

- **How to monitor your petition online** - Residency Reclassification Petitions must be monitored online at <https://one.uf.edu/> → Student Self Service → My Record → Petition Status. **All requests for additional documentation and decisions, including final decisions, will be posted here.** It is recommended students monitor their one.uf account on a weekly basis until a decision is posted. Review begins after the drop/add period ends for the applicable term, and these petitions are reviewed on a first-come, first-serve basis. The timely manner in which your decision is posted depends on the amount of petitions received and the date of your submission. If submitted by the deadline, your decision will be posted sometime during the applicable term. If your petition is approved after the fee payment deadline, you will receive a refund for the out-of-state fees and your in-state status will remain valid until you graduate or reapply to the university.
- **How to submit your petition** – Please use the following link, <http://www.registrar.ufl.edu/>, to review the deadline for submitting your residency reclassification petition. Click on the applicable catalog, graduate or undergraduate, to view your critical dates and deadlines. Applications submitted after the deadline require a written explanation for the late submission and may be deemed ineligible for review. Residency reclassification can only be applied to the current term, not retroactively to previous terms. Students' UFIDs should be written on the top right hand corner of ALL supporting documents. Students should keep a copy of all submitted residency documents for their personal records. Students do not need to resubmit copies of supporting documents that were previously submitted for prior residency petitions. Please be aware, residency documents should not be submitted by email. All residency documents must have a hard copy mailed or personally delivered to the following address, **The Office of the University Registrar, 222 Criser Hall, P.O. Box 114000, Gainesville, FL 32611-4000.**
- **How to review the requirements for establishing Florida residency for tuition purposes:**  
State Statute 1009.21  
[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1009/Sections/1009.21.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1009/Sections/1009.21.html)  
Florida Board of Governors Rule 7.005  
[http://www.flbog.edu/documents\\_regulations/regulations/7\\_005ResidencyforTuitionPurposesSept2015.pdf](http://www.flbog.edu/documents_regulations/regulations/7_005ResidencyforTuitionPurposesSept2015.pdf)  
Guidelines on Florida Residency for Tuition Purposes  
<https://www.floridashines.org/documents/111597/112691/Guidelines+for+Florida+Residency+Tuition/e227c0ac-d7a1-4805-92e8-818f6f98ad>

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## **Guidelines and Standards**

- The claimant must establish and maintain a legal Florida residence for at least 12 months prior to the first day of class listed in the applicable academic calendar for the petitioned term. The 12-month qualifying period requires documentary evidence as requested by the appropriate university official pursuant to 1009.21(3)(a). Examples of relevant documentation can be found on page 2 of this document.
- **In addition to the Florida legal documents listed on page 2, independent students must prove their presence in the state was 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 pursuant to 1009.21(2)(a)(2) and 1009.21(6)(a).** Examples of documentation that could be used in combination with the Florida legal documents, which may help prove intent to be a permanent resident are, but may not be limited to, the following:  
  
Documentation of full-time permanent employment for the prior 12 months or the purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education.
- Information contained in this document in no way supersedes or replaces Florida State Statute 1009.21, Board of Governors Rule 7.005, and/or the statewide residency guidelines. This document is provided merely as an informational resource only.

UFID	Last Name	First Name	MI	Date of Birth	Age
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**Please indicate the year and term your residency petition is for.** (If approved for in-state status for the petitioned term listed below, your status will remain valid until you graduate or reapply to the university.)

Year: \_\_\_\_\_  
 Term: (Check only one of the following) Fall \_\_\_ Spring \_\_\_ Summer A/C \_\_\_ Summer B \_\_\_

**Please indicate your US citizenship or international status.**

Are you a U.S. citizen? Yes \_\_\_ No \_\_\_

Are you a permanent resident alien or a legal alien granted stay by the Department of Homeland Security? Yes \_\_\_ No \_\_\_  
**(Required:** Copy of permanent resident card, visa, or verification of visa status from the Bureau of Naturalization and Immigration Services. Please be aware, only the following visa categories are eligible to establish Florida residency for tuition purposes: A, E, G, H-1B, H-1C, I, K 1-4, L, N, NATO 1-7, O-1, R, S, T, U, V, asylees, parolees or refugees.)

