



Provision of Documents Substantiating Claim of Florida Residency for Tuition Purposes

Following determination of the student's status as it relates to independent or dependent, documentation supporting proof of residency for the requisite 12 consecutive month qualifying period prior to the first day of classes of the term for which residency is sought must be provided. The student and/or parent/guardian (if dependent) must provide at least two of the following documents that evidence the 12 month qualifying period. As some evidence is more persuasive than others, more than two may be required. No single piece of documentation will be considered conclusive.

The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his or her parent. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the institution that the student, or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification.

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

1. A Florida voter's registration card.
2. A Florida driver's license.
3. A State of Florida identification card.
4. A Florida vehicle registration.
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida.



7. Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED was earned within the last 12 months.
8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

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

1. A declaration of domicile in Florida.
2. A Florida professional or occupational license.
3. Florida incorporation.
4. A document evidencing family ties in Florida (please contact admissions staff for document – requires a notary).
5. Proof of membership in a Florida-based charitable or professional organization.
6. Any other documentation that supports the student’s request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Examples of documents that may not be used

Hunting/fishing licenses
Library cards
Shopping club/rental cards
Birth certificate
Passport

Other Approved Processes for Documentation

For students in state custody, the Department of Juvenile Justice (DJJ) may facilitate residency determinations by providing the college or university with documentation evidencing parental or



legal guardian residence in Florida for the qualifying period. The DJJ Address Verification Form is acceptable documentation for residency determinations in conjunction with additional information that demonstrates the parent or legal guardian has maintained legal residence in this state for at least 12 consecutive months prior to the first day of classes of the term for which residency status is sought.

Source: Source: Florida Department of Education/Guidelines for Florida Residency For Tuition Purposes.

<http://www.fldoe.org/schools/higher-ed/fl-college-system/academic-student-affairs/residency-for-tuition-purposes.shtml>