



FLORIDA RESIDENCY DECLARATION FOR TUITION PURPOSES

For office use only
Received by: _____
Date: _____
Approved by: _____
Date: _____

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 residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. All applicants must complete Part 1 of this application. **Applicants seeking initial Florida residency can complete an electronic version of this form through their CF portal under the Admissions Status tab. Applicants seeking reclassification must use this paper form. All applicants must complete the entire form and read and agree to the conditions listed on the last page of this document or the online document.**

STUDENT INFORMATION

CF ID #	Last Name	First Name	MI
Date of Birth	Phone Number	Patriot Email	
Street Address (No PO Boxes)			
City	State	Zip Code	

Please select ONE of the statements below and follow the instructions.

☐ **I do not qualify** as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration with three supporting documents for reclassification, and this must be completed prior to the term for which I am applying. (For more information on filing as a non-resident, please refer to State Board of Education Rule 6A-10.044(2) and s. 1009.26 of the Florida Statutes.) **By my signature, I understand that I do not need to complete the rest of this form.**

Signature of Student (non-Florida Resident): _____ Date _____

☐ **I qualify** as a Florida resident for tuition purposes and will provide the information requested in this document as required by the State of Florida for determining residency for tuition purposes. **(Please continue filling out this form.)**

1. RESIDENCY TERM & STATUS

Please initial to verify these statements:

_____ I am applying for Initial residency and have not attended CF in the past 12 months. Two documents are required.

_____ I am reclassifying from a non-resident status. Three documents are required to reclassify.

Residency declarations are not accepted after the Add/Drop date for the term in which you are applying.

Term Seeking Residency (check one only and indicate year)

☐ Spring A/C ☐ Summer A/C ☐ Fall A/C YEAR _____
☐ Spring B ☐ Summer B ☐ Fall B _____

First Class Day of Term/Session: ____ / ____ / ____

All supporting documents must be at least 12 months by the first day of the term for which you are applying.

Check only ONE category that applies to student. Please read all options before selecting.

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

☐ **24 years of age or older: INDEPENDENT**

Please complete this form using two documents in your name as proof of residency. (Accepted documents are listed on page 3)

☐ **Under 24 year of age AND** (select only one):

☐ **DEPENDENT:** My parent(s)/legal guardian claim me for tax purposes, and 50% or more financial support is provided by them. Parent/legal guardian is the claimant. Both documents must be in this person's name. Claimant section (below) must be completed and signed by claimant.

☐ **INDEPENDENT:** I provide at least 51% of my own financial support and can prove income over \$9825 for the preceding tax year. Student is claiming self and must provide prior year tax return or W-2 to support income requirement, along with the two supporting documents.

☐ **INDEPENDENT:** I am enrolled in graduate school, married, on active duty military, legally emancipated, an unaccompanied homeless youth determined by a school district or homeless liaison, or have a dependent which receives more than half of their support from me. Student is claiming self. Requires proof of intent; provide relevant documentation for all except graduate school in addition to the two proofs of residency.

☐ **EXCEPTION: Claiming residency through one of the qualifications by exception** listed on the next page.

(continued on next page)

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. **Required:** Transcript from previous school.
- ☐ Active duty member of the U.S. Armed Forces residing or stationed in Florida (or a spouse 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 and marriage certificate or proof of dependency.
- ☐ Student from Latin America and the Caribbean who receive scholarships from the federal or State of Florida and is enrolled in a fulltime 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. **Required:** Employment Verification.
- ☐ 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:** Proof of enrollment in Florida Prepaid College Pgm.
- ☐ 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.

Complete this section if the Student is claiming Self. The student is the "claimant" and the two documents provided must be in the student's own name and meet residency requirements. Please see page 3 for a list of acceptable documents.

Name of Student _____ Claimant's Date of Birth ____ / ____ / ____

Student's Domicile date: ____ / ____ / ____ (this may be the birthdate if born in Florida or first day of residing in Florida)

Student is a (check one): ☐ US Citizen ☐ Permanent Resident * ☐ Other (specify) _____

Resident Immigrant Registration No: _____ Issue Date: ____ / ____ / ____ Visa Category: _____

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

(continued on next page)

Complete this section if the Student is naming a Claimant. The two documents provided must be in the name of the claimant listed and meet residency requirements. Additional documentation may be required. Please see page 3 for a list of acceptable documents.