Alien Registration Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

**Please indicate your filing status.** (Check only one of the following)

- Independent** – I will be claiming Florida residency based on my own Florida legal documents. **(Required:** Copy of your most recent tax return. If you are under the age of 24 enrolled in an undergraduate program, you must also provide a copy of your parent’s most recent tax return and documentary evidence you provided more than 50% of your cost of attendance.)
- Dependent** – I will be claiming Florida residency based on my parent’s or legal guardian’s Florida legal documents. **(Required:** Copy of your parent’s or legal guardian’s most recent tax return. If you are above the age of 24, you must also provide documentary evidence your parent or legal guardian provided more than 50% of your cost of attendance. For a child to qualify as a dependent of a parental adult other than the biological parent or legal guardian the child must have resided continuously with the adult for the 3 years immediately prior to the student’s initial enrollment in an institution of higher education, during which time the adult exercised day-to-day care, supervision, and control of the child pursuant to 1009.21(2)(b).)
- Married** – I will be claiming Florida residency based on my spouse’s Florida legal documents. **(Required:** Copy of marriage certificate, spouse’s and student’s Florida legal documents.)

**Please provide copies of your Florida legal documents.** It is highly recommended the claimant provide as many of the following as possible, as no single document can guarantee an approval. Evidence of legal residence must include clear and convincing documentation that the claimant established and maintained permanent legal residence in Florida for at least 12 consecutive months prior to the first day of class listed in the applicable academic calendar for the petitioned term. To obtain some Florida residency documents, the claimant may be required to relinquish legal documents or ties to his/her former state (E.g. Driver’s license, vehicle registration, voter’s registration, etc.). Maintaining legal documents or ties to another state during the evaluated 12 months may result in the denial of the claimant’s residency claim.

**Also, independent students must read Guidelines and Standards on page 1.)**

**Tier 1 Documentation:**

- |  |            |
|--|------------|
| <input type="checkbox"/> Florida driver’s license or Florida ID Card <b>(required:</b> copy of license or ID card) | Issue Date |
| <input type="checkbox"/> Florida vehicle registration <b>(required:</b> copy of registration)                      | _____      |
| <input type="checkbox"/> Florida voter’s registration <b>(required:</b> copy of registration)                      | _____      |
| <input type="checkbox"/> Purchase primary Florida home <b>(required:</b> copy of deed or mortgage)                 | _____      |
| <input type="checkbox"/> Homestead exemption <b>(required:</b> copy of homestead exemption)                        | _____      |
| <input type="checkbox"/> Full- or part-time employment <b>(required:</b> pay stubs)                                | _____      |
| <input type="checkbox"/> Graduate assistantship <b>(required:</b> letter of appointment with percent of FTE)       | _____      |

**Tier 2 Documentation:**

- |   |            |
|---|------------|
| <input type="checkbox"/> Lease for apartment/house <b>(required:</b> copy of lease agreement)         | Issue Date |
| <input type="checkbox"/> Declaration of domicile <b>(required:</b> copy of declaration)               | _____      |
| <input type="checkbox"/> Florida professional/occupational license <b>(required:</b> copy of license) | _____      |
| <input type="checkbox"/> Florida incorporation <b>(required:</b> corporate verification)              | _____      |
| <input type="checkbox"/> Membership in Florida organizations <b>(required:</b> proof of membership)   | _____      |
| <input type="checkbox"/> Documents evidencing immediate family in Florida                             | _____      |

Other (List here and provide copies): \_\_\_\_\_

**Exceptions and Qualifications**

**Students meeting any of the following criteria shall be classified as a Florida resident for tuition purposes and do not need to show proof of 12 months residence in Florida. If you meet the requirements for one of the following exceptions, please check the appropriate box and attach the required documentation listed below.**

