

Reclassification for Out-of-State Students

Students who enter as nonresidents who intend to apply for reclassification after their first year will be required to provide *clear and convincing documentation that supports permanent legal residence in this state for at least 12 consecutive months* rather than temporary residency for the purpose of pursuing an education. This documentation should be dated prior to the commencement of your 1L classes and should be submitted prior to the commencement of your 2L classes. The residency office will be looking for your documentation to satisfy three separate categories: **Basis, Legal Ties and Physical Presence**. Those categories are outlined below, listing the required documents for each category to reclassify.

Category 1: BASIS (2 documents)

1. A copy of the **letter from the Florida Board of Bar Examiners** acknowledging they have received your early application to the Florida Bar. The **Florida Bar Student Registrant Application** should be submitted between the first day of classes and October 15th of your first semester in law school, but no later than the end of the first semester.
2. **Declaration of Domicile** with the Clerk of Courts with a date PRIOR to the first day of classes of the 1L year or at minimum 12 consecutive months prior to the first day of classes of the 2L year.
Leon County Clerk of Courts
1276 Metropolitan Boulevard, Tallahassee, Florida 32312
850-606-4000
Operating Hours: Monday – Friday; 8:00 a.m. – 4:30 p.m.
Fee: \$15.00
Florida issued photo ID required
Link to Declaration of Domicile Form:
http://www.clerk.leon.fl.us/sections/clerk_services/online_forms/official_records/declaration_of_domicile.pdf

Category 2: LEGAL TIES (2 out of the 3 documents below are required AND the FL license or FL ID must be one)

1. **Florida Driver's License or Florida ID Card** – dated to meet the minimum 12-month period. You must provide the following original documents to obtain a Florida Driver's License or Florida ID Card:
 - a. **Proof of Residential Address**: such as a residential rental/lease agreement, deed, or mortgage in your name
 - b. **Proof of SSN**: Original Social Security Card
 - c. **One original primary form of identification**: birth certificate, valid US passport, or Certificate of Naturalization
 - d. **One secondary form of identification**: such as a drivers license from another U.S. state
 - e. If your current name is different than your name on your birth certificate, an original copy of official documents related to your name change (i.e. marriage certificate) are required.
 - f. For a complete list of acceptable documents for obtaining a Florida drivers license please go to:
<http://www.flhsmv.gov/ddl/faqkeys.html#USC>
 - g. Florida Department of Highway Safety & Motor Vehicles Website: <http://www.flhsmv.gov/offices/leon.html>
2. **Florida Voter Registration Card** – dated to meet the minimum 12-month period.
 - a. Florida Division of Elections Website:
 - b. <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>
3. **Florida Vehicle Registration (if you own a vehicle)** – dated to meet the minimum 12-month period.
 - a. Florida Department of Highway Safety & Motor Vehicles Website: <http://www.flhsmv.gov/offices/leon.html>

Category 3: PHYSICAL PRESENCE (minimum of 1)

1. **A residential rental/lease agreement, deed, or mortgage** in your name dated to meet the minimum 12-month period.
2. **Utility and/or Cable Bills**: 12 consecutive months of utility and/or cable bills in your name dated to meet the minimum 12 month time frame

Residency Reclassification Forms: submit the residency reclassification forms with all supporting documents listed above.
<https://law.fsu.edu/admissions-financial-aid/tuition-and-financial-aid/residency-reclassification-guidelines>

IMPORTANT NOTE: Living/residing in *any* University designated housing **DISQUALIFIES** an applicant from eligibility to reclassify as a Florida resident for tuition purposes.