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Residency reclassification requests are subject to Florida statute 1009.21, Florida State College at Jacksonville policy and the State Board of Education rule 6A-10.044 which was adopted by the Florida Board of Governors on September 6, 2006. Refer to [www.FloridaShines.org](http://www.FloridaShines.org) for more information on residency. The burden of proof is on the student. No single piece of documentation will be considered conclusive.

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The deadline to submit the Residency Reclassification Declaration is the first day of the term for which you are requesting Reclassification. Check the online academic calendar for more details. All determinative documents must be dated at least 12 months before the first day of classes for the term in which residency is sought.

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## **WHO SHOULD COMPLETE THE RESIDENCY RECLASSIFICATION DECLARATION?**

An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual (or the parents of the individual, if that individual is a dependent) supports permanent residency in this state for 12 consecutive months. The individual (or his or her parents, if that individual is a dependent) must present documentation that substantiates that residency in this state is for the purpose of maintaining a bona fide domicile, *rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.*

## **RECLASSIFICATION PROCESS**

- 1. Section I, Student's personal information:** This section is for the student who is attempting to reclassify as a resident of Florida. Do not forget to fill out this information completely.
- 2. Section II, Claimant's information:** A claimant is the person claiming Florida Residency. If the student is independent, then the student is the claimant. If the student is a dependent, then the student's parents or legal guardian is the claimant. A student who is under the age of 24 at the start of the term for which he/she is applying for reclassification shall be considered dependent. To be considered as independent, the student must be able to show that he/she provides more than 50 percent of the cost of attendance. Master's and doctoral students shall be considered independent for the determination of residency for tuition purposes. If the student is married to a Florida resident, then the spouse may be the claimant. All questions in this section pertain to the claimant.
- 3. Section III, Verifying documentation:** You must submit with this application at least **THREE** of the following documents with dates that evidence the 12-month qualifying period. At least one documentation **MUST** be from the First Tier.

**FIRST TIER:**

**At least one of the three documents submitted must be from this list.**

- Florida driver license
- Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida that is occupied as the primary residence of the claimant
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period)

**SECOND TIER:**

**May be used in conjunction with one document from the First Tier.**

- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Court)
- A Florida professional or occupational license
- Florida incorporation
- Proof of membership in Florida-based charitable or professional organizations
- Residency Affidavit of Family Ties
- Any other documentation that supports a request for resident status, including, but not limited to, utility bills and proof of 12 months of consecutive payment, a lease agreement and proof of 12 months of consecutive payment, state or court documents evidencing legal ties to Florida

**4. Section IV: Florida statues statements:** The person claiming residency is the claimant. In this section there is a statement and signature required for **BOTH** the claimant and the student.

**SECTION I: STUDENT'S PERSONAL INFORMATION**

FSCJ STUDENT ID # \_\_\_\_\_ NAME \_\_\_\_\_

TERM FOR WHICH RECLASSIFICATION IS REQUESTED  FALL  SPRING  SUMMER YEAR \_\_\_\_\_

**STUDENT'S PERMANENT ADDRESS**

STREET \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

**SECTION II: CLAIMANT'S INFORMATION**

CLAIMANT'S NAME \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

**CLAIMANT'S PERMANENT LEGAL ADDRESS**

STREET \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

**SECTION III: DOCUMENTATION — PROOF OF RESIDENCY**

***All copies of documentation must be submitted with this application. An application without supporting documentation will not be considered for residency reclassification.***

DATE THE CLAIMANT BEGAN ESTABLISHING LEGAL RESIDENCE \_\_\_\_\_

**SECTION IV: FLORIDA STATUES OF STATEMENTS**

*I am the claimant and I have met all requirements for classification as a Florida resident for tuition purposes. I understand that a false statement can subject me to penalties for making a false or fraudulent pursuant to BOR Rule 6C-6.01 (6) F.A.C.*

CLAIMANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_