

Non-Degree Seeking Initial Residency For Tuition Purposes Request



UNIVERSITY of
SOUTH FLORIDA

Student Success
Office of the Registrar

Student Information

USFID _____ Last Name _____ First Name _____ MI _____

Date of Birth _____ Phone Number _____ Email _____

Student's First Term at USF (Term/Year) _____ Term Seeking Residency (Term/Year) _____

Student's Last High School Attended/Grad Date _____ Student's Last College Attended/Dates of Attendance _____

Dependent/Independent Status (Check category that applies to student)

By the first day of the term for this request, I am:

Under 24 years of age AND

My parents/legal guardian claim me for tax purposes, and 50% or more financial support provided by another individual. (**DEPENDENT** - parent/legal guardian is claimant)

OR

I provide 51% of my financial support at the IN-STATE cost of attendance rate. (**INDEPENDENT** - student is claimant) Proof of 51% of cost of attendance must be provided (**Required:** copy of tax transcripts from parents and student from prior year to verify independence.)

OR

I am enrolled in graduate school, or married, or active duty military, or a legally emancipated person, or an unaccompanied homeless youth determined by a school district or homeless liaison, or have a dependent in which receives more than half his/her support from me. (**INDEPENDENT** - student is claimant)

24 years of age or older (**INDEPENDENT**)

I meet residency requirements through one of the qualifications by exception (see page 4)

Claimant Information

Below pertains to the claimant. The "claimant" is the person claiming Florida residency. The spouse/parent/legal guardian is the claimant, if the student is a dependent, all documentation must support the spouse/parent/legal guardian's information. If the student is the claimant, all documentation must support the student as claimant.

Name of Claimant _____

The Claimant is: Student Parent/Legal Guardian Spouse* Other**

**If other, elaborate _____

*Copies of legal documentation including proof of marriage or court documents must be submitted with this residency request form.

**Other = Dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in Florida for at least 12 consecutive months immediately before the child's initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 3 years immediately before the child's initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child. Provide past three years tax transcripts.

Date claimant established residency in Florida _____

Claimants Current Address _____ City _____ State _____ Zip _____

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Citizenship

The student and claimant (if not the student) must be eligible to apply for Florida residency for tuition purposes. 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 a legal alien granted indefinite stay by the U.S. C.I.S. Copies of visa/immigration documents for student and claimant required.

Is the STUDENT a U.S. Citizen? Yes No If no, status _____

Resident Immigrant Number (Non-U.S. Citizen only) _____ Issue Date _____ Exp. Date _____

If the student is not the claimant:

Is the CLAIMANT a U.S. Citizen? Yes No If no, status _____

Resident Immigrant Number (Non-U.S. Citizen only) _____ Issue Date _____ Exp. Date _____

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Documentation for Claimant

Provide TWO forms of documentation that are dated 12 MONTHS IN ADVANCE of the first day of the term in which you are requesting updated residency for tuition purposes. At least one document must be from section A. Copies of documents required.

Section A

- Florida Driver's License or ID Number _____ Issue Date _____
- Vehicle Registration Number (VIN) _____ Issue Date _____
- Florida Voter Registration Number _____ Issue Date _____
- Employment Verification - Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period. (Required: 12 consecutive months of paystubs, or a letter of employment verification)
- 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 last 12 months
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, or a lease of multiple years' duration).
- Homestead Exemption

Proof of bona fide domicile: The claimant must prove physical presence and maintain a full-time bona fide domicile for 12 consecutive months or more prior to the term seeking residency for tuition purposes. The domicile must be where the claimant has resided full-time for 12 consecutive months. Select the choice that applies to the claimant through deed, homestead exemption, or lease of multiple years' duration.

Section B

- Lease for apartment/house, provide copy of lease agreement and proof of payment (ledger) for all 12 months
- Florida professional/occupational license, provide copy of documentation
- Florida incorporation, provide corporate verification
- Membership in Florida charitable or professional organization, provide proof of membership
- Documentation of family ties in the Florida - notarized letter from a relative indicating relationship and copy of their Florida ID
- Declaration of domicile (Obtained from the Clerk of Circuit Court in the County Court of Florida in which you claim permanent domicile.)

Any other documentation that supports your request status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

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Qualifications by Exception

If you meet the requirements for one of the following exceptions, please check the box next to the exception and attach the required documentation listed below.

I am a(n):