Name of Claimant _____ Claimant's Date of Birth ____ / ____ / ____

The Claimant is ☐ Parent ☐ Legal Guardian * ☐ Spouse ** ☐ Other ***

* **REQUIRED:** Court ordered documentation indicating guardianship.

** **REQUIRED:** Copies of legal documentation including proof of marriage or court documents.

***If Other, elaborate: _____ OTHER = dependent child living with an adult relative other than the child's parent. Child may qualify as a resident for tuition purposes under certain circumstances. **REQUIRED:** Last 3 years of claimant's tax returns listing said child as a dependent. (To use this category, please consult with a CF Residency Team Member.)

Claimant's Domicile date: ____ / ____ / ____ (this may be the birthdate if born in Florida or first day of residing in Florida)

Claimant is a (check one): ☐ US Citizen ☐ Permanent Resident * ☐ Other (specify) _____

Resident Immigrant Registration No: _____ Issue Date: ____ / ____ / ____ Visa Category: _____

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

Claimant's Current Address: _____

Claimant's Phone Number: _____

2. DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY

Per s.1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

SECTION A / FIRST TIER. Student (if claiming Self) or Claimant must provide **at least one** of the following of his/her personal documentation:

- ☐ Florida voter's registration card number: _____ Issue Date: _____
- ☐ Florida driver's license number OR
Florida State ID card number: _____ Issue Date: _____
- ☐ Florida vehicle registration. Plate Number: _____ Issue Date: _____
- ☐ Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. Please select one and check the proof you are providing. Any documents must show the claimant's address and be over 12 months.
 - ☐ Homeowner: _____ Warranty deed _____ Homeowners' Insurance Policy _____ Property Tax Payments
 - ☐ Renter: _____ Multiple leases with no break reflecting a Florida address _____ One lease of multiple years' duration for same address
- ☐ Proof of Homestead Exemption on the Claimant's primary address
- ☐ Official 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**. (Required: transcript.)
Dates of Attendance: _____ Graduation Date: _____
- ☐ Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.
(Required: verification from employer on company letterhead stating start date, number of hours worked, current status and supervisor's contact information. May accept pay summary if it shows number of hours worked per week and length of employment.)

SECTION B / SECOND TIER. If only one of the First-Tier documents can be provided, Student (if claiming Self) or Claimant must provide **one (or more if reclassifying)** document from the list below to demonstrate residency in Florida:

- ☐ Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.
- ☐ Florida professional or occupational license. (Required: copy of professional license.)
- ☐ Florida incorporation. (Required: Incorporation of business in Florida for at least 12 months.)
- ☐ Document evidencing family ties in Florida. (Required: notarized Affidavit of Parental Relationship or Family Ties plus Claimant's two documents over 12 months.)
- ☐ Proof of membership in a Florida-based charitable or professional organization. (Required: copy of membership card.)
- ☐ Any other documentation in the Claimant's name that supports your request for resident status, including, but not limited to **ONE** of the following: utility bills with proof of 12 consecutive months of payments; **OR** a lease agreement and proof of 12 consecutive months of payments; **OR** an official state, federal, or court document evidencing legal ties to Florida.

(continued on next page)

Examples of documents that may not be used to establish Florida residency:

1. Hunting/fishing licenses
2. Library cards
3. Shopping club/rental cards
4. Birth certificate
5. Passport
6. Social Security Card
7. Florida Concealed Weapons permit
8. Health or Auto Insurance card

3. RESIDENCY DECLARATION. The person claiming residency must read and acknowledge the following statements:

- Residency requirements are established by Florida Statutes and the Florida Department of Education administrative code, not CF.
- 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, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements 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 pursuant to section 1009.21, Florida Statutes (see "Qualification by Exception"). All other persons are ineligible for classification as a Florida "resident for tuition purposes."
- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. If you moved to Florida solely for the purpose of attending College of Central Florida, you are not eligible for residency.
- 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.
- There must be an absence of any documents representing legal ties to any other country or state during the qualifying period. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- 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.

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

Please print:

Student Name: _____ Claimant Name: _____
(if not the Student)

Signature of Student (if claiming Self) or Claimant: _____ Date: ____ / ____ / ____

For initial residency, completing the declaration online through your portal is the preferred method. Upload the supporting documents through your portal. If completing this paper declaration, please email this form and supporting documents to residency@cf.edu or bring them to your local CF campus for processing.

For reclassification of residency: Reclassification must be on this paper form and will require three (3) supporting documents (two Tier 1 and one Tier 2). Please email these to registrar@cf.edu or bring them to your local CF campus for processing.