STATEMENT OF FLORIDA RESIDENCY FOR TUITION PURPOSES

(Initial Residency Classification)

When applying for college in the state of Florida, it must be determined if you are a dependent or independent student to establish Florida residency for tuition purposes.

To be considered a Florida resident you must have lived in the state of Florida for at least the previous 12 consecutive months; all documentation proving Florida residency must be at least 12 consecutive months old or older and must be current/valid (including Florida driver license, Florida vehicle registration and Florida voter registration).

Based upon the statement above, I

☐ Do qualify as a Florida Resident for tuition purposes.

☐ Are you?

☐ DEPENDENT STUDENT

☐ INDEPENDENT STUDENT

You must meet at least ONE of the following criteria to be classified as an independent student:

- You are 24 years of age or older prior to the deadline for submission of residency documentation for the term which you are applying
- You are married (copy of marriage certificate required)
- You have a child who lives with you and receives support from you (copy of most recent federal income tax return listing the child as your dependent and/or copy of child’s birth certificate listing you as a parent)
- You have other dependents living with you who receive support from you (copy of most recent federal income tax return listing the person(s) as your dependent required)
- You are a veteran of the United States Armed Forces or serving on active duty (copies of military documents required; example: DD 214; DD 2058)
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required)
- You provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal income tax code and can document that you provide at least 50 percent of the cost of attendance as defined by State College of Florida, Manatee-Sarasota (SCF) financial aid office (copy of your most recent tax return, W2, and/or pay stubs as proof of income required)
- You have been classified as independent for financial aid purposes at SCF (verification from financial aid office required)

☐ Do NOT qualify as a Florida resident for tuition purposes.

Printed Name of Student ___________________________ Last _________ First _________ M.I. _________

SCF Student ID ___________________________

Signature of Student ___________________________ Date ___________________________
STEP 2
Are You a Resident of the State of Florida?
For tuition purposes we need to know how long you have lived in Florida. To be considered a Florida resident you must show proof of residency in the state for the prior 12 consecutive months. The person claiming Florida residency is called the claimant. The claimant is the student if he/she is independent. If the student is dependent then the parent or legal guardian is the claimant. In all cases, when the last names of the student and the claimant are different, proof of relationship is required. (Copy of a marriage certificate and/or birth certificate or other document showing proof of relationship or a copy of a current tax return). The claimant must complete the following steps and sign this document.

Please type or print clearly using blue or black ink.

1. Name of student:

2. Student's Social Security Number or SCF ID No.:
SSN: __________________________
SCF ID: __________________________

3. Student's date of birth:

4. Name of person claiming Florida residency (claimant):

5. Claimant's relationship to student:

6. Claimant's telephone number:

7. Claimant's permanent legal address (P. O. Box addresses cannot be used):

   Street Address
   Apt. No.

   City State Zip

8. Citizenship of person claiming residency
   ☐ Yes, U.S. Citizen
   ☐ No. If no, country of citizenship _______________________
   • Claimant and student must present original permanent resident card or
   • Approved USCIS documentation of status, in person, to the educational records office

9. Date claimant began establishing legal Florida residence and domicile:

STEP 3
Please provide two forms of proof from the following list (mark the box for documents you will be submitting):

Tier 1 (You must have at least one item from this list.) If claimant has only one document from Tier 1, one document from Tier 2 may be used.

Preferred documents (Each document must be current and at least 12 consecutive months old or older prior to the first day of the term residency is sought)

☐ Florida driver license or Florida identification card*
☐ Florida vehicle registration
☐ Florida voter registration

Also accepted:

☐ Transcripts from a Florida high school or a Florida GED and score report (only if high school diploma or GED was earned within the last 12 months). If a high school transcript is used, the claimant must be listed as the student's parent or legal guardian. GED may be used if claimant is the student.

☐ Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (mortgage, deed, proof from Florida property appraiser website, or homestead exemption; contracts/agreements must be dated 12 consecutive months prior to the proof of Florida residency deadline). Include name of document.

☐ Proof of permanent full-time employment (30 or more hours per week). Letters from current and past employers on letterhead stating the date of hire and that claimant has been employed as a permanent full-time employee for the last 12 consecutive months.

Claimant's Florida Driver License or Florida Identification Card*

  License No.

  Date of Birth Original Issue Date Exp. Date

Claimant's Florida Vehicle Registration

  Vehicle Tag Number Exp. Date

  Original Issue Date

Claimant's Florida Voter Registration

  Number

  County Original Issue Date

*Florida ID card can be used only if there is no evidence of ties to another state; i.e. the claimant cannot possess a valid driver license from another state.
Tier 2
Alternative Documents
If claimant has only one document from Tier 1, one document from Tier 2 may be used.

