



# FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

## Office of the University Registrar

105 Foote-Hilyer Administration Center

Tallahassee, FL 32307-3200

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## CHANGE OF RESIDENCY FORM

In accordance with Florida Statute 1009.21, Rules 6A-10.044 and 6A-20.003, Florida Administrative Code, and the Board of Governors Regulation 7.005, the Office of the University Registrar is required to adhere to specific procedures in making determinations for residency reclassification for students who were initially classified as non-Florida.

The burden of proof is on the applicant to present clear and convincing documentation that supports permanent legal residency in this state for at least 12 months rather than temporary residency for the purpose of pursuing an education.

### (Things You need to Know About Residency Reclassification)

- Living in Florida for a year or longer **DOES NOT** automatically qualify you for in-state tuition (Florida residency).
- Under Florida law, there is a difference between being a “Florida Resident” and being a “Florida Resident For Tuition Purposes”.
- To be considered a “Florida Resident for Tuition Purposes”, you **must** prove through official and/or legal documents that you have moved to Florida permanently and are not merely living in Florida temporarily while you attend FAMU.
- Despite the length of time you attend FAMU, you may not qualify for “Florida Residency for Tuition Purposes.”

An applicant may not be eligible for reclassification as a resident for tuition purposes, unless the applicant (or parent/legal guardian if claiming dependent status; or spouse if claiming marital status) meets the following minimum criteria:

- Full-time permanent employment for the prior 12 months and,
- Proof of a permanent home in Florida which has been occupied as a primary residence for the prior 12 months and,
- Establishment and maintenance of legal ties (i.e., Florida driver’s license, vehicle registration, etc.) for the prior 12 months.

### OR

- Purchase of a home in this state and residence therein for the prior 12 months while not enrolled in an institution of higher education and,
- Establishment and maintenance of legal ties (i.e., Florida driver’s license, vehicle registration, etc.) for the prior 12 months.

Full-time permanent employment is defined as consecutive employment in a permanent job for a minimum of 12 months prior to the semester of qualification (minimum of thirty hours a week). Permanent employment is not defined as a series of temporary jobs.

All supporting documents (for example: driver's license, vehicle registration, voter registration card) **MUST be dated 12 complete months** prior to the first day of classes for the requested semester (and term) of reclassification.

University dormitories, fraternities, sororities, scholarship houses, and other FAMU campus addresses are not considered permanent addresses for residency purposes.

Ties to another state or country **will disqualify** you from Residency Reclassification.

Evidence that you are the financial dependent of an out-of-state resident will disqualify you from Residency Reclassification.

If you believe you qualify as a Florida resident for tuition purposes, complete this form, attach copies of all requested documentation, and submit your package to the Registrar's Office during the **submission scheduled period**.

To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident immigrant, or legal immigrant granted indefinite stay by the U.S. Bureau of Citizenship and Immigration Services (USBCIS). Other persons not meeting the 12-month legal residency requirements may be classified as Florida residents for tuition purposes in Florida only if they fall within one of the limited special categories authorized by the Florida Legislature and the Florida Board of Education. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

Are you a US Citizen? Yes  No

If no, are you a permanent resident immigrant or a legal immigrant granted indefinite stay by the U.S. Bureau of Citizenship and Immigration Services (USBCIS). (Required: A copy of both sides of immigrant registration card or verification of visa status from USBCIS. Eligible visa categories: A, E, G, H-1, H-4, I, K1-4, L, N, O-1, O-3, R, TN/TD, NATO 1-7, asylees, parolees or refugees.)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Academic Plan: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_  
Address

City State Zip

Local Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone#: ( ) \_\_\_\_\_ - \_\_\_\_\_

First term enrolled:  Spring  Summer  Fall \_\_\_\_\_ Year  
Term requesting a change in residency status:  Spring  Summer  Fall \_\_\_\_\_ Year

**Check One Category**

- DEPENDENT:** a person for whom fifty (50) percent or more of his/her support is provided by another as defined by the Internal Revenue Service. *(If checked, parent/legal guardian must supply documents below.)*
- INDEPENDENT:** a person who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes **(at least one must be checked)**: \_\_\_(a) the person is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution, \_\_\_(b) the person is married, \_\_\_(c) the student has children who receive more than half of their support, \_\_\_(d) the student has other dependents who live with and receive more than half of their support from the student, \_\_\_(e) the student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training, \_\_\_(f) both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court, \_\_\_(g) the student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution, \_\_\_(h) the student is classified as independent by the financial aid office at the institution, \_\_\_(i) homeless as determined by your high school or school district liaison, or \_\_\_(j) foster care/ward of the court as determined by a court in your state of legal residence, and \_\_\_(k) Consistent employment in a full- time permanent position for a minimum of 12 months prior to the semester of qualification (minimum of 30 hours a week). Permanent employment is not defined as a series of temporary jobs.

