



## University of North Florida Residency Reclassification Instructions

Residency reclassification requests are subject to Florida statute 1009.21, University of North Florida policy and State Board of Education rule 6A-10.044 which was adopted by the Florida Board of Governors on September 6, 2006. The instructions below do not compromise a comprehensive statement regarding residency reclassification. Refer to [www.FACTS.org](http://www.FACTS.org) for more information on residency. The burden of proof is on the student. No single piece of documentation will be considered conclusive.

### **THE DEADLINE FOR THIS APPLICATION IS**

***The Friday before the start of the term for which you are requesting Reclassification***

### **Who should complete the “Residency Reclassification Application and Affidavit?”**

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 that 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 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.*

### **Instructions for reclassification:**

1. Please make sure you fill out this application and submit proof of documentation completely. Any applications or missing documents will not be considered for reclassification.
2. The Enrollment Services Processing office may require additional documentation and will not complete its review of residency until both the student and the claimant have submitted all requested documentation.
3. The presentation of documents in itself does not qualify the student for Florida Residency for tuition purposes. The enrollment services office will evaluate the submitted documents and all available information and will render an eligibility determination (via the email address the student has provided on the application).
4. UNF is authorized to make discretionary judgments as to residency with the bounds of the law and in reaching this professional judgment will evaluate all documents submitted and information available.
5. All determinative documents must be dated at least 12 months before the first day of classes for the term in which residency is sought.
6. **The deadline to turn in residency reclassification applications and all required documentation is the last working day before the first week of classes for the term you are applying for.**
7. Notification regarding decisions will be made via e-mail.

### **Application Process**

- I. Section 1, 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.
- II. 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 parent or legal guardian is the claimant. 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. 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% of the cost of attendance.

- III. Special categories. If you believe you may qualify for one of these special categories, please check the one that may apply, complete the application and provide DETAILED documentation to support your claim. (i.e. Military Orders). If you do not qualify for one of these special circumstances please leave this section blank.
- IV. Verifying documentation. You must submit with this application at least two of the following documents with dates that evidence the 12-month qualifying period. At least one document must be from the First Tier.

**First Tier (at least one of the two documents submitted must be from this list)**

- Florida driver's license or Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant
- 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)
- Benefit histories from Florida agencies or public assistance programs

**Second Tier (may be used in conjunction with one document from First Tier)**

- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations
- Any other documentation that supports the student's request for resident status
- Examples of "other" documentation include utility bills and proof of 12 months of consecutive payment, A lease agreement and proof of 12 consecutive months of payment, state or court documents evidencing legal ties to Florida

- V. Proof of physical appearance in Florida. This documentation is required to prove that you are a resident of Florida for reasons other than attending school. For examples of documents that can be used to satisfy this requirement, please refer to Section 5.2, "Documentary Evidence", of the following website: [http://www.facts.org/html\\_sw/residencyGuidelines.html](http://www.facts.org/html_sw/residencyGuidelines.html) .
- VI. Person claiming residency is the claimant. In this section there is a statement and signature required for both the claimant and the student.

