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.

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
   313 South Calhoun Street, Tallahassee, Florida 32302
   850-577-4030
   Operating Hours: Monday – Friday; 8:00 a.m. – 5:00 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 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 time frame. You must provide the following 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: Social Security Card
   c. One 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. For a complete list of acceptable documents for obtaining a Florida drivers license please go to:
      http://www.flhsmv.gov/ddl/faqkeys.html#USC
   f. 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 time frame.
   a. Florida Division of Elections Website:
      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 time frame.
   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 time frame.

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


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

DIRECTIONS: Your reclassification determination will be based upon the completed Residency Reclassification Form and the documentation you provide. Samples of appropriate documentation are listed below. It is very important for you to supply as much documentation as possible in support of your reclassification request. The burden of proof is upon you. Assume there is no such thing as too much documentation. Always err on the side of supplying too much.

RECLASSIFICATION DOCUMENTATION: Please check off all of the documentation you are submitting with your reclassification request. Do not submit original documents; copies are acceptable. Note: All documentation should be dated, issued, or filed 12 months prior to the start of classes for the term you wish to be reclassified.

___Florida driver’s license or a State of Florida identification card*

___Florida voter registration card*

___Florida vehicle registration*

___Declaration of domicile in Florida with a filing date 12 months prior to the start of classes for the term (obtainable from the Clerk of the Circuit Court in the County Court House of the Florida County in which you or your parent/guardian claims permanent domicile)*

___Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant*

___Proof of homestead exemption in Florida*

___Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period (Graduate students on Assistantship should complete and submit the Graduate Assistant Verification Form)*

___Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months *

___Bank records

___Documents evidencing family ties in Florida

___Lease agreement and proof of 12 consecutive months of payments.

___Utility bills and proof of 12 consecutive months of payments.

___State, federal, or court documents evidencing legal ties to Florida.

___Benefit histories from Florida agencies or public assistance programs

___A Florida professional or occupational license

___Florida incorporation

___Proof of membership in Florida-based charitable or professional organizations

___Other – any documentation not listed above that supports your permanent residency in the state

*Applicants must include at least one of these documents to be considered.
RESIDENCY RECLASSIFICATION FORM

If you were initially classified as a non-Florida resident for tuition purposes at Florida State University, you can request consideration for reclassification to Florida resident for tuition purposes. Reclassification requires you, or if you are a dependent, your parent/guardian, to present clear and convincing documentation that supports permanent legal residency in Florida for the past 12 consecutive months rather than temporary residency for the purpose of pursuing an education.

Last Name
First Name
Middle Name

Term/Year for which you wish to be reclassified
FSU email

Statement of Independence/Dependence

I certify that I am:   ___  Independent  ___  Dependent

I understand that evidence of my independent status will be requested by Florida State University. This documentation may include, but is not limited to: marriage certificate, insurance information showing marital status, most recent tax return showing marital status; federal tax returns; documentation showing that the student provides fifty (50) percent or more of the cost of attendance as defined by the financial aid office at Florida State University (examples may include: tax return, W-2 form, pay stubs, employer earnings verification); military discharge documents; legal documents showing student is a ward/dependent of the courts.

Student’s Signature
Date

Person claiming residency must complete this section in full.

- Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the start of the term. All documentation is subject to verification.
- Additional documentation other than what is required above may be requested.
- A copy of the marriage certificate is required in all cases of a spouse claiming a partner’s residency.

Please Print:

Date claimant began establishing legal Florida residence and domicile:_______/_______/_______
Mo Day Yr

Claimant’s permanent legal address:

Street/P.O. Box    Apt. No.    City    State    Zip Code

Claimant’s telephone number: ____________________________________________

I do hereby swear or affirm that the above-named student meets all requirements for reclassification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to FBOE Rule 6C-7.005 F.A.C.

Signature of person claiming Florida residency
Date

Please complete the reverse side.