**REQUIRED DOCUMENTS: (Provide copies)**

**ISSUE DATE**

- |   |       |
|---|-------|
| <input type="checkbox"/> Florida driver's license (Dept. of Hwy Safety & Motor Vehicles)*   | _____ |
| <input type="checkbox"/> Florida vehicle registration (Dept. of Hwy Safety & Motor Vehicles)*   | _____ |
| <input type="checkbox"/> Florida voter's registration (Office of Elections)*  | _____ |
| <input type="checkbox"/> Declaration of Domicile (County Clerk's Office)*   | _____ |
| <input type="checkbox"/> Purchased permanent home in Florida which is occupied as a primary residence by the individual(s) (warranty deed and homestead exemption)* | _____ |
| <input type="checkbox"/> Lease for apartment/house (12-month period)  | _____ |
| <input type="checkbox"/> Student's federal tax return for current tax year  | _____ |
| <input type="checkbox"/> Student's Form W-2 Wage and Tax Statement(s) for current tax year  | _____ |
| <input type="checkbox"/> Parent's federal tax return for current tax year   | _____ |
| <input type="checkbox"/> Florida bank account, utility and phone statements   | _____ |
| <input type="checkbox"/> Florida Business Incorporation*  | _____ |
| <input type="checkbox"/> Florida professional/occupational license*   | _____ |
| <input type="checkbox"/> Full time permanent employment (30 hours per week for a 12-month period) & proof of gross income rec'd for the year*                       | _____ |
| <input type="checkbox"/> Membership in a Florida-based charitable or professional organization  | _____ |
| <input type="checkbox"/> Student's birth certificate ( <i>Dependent students ONLY</i> )   | _____ |

\*These documents are considered permanent tying documents with the State of Florida.

## EXCEPTIONS

Applicants who do not meet the 12-month requirement may qualify for temporary in-state status by qualifying under an exception category. Check applicable category and attach copies of the required documents.

- I am married to a legal Florida resident and intend to make Florida a permanent home. (Present a copy of your marriage license and applicable documents for Florida spouse.)
- I am a full-time instructional or administrative employee of a Florida public school or institution of higher education or I am the employee's spouse or dependent child. (Present official letter from appropriate personnel from institution of employment and proof of relationship.)
- I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of a job-related law enforcement or corrections training.
- I am an active duty member of the armed services including the National Guard stationed in Florida (and spouse/dependent children) or military personnel not stationed in Florida whose home of record or state of legal residence certificate DD Form 2058 is Florida. (Present a copy of parent's DD 2058, military orders, military identification, and leave & earning statement.)
- I am a qualified beneficiary under the terms of the Florida Prepaid College Program (S.240.551, F.S.) (Present a copy of the Florida Prepaid recipient card.)
- I am part of the Latin American/Caribbean Scholarship program. I receive a scholarship from the U.S. Government (federal) or Florida state government. The student must attend, on a full-time basis, a Florida institution of higher education. (Present appropriate documentation.)
- I am a Southern Regional Education Board's Academic Common Market graduate student. (Required: Certification letter from State Coordinator.)

*I do hereby swear or affirm that the information contained herein is true and accurate to the best of my knowledge.*

\_\_\_\_\_   
 Applicant's Signature

\_\_\_\_\_   
 Date

## 2010 SUBMISSION SCHEDULE

<u>TERM</u>	<u>OPEN ENROLLMENT</u>	<u>LAST DAY TO SUBMIT PACKET</u>
Spring 2010	November 23 - December 18, 2009	December 18, 2009
Summer Terms A/B/C	March 22- April 16, 2010	April 16, 2010
Fall 2010	July 6 - August 6, 2010	August 6, 2010

## OFFICIAL USE ONLY

- Fall \_\_\_\_\_  Approved
- Spring \_\_\_\_\_  Denied
- Summer A/B/C \_\_\_\_\_  No decision rendered/returned to applicant

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_