. Florida banking (letter from bank or 1<sup>st</sup> and last months’ bank statements)
3. Home Ownership - purchased home in Florida as primary residence prior to initial enrollment (evidenced by Warranty Deed and homestead exemption)
4. Transferred to full-time permanent job in Florida prior to initial enrollment (as confirmed on corporate or organizational letterhead)
5. Business/Occupational License or Incorporation (photo copy, etc.)
6. Family Ties (statements from immediate family members i.e. parent or child residing in Florida for previous 12 months).
7. Military discharge and establishment of Florida residency prior to initial enrollment (DD-214 and supporting residency documentation)
8. Florida social service benefits (i.e. disability, assisted housing, health care, food stamps, child care assistance)
9. Florida identification card

**RESIDENCY OFFICER:** Check, date, and list the documentation which you have verified.

## Section A - \_\_\_\_\_

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## Section B - \_\_\_\_\_

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## Section C - \_\_\_\_\_

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## Section D - \_\_\_\_\_

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### OFFICE USE ONLY

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Effective Semester: \_\_\_\_\_

Residency Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## **Determination of Dependent or Independent Status**

### ***Definitions:***

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent). The following definitions are provided in rule:

***Independent Student.*** A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution;
2. The student is married;
3. The student has children who receive more than half of their support from the student;
4. The student has other dependents that live with and receive more than half of their support from the student;
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training;
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court;
7. The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution; or
8. The student is classified as an independent by the financial aid office at the institution.

Evidence that the student meets one of these criteria will be requested by UWF.

A student who does not meet one of the criteria outlined above may be classified as an independent student only if he or she submits documentation that he or she provides fifty (50) percent or more of the cost of attendance for independent, in-state students as defined by the financial aid office at UWF (exclusive of federal, state, and institutional aid or scholarships).

***Dependent Student.*** All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

### ***Requirements:***

In all cases of students claiming dependent status, students will be required to submit copies of their parents' (legal guardian, etc.) Federal and State tax returns (as applicable).

In cases of students claiming independent status which requires the student to prove his/her support of fifty (50) percent or more, students will be required to submit copies of their and their parents' Federal and State tax returns (as applicable).