Step 1: Log in to myFSCJ by visiting my.fscj.edu

Step 2: Select Residency Declaration under the Useful Links

Step 3: FSCJ Single Sign On will prompt you to sign in to your student account

Need help with myFSCJ? Contact the Help Desk at (904) 632-3151 or submit a Help Desk ticket at help.fscj.edu.
Step 4
Thoroughly review the Florida Residency process prior to starting the Residency Declaration. Select Close once your full review is complete.

This document must be completed in its entirety.

Please understand the following before proceeding:
1. This residency form is intended for use by students who intend to enroll at Florida State College at Jacksonville.
2. Please be sure to gather all supporting documentation prior to completion of this Florida Residency Declaration.
3. Please make sure you upload and attach any required documents.
4. You will not be able to save your progress and return to it later.
5. If you are a dependent student, then you will need information from your parent/legal guardian (whomever is the claimant).
   Important: Your Parents will also need to be available for signature.

   If your parent/legal guardian is not available for signature at this time, please download the Florida Residency Claimant Affidavit and return here when both you and the claimant have signed the document. You will be required to upload and attach this affidavit before your declaration can be processed.

   Close

Step 5
Select the most appropriate answer to the required question

Are you claiming in state residency?

- None -
- Yes -
- No -

Required Information: Are you claiming in state residency?

Step 6
Select or manually type in date of birth

Date of Birth

YYYY-MM-DD

NOTE: If you are less than 24 years of age and claiming in-state residency as an independent, then please submit proof of your independence.

Since you are less than 24 years of age, you will need to provide proof of independency.

Please attach documents to support your claim of independence.
**Step 7**  Name of Student and EMPLID will auto populate. Select Term of Application and the Year

- Term of Application
  - None
  - Spring Term

- Year
  - 2018
  - 2017, 2018, etc.

**Step 8**  Select Current Status of Citizenship

- Current Status of Citizenship
  - None
  - U.S. Citizen
  - Non-U.S. Citizen
  - Permanent Resident
  - Other

**Step 9**  Select Current Status of Residency

- Current Status of Residency
  - None
  - I am a dependent.
  - I am an independent.
  - I meet residency requirements through one of the Qualifications by Exceptions.

**NOTE:** If you select dependent, a pop up will appear asking additional questions.

You have selected: I am dependent.

Are your parents or guardians available for signature?

Sample digital signature

[Signature]

Available for Signature  Not Available
NOTE: If you select dependent and the claimant/parent is not available for signature, then download the Florida Residency Declaration.

NOTE: If you select dependent the claimant/parent is not available for signature, download the Florida Residency Declaration and upload the document by selecting and attaching the document to support the claim in Section C.

Step 10 Claimant/Student must provide supporting documents for Section A. Once the supporting document is chosen, upload the document by selecting and attaching the document to support the claim.

Step 11 Claimant/Student must provide supporting documents for Section B. Once the supporting document is chosen, upload the document by selecting and attaching the document to support the claim.
**Step 14**  Sign the form

Signature of Student/Claimant

![Signature of Student/Claimant](image)

**NOTE:** You will receive a green pop up message when signature is saved with a time and date stamp

![Signature saved. Thank you!](image)

**Step 15**  Select Submit

Submit

**NOTE:** You will receive a green pop up message with tracking information and a 7-digit reference number you should use for future inquiries.

![Created RESIDENCY0000000 — track using ‘Requests’ in the header or click here to view](image)