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.FloridaShines.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 to submit the Residency Reclassification Application and Declaration is the last working business day before the first day of the term for which you are requesting Reclassification.

Who should complete the Residency Reclassification Application and 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 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 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.

Instructions for Reclassification:

1. Please make sure you fill out this application completely and submit proof of documentation. Incomplete applications or applications with missing documents will not be considered for Reclassification.

2. The Office of the Registrar 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 Office of the Registrar will evaluate the submitted documents and all available information and will render an eligibility determination (via the student’s UNF e-mail address).

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 business day before the first day of classes of the term for which you are requesting Reclassification.

7. Notification regarding decisions will be made via UNF e-mail.

Application Process:

I. 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.

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 percent of the cost of attendance.
III. Section 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. Section IV, 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 document 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 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
- Documents evidencing immediate (i.e. parent or child) family ties to a Florida resident.
- 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 months of consecutive payment, state or court documents evidencing legal ties to Florida

V. Section 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,” in the Residency Guidelines section at www.FloridaShines.org.

VI. Section VI, Florida statutes 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.
Residency Reclassification

Section I: Student’s Personal Information:

Student Name: ___________________________________________ Student Number: N_________________________________  
E-Mail Address: ____________________________________________  
(You will receive ALL notifications regarding decisions or additional information requests via your UNF e-mail address) 
Term for which Reclassification is requested: ☐ Fall ☐ Spring ☐ Summer Year: ___________________________________________ 
Student’s Permanent Address: ___________________________________________________________________________ 
_________________________________________________________________________________________________________________________________________ 

Section II: Claimant’s Information: 

Please refer to the instructions for details on the claimant: 

Claimant’s Name: ___________________________________________ Relationship to Student: ___________________________ 
Claimant’s Permanent Legal Address: _________________________________________________________________________  
_________________________________________________________________________________________________________ 

Section III: Special Categories for Residency Eligibility: 

If you believe you may qualify under one of these special categories, please check the one that may apply, complete the application and provide detailed documentation to support your claim. 

☐ I am a member of the armed forces on active duty, or a spouse and/or dependent of a member of the armed forces on active duty. 
☐ I am a full time instructional or administrative employee of the Florida public school system. 
☐ I am a student who is the financial dependent of an adult relative other than the parent who has been supported by said relative for at least 3 years. 

Section IV: Documentation—Proof of Residency: 

Additional information regarding acceptable forms of documentation can be found in the Residency Guidelines section at www.FloridaShines.org and on your instruction sheet. All copies of documentation must be submitted with this application.

Date the claimant began establishing legal residence and domicile: ______/_____/______ 

Claimant’s Voter Registration: State: _________ Number:__________________ County: __________ Issue date: ____/____/_____ 
Claimant’s Driver License: State: _________ Number:_____________________________________ Issue date: ____/____/_____ 
Claimant’s Vehicle Registration: State: _________ Number:_____________________________________ Issue date: ____/____/_____ 

Section V: Documentation—Proof of Physical Appearance in Florida for Reasons Other than Attending School: 

Applicable documentation must be attached to this application. More information regarding acceptable forms of documentation can be found in the Residency Guidelines section at www.FloridaShines.org and on your instruction sheet.

Section VI: Florida Statutes 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 statement pursuant to BOR Rule 6C-6.01 (6) F.A.C.

Claimant’s Signature ___________________________ Date ___________________________ 
Student’s Signature ___________________________ Date ___________________________ 

For Official Use Only: Logged by ___________________ on ___________