☐ Florida incorporation; Must be current and issued at least 12 consecutive months prior to deadline for submission of residency documentation
☐ Current utility bill and proof of 12 consecutive months of payments (cable/satellite TV, electric, gas, water or telephone); Cell/mobile phones cannot be used; Only one utility may be used.
☐ Current lease agreement and proof of prior 12 consecutive months of payments; copies of prior leases may be used to establish 12 consecutive months
☐ Current Florida professional or occupational license issued at least 12 consecutive months prior to the deadline for submission of residency documentation
☐ Documents evidencing family ties (Example: adoption or legal guardianship papers or other official court documents)
☐ Proof of current membership in Florida-based charitable or professional organizations, membership must be at least 12 consecutive months old; Copy of membership card or letter from charitable organization required. NOTE: membership in a church does not constitute membership in a Florida based charitable organization.
☐ Declaration of Domicile certified by a Clerk of the Court, at least 12 consecutive months prior to deadline for submission of residency documentation
☐ Official state, federal or court documents showing evidence of legal ties to Florida for at least 12 prior consecutive months. (Example: benefit histories from Florida agencies or public assistance programs, Department of Juvenile Justice address verification form, Road to Independence, etc.)

Unacceptable Documents
- Passport
- Birth certificate
- Library card
- Concealed weapon/gun permit
- Shopping/rental club card
- Hunting/fishing licenses
- Bank statements

Copies of all documents used to prove residency are required and must be submitted with this form to the SCF educational records office. All documentation is subject to verification. Additional documentation may be requested.

Incomplete residency documentation may be returned to the student. All documentation provided to prove Florida residency must be current and must show 12 consecutive months residence in Florida.

This statement and copies of all supporting documentation must be submitted together prior to the deadline for submission of residency documentation for the term for which Florida residency is being sought.

RESIDENCY WILL NOT BE ADJUSTED FOR TUITION PURPOSES AFTER THE STATED DEADLINES.

I do hereby swear and affirm that the below named student is a U.S. citizen/adjudicated permanent resident who meets all requirements for classification as a Florida resident for tuition purposes (if person claiming Florida residency is a lawful permanent resident or in another approved USCIS status, original permanent resident card or other proof of approved USCIS status is required). My residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrollment at an institution of higher learning. I understand that if false or fraudulent statements are submitted in connection with documentation to establish residency, tuition and fees will be recalculated at the non-resident rate and the student will be responsible for paying the additional monies due.

Signature of person claiming Florida residency (Original signature is required) Date

Print name of student

Student's SCF ID or Social Security Number

Signature of student (if not claiming) (Original signature is required) Date

Mail Florida residency documentation to:
State College of Florida, Manatee-Sarasota
Attn: Educational Records
P.O. Box 1849
Bradenton, FL 34206-7046

Questions? Visit our Web site at scf.edu/residency or e-mail records@scf.edu.
There are some unique circumstances that may affect your classification as a Florida resident. Please check the circumstance(s) that may apply to you.

☐ 1. I am requesting a reclassification to Florida resident. I was initially classified as a non-Florida resident because I had not lived in Florida for the 12 consecutive months immediately preceding my admission or enrollment at a Florida higher education institution.
   * Stop. You must complete the Reclassification to Florida Resident Form.

☐ 2. I am a qualified beneficiary under the terms of the Florida Pre-paid Post-secondary Expense Program (S.240.551.F.S).
   • Copy of signed card is required; student must complete steps 1 and 4 only.

☐ 3. I am a dependent person who has resided for five (5) years with an adult relative other than my parents or legal guardian and my relative has maintained legal residence in Florida for at least 12 consecutive months. Adult relative must complete the remaining steps.
   • Attach a notarized letter from the adult relative stating that the student is his/her dependent and that he/she "exercises day-to-day care, supervision, and control" of the student and
   • Copy of his/her most recent federal income tax return showing student as dependent

☐ 4. According to the United States Citizenship and Immigration Services (USCIS), I am a permanent resident or other legal status granted indefinite stay and have maintained a domicile in Florida for at least 12 consecutive months.
   • USCIS documentation and proof of Florida residency status required

☐ 5. I am a member of the United States armed services stationed in Florida on active military duty or whose home of record is Florida, or I am the member’s spouse or dependent child.
   • Copy of military orders or discharge required

☐ 6. I am a full-time employee of a state agency or 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.
   • Letter of employment verification required

☐ 7. A Florida public college/university declared me a resident for tuition purposes and my last enrollment was less than 12 months ago.
   • Name of institution
   • Attach official verification from the institution.

☐ 8. I am a full-time instructional or administrative employee of a Florida public school, community or state college, university or institution of higher education (or I am the employee’s spouse or dependent child).
   • Letter of full-time employment verification required.

☐ 9. 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 consecutive months ago, and I am now re-establishing Florida legal residence. Student must complete steps 3 and 4.
   • Attach official verification from the institution

☐ 10. I am a full-time student participating in an international linkage institute. (S.288.8175,F.S.)
   • Letter of verification required

☐ 11. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student’s spouse or dependent child).
   • College transcript required
   • If spouse or child, copy of marriage certificate or proof of dependency required

☐ 12. I am a part of the Latin American/Caribbean Scholarship Program (copy of scholarship required).

* Because you were initially classified as a non-Florida resident for tuition purposes at SCF you must be able to show that living in Florida is/was not for the sole purpose of attending a Florida college or university. [Note: Students who apply to SCF on or after July 1, 2009 should know that Florida statute will not allow reclassification to occur if the claimant (the person claiming Florida residency) was enrolled full time in a Florida higher education institution during the 12 consecutive months they were establishing Florida residency for tuition purposes.