- Persons who are enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida domicile and then re-enroll in Florida within 12 months of the abandonment – provided that he/she continuously maintains the re-established domicile in Florida during the period of enrollment. (This benefit only applies one time.) [s.1009.21(9), F.S.] (Required: Copy of enrollment verification or official transcript.)
- Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active drilling members of the Florida National Guard; or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children). [s.1009.21(10)(a), F.S.] (Required: DD Form 2058.)
- Active duty members of the Armed Services of the United States and their spouses/dependent children attending public college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. [s.1009.21(10)(b), F.S.] (Required: Copy of military orders.)
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent child. [1009.21(10)(c), F.S.] (Required: Copy of enrollment certification and marriage certificate or proof of dependency.)
- Full-time instructional and administrative personnel employed by the State public school system and institutions of higher education as defined in [s.1009.21(10)(d), F.S.] (and spouse/dependent children). (Required: Copy of employment verification.)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education. [s. 1009.21(10)(e), F.S.] (Required: Copy of scholarship papers and residency status form from the UF international center.)
- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. [s. 1009.21(10)(f), F.S.] (Required: Certification letter from state coordinator.)
- Full-time employee of state agencies 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. [s. 1009.21(10)(g), F.S.] (Required: Copy of employment verification.)
- McKnight Doctoral Fellows and Finalists who are United States citizens. [s. 1009.21(10)(h), F.S.] (Required: Verification from Graduate Studies.)
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate-level education program, which leads to a Florida teaching certificate. [s. 1009.21(10)(i), F.S.] (Required: Copy of enrollment verification or official transcript.)
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed. [s. 1009.21(10)(j), F.S.] (Required: Copy of military orders.)
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. [s. 1009.21(10)(k), F.S.]
- I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, F.S.). (Required: Copy of Florida prepaid ID card.)

**Student Financial Statement**

Students under the age of 24 enrolled in an undergraduate program claiming independent status are required to complete this financial statement. In addition to the financial statement, these students must attach documentary evidence proving they provided at least 51% of their cost of living for the 12 months prior to the students' first day of class for the petitioned term. Students not meeting the aforementioned description do not need to complete this page.

Were you claimed as a dependent on your parent or legal guardian's federal and/or state (if applicable) tax returns for the previous calendar year?

Yes \_\_\_ No \_\_\_ (Copies of your tax returns and your parents' tax returns are required).

Did you receive any type of financial aid (e.g. student loans, grants, scholarships, etc.) for the previous academic year?

Yes \_\_\_ No \_\_\_ (If yes, you must provide proof of your accepted financial aid).

**Please list any sources of earned income:**

**Employment income:** (Identify name of employer, dates of employment, rate of pay, and number of hours per week)

Name of Employer	Employment Dates	Rate of Pay	Hours per Week
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please list any Financial Aid, Loans, Grants, and/or Scholarships below.**

**Financial Aid:** (Identify source of aid, academic year of award, and amount of award)

Source (loan, grant, scholarship, etc.)	Academic Year	Amount Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please list any other sources of support:**

Source	Amount	Method of Payment (Lump sum, mo. payments)
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

**Please provide a summary of your income/assets and costs/expenses for the last twelve months:**

	Income/Assets		Costs/Expenses
Employment	_____	Rent/Mortgage	_____
Financial Aid	_____	Utilities	_____
Other	_____	Tuition	_____
Other	_____	Food	_____
Other	_____	Medical	_____
Other	_____	Other	_____
Total	_____	Total	_____

**Residency Declaration**

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to Florida Statute 837.06, for making a false statement. I give permission for the institution to examine any and all documents and records, including those accessible electronically and/or public records, which may assist in the evaluation of my status as a Florida resident for tuition purposes. I understand that additional documentation, other than what is prescribed on this document, may be requested and all documentation provided is subject to verification. **I am also aware no single piece of evidence will be considered conclusive and evidence of legal ties to another state may result in denial of my claim for Florida residency for tuition purposes.**

**Independent** – Independent students must complete the student and claimant information below and provide copies of their Florida legal documents.

**Dependent** – Dependent students should only complete the student information below. The parent, parental adult, or legal guardian must complete the claimant information and provide copies of their Florida legal documents, not the student's legal documents.

**Married** – Married students claiming Florida residency based on their spouse's Florida legal documents must complete the student information below, provide a copy of their marriage certificate and Florida legal documents. The student's spouse must complete the claimant information and provide copies of their Florida legal documents.

**Student Information:**

Student's Name: (Please Print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Street Address: \_\_\_\_\_

Student's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Claimant Information:**

Claimant's Name: (Please Print) \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Claimant's Relationship to Student: (If applicable) \_\_\_\_\_

Claimant's Street Address: \_\_\_\_\_

Claimant's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Claimant began establishing legal FL residence: \_\_\_\_\_