

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. Check the online academic calendar.

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 Residency Reclassification (*Please read carefully*):

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 University 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 University 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. The term in which reclassification is requested must be an upcoming future term not in session. Students requesting residency reclassification for a current or previous term may file an Enrollment Services Appeal, via myWings, for review by the Residency Appeals Committee.
8. Notification regarding decisions will be made via UNF e-mail.

Residency Reclassification

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. 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.
- 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 verifiable family ties to a Florida resident, as defined by tuition purposes.
- 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

- 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. The primary objective is to require students to submit documentation that clearly and convincingly demonstrates the establishment of permanent legal residency in Florida. You must attach a statement explaining the reasons you moved to Florida along with your required documentation.
- 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.

Section I: Student's Personal Information:

Student Name: _____ Student Number: N _____

UNF 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)

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:

Information regarding acceptable forms of documentation can be found in the Residency Guidelines section at www.FloridaShines.org and on the instruction sheet provided. **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 and domicile: ____/____/____

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

Attach a statement to this application explaining your reasons for moving to Florida. This statement will be used to determine Requisite Intent as defined in the Residency Guidelines.

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