

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) and number of hours worked per week). Students required to prove their “independent” status are also required to provide rate of pay.
3. Domicile (rental: Copy of lease/rental agreement plus 12 months’ canceled checks or utility bills; home ownership: warranty deed and current mortgage statement or current utility bill). Claimant’s name must be on official documentation.

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) and number of hours worked per week).
3. Parent(s)’ Domicile (rental: Copy of lease/rental agreement plus 12 months’ canceled checks or utility bills; home ownership: warranty deed and current mortgage statement or current utility bill). Claimant’s name must be on official documentation.

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 1st and last months’ bank statements)
3. Homestead Exemption (most recent receipt)
4. Business/Occupational License or Incorporation (photo copy, etc.)
5. Military discharge and establishment of Florida residency prior to initial enrollment (DD-214 and supporting residency documentation)
6. Florida social service benefits (i.e. disability, assisted housing, health care, food stamps, child care assistance)
7. Florida identification card

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

Section A - _____

Section B - _____

Section C - _____

Section D - _____

OFFICE USE ONLY:

Approved: _____ Denied: _____

Effective Semester: _____

Residency Officer: _____

Date: _____