



# ADMISSIONS & RECORDS OFFICE

5230 West U.S. Highway 98 Panama City , Florida 32401

(850)872-3892

## REQUEST FOR RESIDENCY RECLASSIFICATION

Chapter 1009.21, Florida Statutes and 6A-10.044, Florida Administrative Code

- **AT LEAST THREE (3) FORMS OF DOCUMENTATION ARE REQUIRED.** Documentation must be clear and convincing, credible and sufficient.
- **COMPLETED REQUEST FOR RECLASSIFICATION AND SUPPORTING DOCUMENTS ARE DUE IN ADMISSION AND RECORDS NO LATER THAN THE LAST DAY OF DROP/ADD FOR THE TERM WHICH RECLASSIFICATION IS BEING SOUGHT.** If your request for reclassification and the necessary documentation are not received in Admission and Records prior to the first day of the session for which reclassification is being sought, then the student will be reclassified for the next main session.

Today's Date \_\_\_\_\_

Student ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Term/Year Florida Residency is sought \_\_\_\_\_

In order to be reclassified to in-state for tuition purposes, the burden of proof is on the student. A student who is eligible for Florida residency but has not submitted the necessary documents prior to registration should be prepared to pay at the out-of-state fee rate. **Eligibility for reclassification is reviewed on a rolling basis through the College's published drop/add period for the term in which in-state residency is being sought.** Supporting documentation is critical to the decision-making process. Registrar staff will schedule one-on-one appointments, as needed, to assist students with the process. Students will also be notified by email once the committee has rendered a decision. Please read all of the following information, gather your supporting documentation, and then complete the request form.

### Who may be eligible to establish Florida residency for tuition purposes?

- U.S. citizens, permanent resident aliens, and certain Visa categories
- Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, full-time position, in Florida for the last 12 months or more
- Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term "dependent child" means any person, whether or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax and who receives more than 50% of the true cost of living expenses from his/her parent or legal guardian

### Who is not eligible to establish Florida residency for tuition purposes?

- Individuals who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form)
- Individuals who moved to the State of Florida for the sole purpose of attending an institution of higher education
- Individuals who claim independence but cannot document independence
- Certain Visa categories

**At least THREE forms of documentation are required to support your request for reclassification. The types of documentation are outlined in Florida Statute and listed in the table below.**

<b>FIRST TIER (MUST have at least <u>one</u> document from this tier)</b>	
✓ Florida driver license or State of Florida ID card	
✓ Florida voter registration	
✓ Florida vehicle registration	
✓ Proof of permanent home in Florida which is occupied as primary residence by the student of the parent/legal guardian (if the student is dependent)	
✓ Proof of homestead exemption in Florida	
✓ Transcripts from a Florida high school for 3 years, if the Florida high school diploma or GED was earned within the last 12 months	
✓ Proof of permanent full-time employment in Florida for at least 30 hours per week for current 12 month period	
<b>SECOND TIER (May be used <u>in conjunction with a document from the First Tier</u>)</b>	
✓ A declaration of domicile in Florida	✓ A document evidencing family times in Florida
✓ A Florida professional or occupational license	✓ Proof of membership in a Florida-based charitable or professional organization
✓ Florida incorporation	✓ Any other documentation that supports the student's request for resident status (Examples: utilities bills and proof of 12 consecutive months of payment; lease agreement and proof of 12 consecutive months of payment)

**To be completed by Admissions and Records staff only. Approved for In-State: Yes \_\_\_ No \_\_\_**

Committee Chair: \_\_\_\_\_ Date \_\_\_\_\_

**Florida Resident Declaration: SELECT THE APPROPRIATE OPTION BELOW. NOTE: YOU MAY ONLY SELECT ONE OPTION.**

	DESCRIPTION
	I am an <b>independent</b> person and have maintained legal residency in Florida for at least 12 months. (An independent person is one who supplies more than 50% of his/her income.)
	I am a <b>dependent</b> person and my parent or legal guardian has maintained legal residency in Florida for at least 12 months. (A dependent person is one for whom 50% of more of his/her support has been provided by another as defined by the Internal Revenue Service.)
	I am a <b>dependent</b> person who has resided for three years 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.
	I am <b>married to a person</b> who has maintained legal residency in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. <b>(REQUIRED: copy of marriage certificate; and the claimant’s driver license, voter registration, or vehicle registration)</b>
	I was <b>previously enrolled at an institution of higher education in the State of Florida</b> and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than <b>12 months ago</b> and am now re-establishing Florida legal residence.
	According to the Bureau of Citizenship and Immigration Services, I am a <b>permanent resident alien or other legal alien</b> granted indefinite stay and have maintained a domicile in Florida for at least 12 months. <b>(REQUIRED: copy of Permanent Resident Alien card or other immigration documentation and proof of Florida residency)</b>
	I am an <b>active duty member (or spouse or dependent child of a member) of the Armed Services of the United States</b> residing or stationed in Florida pursuant to military orders and my home of record is Florida. <b>(REQUIRED: copy of military orders or Form 2058)</b>
	I am a <b>full-time instructional or administrative employee (or spouse or dependent child of an employee)</b> of a Florida public school or institution of higher education. <b>(REQUIRED: copy of employment verification)</b>
	I am a <b>participant in the Latin American/Caribbean Scholarship</b> program. <b>(REQUIRED: copy of scholarship papers)</b>
	I am a qualified beneficiary under the terms of the <b>Florida Pre-Paid Postsecondary Expense Program</b> <b>(REQUIRED: copy of Florida Pre-Paid card)</b>
	I am a <b>United States citizen (or spouse or dependent child) living on the Isthmus of Panama</b> and have completed 12 consecutive months of college work at the Florida State University Panama location.
	I am a full-time employee of a state agency or a political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. <b>(REQUIRED: copy of employment verification)</b>
	I am an <b>active drilling member of the Florida National Guard</b> . <b>(REQUIRED: copy of military orders)</b>
	I am an <b>active duty member (or spouse or dependent child of a member) of the Armed Services of the United States</b> attending a public community college or university within 50 miles of the military establishment where the member is stationed, if such establishment is within a county contiguous to Florida.
	I am an <b>active duty member (or spouse or dependent child of a member) of the Canadian military</b> residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, attending a public community college or state university within 50 miles of the military establishment where the member is stationed.
	I am an <b>active duty member (or spouse or child of a member) of a foreign nation’s military</b> who is serving as liaison officer and residing or stationed in Florida and attending a community college or state university within 50 miles of the military establishment where the member is stationed.

**Attach copies of required documentation. Must provide at least THREE forms of documentation.**

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Name of Claimant: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Permanent Legal Address of Claimant: \_\_\_\_\_

Date Claimant began Establishing Residency in Florida: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

Claimant’s Voter Registration – State: \_\_\_\_\_ County: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Claimant’s Driver License – State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

Claimant’s Vehicle Registration – State: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

Non U.S. citizen only – Resident Alien Number: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

I do hereby affirm that the information in this request is true and accurate and I have provided adequate documentation to support my request. I understand that a false statement in this declaration will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes.

Signature of CLAIMANT \_\_\_\_\_ Date \_\_\_\_\_