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 must be submitted between the first day of classes and October 1st of your first semester in law school.
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:
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.

Residency Reclassification Forms: submit the residency reclassification forms with all supporting documents listed above.

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