- Florida resident for tuition purposes at a Florida public institution of higher education, but abandoned Florida domicile, and then re-enrolled in Florida within 12 months of the abandonment, and will maintain the re-established domicile during the period of my enrollment. (This benefit only applies one time.) **(Required: Copy of enrollment verification or official transcript during absence from Florida.)**
- Student previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes at that institution and I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment.
- Active duty member of the U.S. Armed Forces residing or stationed in Florida (or a dependent); or an active drilling member of the Florida National Guard; or military personnel not stationed in Florida whose home of record or state of legal residence certificate is Florida (or dependent). **(Required: Form DD-2058)**
- Active duty member of the U.S. Armed Forces (or a spouse or a dependent) attending public college or university within 50 miles of the military establishment where the service member is currently stationed, if such military establishment is within a county contiguous to Florida. **(Required: Copy of military orders)**
- United States citizen living on the Isthmus of Panama, who has completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, or a spouse and dependent child. **(Required: Copy of enrollment certification and marriage certificate or proof of dependency)**
- Full-time instructional and administrative employee of Florida public school system or institutions of higher education as defined in [s.1009.21(10)(d), F.S.] or spouse/dependent child. **(Required: Copy of employment verification)**
- Student from Latin America and the Caribbean who receive scholarships from the federal or State of Florida and is enrolled in a full-time basis. **(Required: Copy of scholarship papers and proof of Latin America or Caribbean residency)**
- Southern Regional Education Board's Academic Common Market graduate student **(Required: Certification letter from state coordinator)**
- Full-time employee of a State of Florida agency or political subdivision whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. **(Required: Copy of employment verification)**
- McKnight Doctoral Fellow and Finalist and also a U.S. citizen. **(Required: Verification from Graduate Studies)**
- 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 is enrolled in a graduate level education program that leads to a Florida teaching certificate.
- Active duty member of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, (or a spouse/dependent) attending a Florida Colleges and Schools (FLCS) or state university within 50 miles of the military establishment where the service member is stationed. **(Required: Proof of active duty membership for specified purpose)**
- Active duty member of a foreign nation's military who is serving as a liaison officer (or a spouse/dependent) and residing or stationed in this state within 50 miles of the military establishment where the foreign liaison officer is stationed and is attending a Florida Colleges and Schools (FLCS) or state university. **(Required: Copy of military orders)**
- Qualified beneficiary under the terms of the Florida Prepaid College Program. **(Required: Copy of Florida prepaid ID card)**
- Spouse married to a person who has maintained legal residence in Florida for 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)**

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Residency Declaration: The person claiming residency must read and initial that you acknowledge the following points:

Residency requirements are established by Florida Statutes and the Florida Department of Education administrative code, not USF. There is a difference between being a "Florida resident" and a "Florida resident for tuition purposes" pursuant to Florida Statutes. Residing in Florida for a year or longer or maintaining Florida documents for 12 months does not automatically qualify a claimant as a Florida resident for tuition purposes. To be considered a "Florida Resident for Tuition Purposes," the claimant has the burden of proof, through the submission of official and/or legal documents, that there are sufficient permanent ties to Florida, and when the student is the claimant that enrollment at USF is "incidental." If the student is the claimant, he/she will not normally meet this requirement once they are consecutively enrolled at USF. Students may not use relatives other than parents, legal guardians or spouses to declare Florida residency, except under very specific circumstances.

Students may apply for residency for tuition purposes for any term; however, the documentation provided will determine when and if the claimant is qualified. Florida residency for tuition purposes determinations are based on multiple criteria, including: arrival in Florida; documentation with established permanent ties to Florida; identity of claimant; if the claimant is a student; domicile; the status of the claimant (independent/dependent) during the qualifying period; and the duration the claimant can demonstrate they have lived in Florida while not attending school unless they meet an exception. Eligible documentation must support 12 months prior to the first day of classes for the term requested unless the claimant meets an exception.

All claimants must show proof of a bona fide domicile, rather than a mere temporary residence incidental to a student's enrollment in an institution of higher education, particularly during the requisite 12-month qualifying period. The claimant must support where they reside full-time; USF affiliated housing and temporary housing will not qualify as a bona fide domicile. Owning a home in Florida does not in itself establish residency for tuition purposes.

USF does not solicit any particular documentation to prove residency. However, all documents must support the claimant's physical presence in Florida and a bona fide domicile. There must be an absence of any documents representing legal ties to any other country or state during the qualifying period. Official and or legal documents establishing Florida residency are listed in this residency request form. No single document will qualify a claimant for residency for tuition purposes. Determinations are made based on multiple variables stated in this residency request form.

A claimant under age 24 who claims to be "independent" and is not married must demonstrate that he/she is financially and legally independent from any out-of-state residency through documents requested in this residency request form. Financial "independence" is only one aspect of the residency request process – meeting the minimum income requirement and documentation does not guarantee that a claimant will qualify for Florida residency.

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 all documents and records, including those accessible electronically, which may assist in support of my status as a Florida resident for tuition purposes.

I understand that this residency request form will be reviewed and cross-checked with information in my student permanent record for the term requested and that I will be informed of a decision once all documentation is received and reviewed. The process may take up to four weeks for processing. If approved, my status will be updated; if denied, I have the option to appeal and have the decision reviewed by the USF Residency Appeals Committee by submitting a written request or apply for residency for tuition purposes for any subsequent term. I understand that the Committee's decision is final. I understand that while this list addresses significant and common criteria that relate to residency for tuition purposes, it is not exhaustive.

This residency request for tuition purposes form and all additional documentation must be submitted to the Office of the Registrar no later than the last day of classes during the initial term at USF. There are no exceptions to this mandated deadline. Requests received after the published deadline are considered only for future terms. Tuition will be assessed at the non-resident rate for that term. Until a decision has been made, the student should consider themselves a non-Florida resident. It is the student's responsibility to adhere to all fee payment deadlines for the term. If approved for in-state residency after payment is made, the student will be refunded the out-of-state portion of fees.

Student signature

Date

Claimant signature

Date