

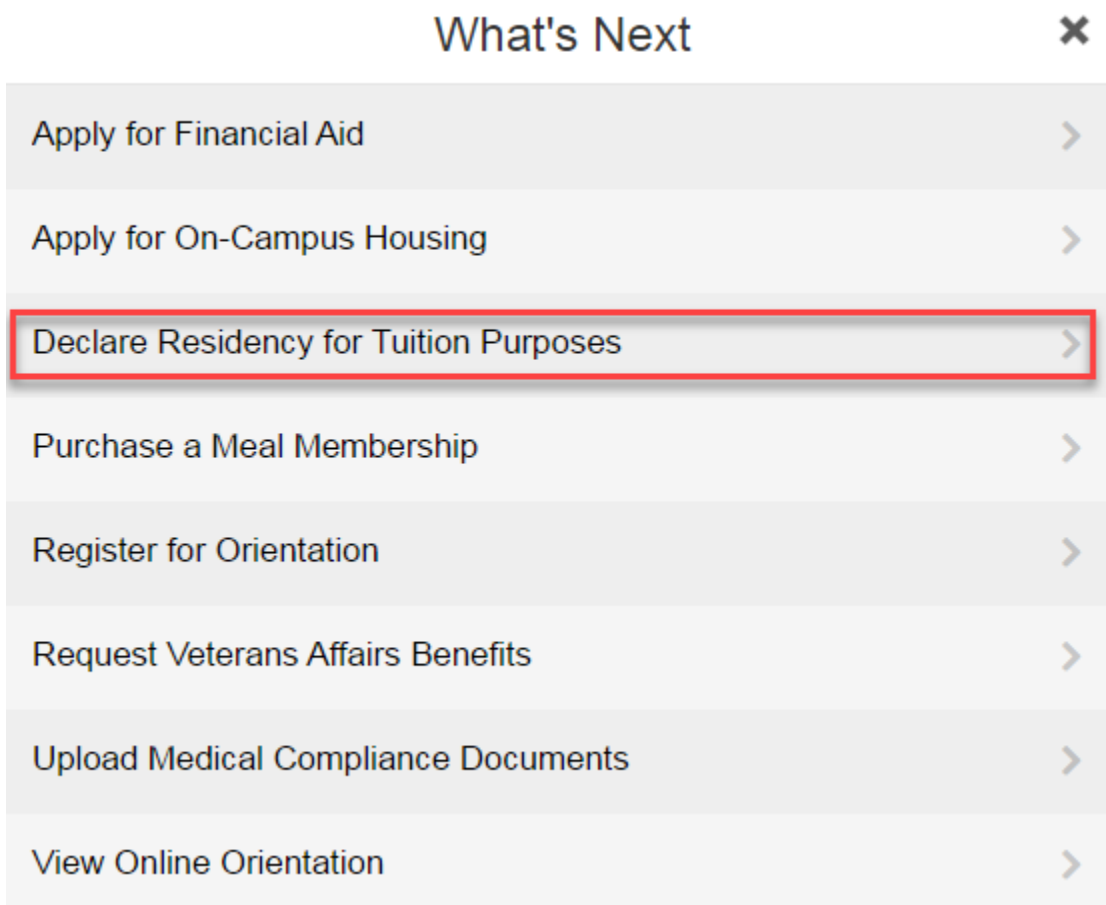
## How to Complete the Residency Declaration

If you answered *Yes* to the *Do you wish to claim Florida residency for tuition purposes* question on your admission application, you will receive an email with instructions on completing the Residency Declaration through your UNF myWings account after you've been admitted.

- 1) Receive Residency Declaration email.
- 2) Login to [myWings](#).
- 3) Click on the What's Next? tile.



- 4) Click on the Declare Residency for Tuition Purposes option.



5) Answer Yes or No if you would like to apply for Florida Residency for Tuition Purposes.

- The Residency Declaration provides you with information detailing qualifications. For additional information, please refer to our [Residency website](#); or for official state guidelines, please visit the [Florida Shines](#) website.
- Answer No: If you answer No, the next screen will ask you to acknowledge that you are NOT claiming Florida residency.
- Answer Yes: If you answer Yes, the next screens will guide you through the rest of the Residency Declaration.

6) Select the appropriate Independent Student option.

- *Important note:* Graduate students are considered independent for residency purpose. Please refer to the [Florida Residency Guidelines](#), Section 3.1 for more information.

**Independent Student**

**Independent:** a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence).

Please check the box that most closely applies to you:

Option 1  I am an **independent person** and have maintained legal residence in Florida for at least the past 12 consecutive months.

Option 2  I am an independent person but I have NOT maintained legal residence in Florida for at least the past 12 consecutive months. (Note: you will be asked additional questions about the basis on which you are claiming Florida residency.)

- Option 1: If you can provide sufficient evidence of at least 12 consecutive months residency, please select this option. ID options can be found on the
- Option 2: If you do not have at least 12 consecutive month's residency, and fall under one of the Residency Exceptions, please select this option. You will need to provide proof of the residency exception once the Residency Declaration has been submitted. Please refer the Exception Categories button on our [Residency website](#).

7) Confirm authenticity of the information provided.

- If you selected that you are applying under a Residency Exception, you will first need to choose the appropriate exception option.

8) Complete the Claimant Information Page.


- *Important notes:*
  - The Claimant should be yourself, or your spouse if applying under the marriage exception. Parents of graduate students cannot be the claimant.
  - The date you began establishing residency is the date you moved to Florida and began establishing residency. It is typically done before ID's are acquired.
  - Only provide ID information registered under the claimants name.
  - For ID's not held, check the *Not Applicable* box.
  - *Original Issue Date* and *Current Issue Date* can be the same if your ID does not have two dates.
  - Additional ID's may be emailed to [graduateschool@unf.edu](mailto:graduateschool@unf.edu) after the Residency Declaration has been submitted.

**9) Review you information and verify it is correct, then click Next.**

- Once submitted, changes cannot be made.
- Your Residency Declaration will be reviewed and you will be contacted via your UNF email if we require additional information. Please check your UNF email often to ensure you don't miss important communications.
- Students that do not submit the required material by the last working day prior to the first day of classes in which they are applying for residency, will be classified as a non-Florida resident for tuition purposes.

## Residency Declaration

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 Thank you for submitting your information! It has been recorded as shown below:

**10) Provide supporting documents.**

- In many instances, additional supporting documentation is not required. However, if you need to submit additional ID's, or Residency Exception documentation, you may email it to [graduateschool@unf.edu](mailto:graduateschool@unf.edu) with "residency" in the subject line, or fax it to the Graduate School at (904) 620-1362. Please include your full name and student N# with all documentation.
- If you received an email from us requesting additional documentation, you may respond directly to the email with the requested information.
- When sending any residency information, please ensure you are sending it directly to the Graduate School. Documentation sent to One Stop Student Services may have delayed review time.

**If you have any questions or concerns, please contact the Graduate School at [graduateschool@unf.edu](mailto:graduateschool@unf.edu) or (904) 620-1360.**