

## Request for Residency Reclassification for Tuition Purposes

This form is used to establish residency status for tuition purposes for degree-seeking students who have previously attended FLORIDA POLYTECHNIC UNIVERSITY as non-residents and wish to be considered for in-state tuition rates.

Name: \_\_\_\_\_

Student UID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Legal permanent home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_ @FLPoly.org

Student is a:     U.S. Citizen     Non-U.S. Citizen     Permanent Resident     Other

Country of Citizenship: \_\_\_\_\_ (If Non-U.S. CITIZEN) My Alien # is: \_\_\_\_\_

and/or my VISA type is \_\_\_\_\_ and I have read Section A. and have checked Part I, #6 below.

**ATTACH COPIES OF ALL CURRENT IMMIGRATION DOCUMENTATION** (Documentation submitted must be valid through term of entry.)

**TERM OF APPLICATION:** (check one):     FALL     SPRING     SUMMER    YEAR: 20 \_\_\_\_\_

**If under age 25, parent's complete name and address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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.

- 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.
- 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 legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. 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. 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 upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent has moved from another state.

**PART I. DEFINITIONS (Please select a definition which most clearly applies to you. You must submit a copy of the most current tax return on which you are listed or claimed as independent or dependent for review.)**

1. I am an independent person (I provide more than 50% of my own support) and have maintained legal residence in Florida for at least 12 months. **If under the age of 25, a copy of your parent's most recent tax return must be provided in addition to other documents.**
2. I am a dependent person (50% or more of my support is provided by another as defined by the IRS) and my parent or legal guardian has maintained legal residence in Florida for at least 12 months. **(A copy of their most recent tax return on which I was claimed as a dependent or other proof of dependency is enclosed.)**
3. I am a dependent person who has resided for five years or more 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 not primarily to attend an institution of higher education. **(A copy of their most recent tax return on which I was claimed as a dependent or other proof of dependency is enclosed.)**
4. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. **(Copy of my marriage certificate is enclosed.)** If my spouse is a Florida Polytechnic University student, his/her name and social security numbers are:  

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5. 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. **(A copy of my proof of prior classification is enclosed.)**
6. According to the U.S. Citizenship and Immigration Services (U.S.C.I.S.), I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. A copy of my U.S.C.I.S. documentation is enclosed **(document must be valid through the term of entry)**.
7. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida or I am the member's spouse or dependent child. **(A copy of my or my spouse's/parent military orders or documents showing home of record is enclosed.)**
8. 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. **(A copy of my or my spouse's/parent employment verification is enclosed.)**
9. I am part of the Latin American/Caribbean scholarship program. (A copy of scholarship papers is enclosed.)
10. I am a full-time employee of a state or local agency taking job-related law enforcement or corrections training paid for by my employer. **(A copy of my employment verification is enclosed.)**
11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S. 240.551, F.S.). **(A copy of my proof of plan is enclosed.)**
12. I am a Southern Regional Education Board Academic Common Market graduate student. **(A copy of my proof of scholarship is enclosed.)**

**Exceptions/Qualifications**

Statutory Exceptions. Section 1009.21, Florida Statutes, permits certain applicants who do not meet the 12-month legal residence requirement to be classified as Florida residents or "temporary residents" for tuition purposes. The institution will require documentation in support of the above exceptions; however, the student does not have to show 12 months of residence in Florida prior to qualifying. These exceptional categories are as follows:

1. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
2. United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
3. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.
4. Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
5. Linkage Institute participants receiving partial or full exemptions from S. 1009.21, FS, based on criteria approved by the Florida Department of Education per S. 288.8175, FS, which establishes linkage institutes between postsecondary institutions in this state and foreign countries. See Section 7.0, Immigration and International Student Issues, for more information on Linkage Institutes.

**You must submit copies of all documentation for review (which are applicable) and subject to verification.**

**PART II. DOCUMENTATION** – The person claiming residency should complete and document the following sections (1-3). If an independent person, that will be the student; if a dependent person, that will be the parent or legal guardian; if the application is based upon the residency of a spouse, the information should be on both you and your spouse.

**1. PHYSICAL PRESENCE – DOCUMENTATION SUCH AS LEASE, DEED, HOMESTEAD, DORM AGREEMENT, ETC. MUST BE PROVIDED FOR ALL ADDRESSES WITHIN THE LAST 12 MONTHS. (Indicate type of residence as follows: lease, own, rent room, family home, dorm.)**

Current address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long have you resided at this address? \_\_\_\_ Years \_\_\_\_\_ months (TYPE \_\_\_\_\_)

Previous address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long did you reside at this address? \_\_\_\_ Years \_\_\_\_\_ months (TYPE \_\_\_\_\_)

If the above addresses do not total 12 months, please account for the other months: \_\_\_\_\_

**ADDITIONAL VERIFICATION FOR PHYSICAL PRESENCE – documentation must be provided for the following:**

**BANK ACCOUNT: Attach copies of early and late bank statements or letter from bank. If you are submitting bank statements, please blacken out your account number and the balance in your account(s).**

Name and location of bank: \_\_\_\_\_ Date acct. opened: \_\_\_\_\_ Is it an active account? \_\_\_\_\_

**SCHOOL(S) – other than Florida Polytechnic University:**

Name/City/State \_\_\_\_\_ Dates attended: from/to \_\_\_\_\_ full-time/part-time \_\_\_\_\_

**OCCUPATIONAL LICENSE: (Attach copy of license/certificate.)**

Type of License: \_\_\_\_\_ State \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Florida Articles of Incorporation (attach copy):**

Name and Date activated Florida Articles of Incorporation: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT – [Provide letter(s) on company letterhead stating dates of employment in Florida, average hours worked per week, whether full- or part-time status.]**

1. Employer's name/address/phone: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Average hours worked per week? \_\_\_\_\_

2. Employer's name/address/phone: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Average hours worked per week? \_\_\_\_\_

**2. LEGAL RESIDENCE – IT IS EXPECTED THAT AT LEAST (2) TWO OF THE FOLLOWING BE DATED, ISSUED OR FILED AT LEAST 12 MONTHS PRIOR TO THE FIRST DAY OF CLASSES FOR THE TERM FOR WHICH FLORIDA RESIDENT CLASSIFICATION IS SOUGHT: (Attach copies)**

**Driver's License:** State: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Number: \_\_\_\_\_

**Voter Registration:** State: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Number: \_\_\_\_\_

**Vehicle Registration:** State: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Decal #: \_\_\_\_\_

**Declaration of Domicile:** Date filed \_\_\_\_\_ Date established Residence \_\_\_\_\_ County \_\_\_\_\_

**3. INTENT – FLORIDA STATUTES SPECIFY THAT YOUR INTENT FOR BEING IN FLORIDA IS NOT PRIMARILY FOR EDUCATIONAL PURPOSES. The following information is used to determine the intent of the applicant:**

Have you been employed in Florida during the last 12 months? Yes No  
If so, complete the "Employment" section above and provide documentation as outlined.

Do you own a home in Florida? Yes No  
If so, provide copy of deed, homestead exemption, etc.

**PART III. AFFIDAVIT – THIS SECTION MUST BE SIGNED BY THE PERSON CLAIMING RESIDENCY**

***RESIDENCY DECLARATION:***

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 status as a Florida resident for tuition purposes.

Student Name (Please Print): \_\_\_\_\_

Claimant Name (if not the Student): \_\_\_\_\_

Signature of Claimant (Electronic or ink): \_\_\_\_\_ Date: \_\_\_\_\_