

RESIDENCY RECLASSIFICATION APPLICATION & AFFIDAVIT

FORM INFORMATION

- **This Application is for current or readmitted UCF Undergraduate Students** that; have been **classified as a non-resident and paid non-resident fees at least one term** and are seeking residency reclassification for a subsequent term.

We do not review for a students first term at UCF.

- **New/Transfer Students** in their first term at UCF should refer to [Undergraduate Admissions](#), or email Residency@ucf.edu
- **Graduate Students** should refer to [Graduate Admissions](#)
- Readmitted students who previously were classified as Florida Resident for Tuition email ROResidency@ucf.edu for a separate residency verification.

The full versions of Florida State requirements for Residency for tuition purposes are available at [Florida Statutes](#).

For additional information regarding residency reclassification, visit Registrar.ucf.edu/residency-reclassification

IMPORTANT INFORMATION TO READ PRIOR TO APPLYING

As the applicant, read the instructions thoroughly before beginning the reclassification application. Please ensure that all sections of the application and all required documents are complete before submission. PDF copies of all documentation is required before a decision can be rendered.

Residency Reclassification requirements are established by Florida Statutes and the Florida Department of Education administrative code (not UCF). There is a difference between being a "Florida resident" and a "Florida resident for tuition purposes" pursuant to Florida Statutes. Residing in Florida for a year or longer or maintaining Florida documents for 12 months does not automatically qualify a Claimant as a Florida resident for tuition purposes. To be considered a "Florida Resident for Tuition Purposes" the Claimant has the burden of proof, through the submission of official and/or legal documents, that there are sufficient permanent ties to Florida and, when the student is the Claimant, maintaining permanent legal residency is not incident to enrollment at UCF. **If the student is the Claimant, they will not normally meet this requirement if they have been consecutively enrolled at UCF. Students may not use relatives other than Parents or Spouse to declare Florida residency except under very specific circumstances.**

Students may apply for residency reclassification for any term; however, the documentation provided will determine when and if the Claimant is qualified. Florida residency for tuition purposes determinations are based on multiple criteria, including: arrival in Florida; documentation with established permanent ties to Florida; who the Claimant is; if the Claimant is a student; domicile; the status of the Claimant (Independent/Dependent) during the qualifying period; and that the duration the Claimant can demonstrate they have lived in Florida while not attending school unless they meet an exception. **Eligible documentation must support twelve months prior to the first day of classes for the term of residency reclassification unless the Claimant meets an exception.**

All Claimants must show proof of a bona fide domicile, rather than a mere temporary residence incident to a student's enrollment in an institution of higher education, particularly during the requisite 12-month qualifying period. The Claimant must support where they reside full-time; **UCF Housing, UCF-Affiliated Housing and temporary housing will not qualify as a bona fide domicile.** Owning a home in Florida does not in itself establish residency for tuition purposes.

UCF does not solicit any particular documentation to prove residency. However, all documents must support the Claimant's physical presence in Florida and a bona fide domicile. There must be an absence of any documents representing legal ties to any other country or state during the qualifying period. Official and or legal documents establishing Florida residency are listed in this application. No single document will qualify a Claimant for Residency Reclassification. During review UCF may request additional documentation or information. **An application for Residency Reclassification does not guarantee approval. Determinations are made based on multiple variables stated in this application.**

The Student and the Claimant (if not the student) must be eligible to apply for Florida residency reclassification. Eligible Visa categories are A, E, G, H-1, H-4, I, K, L, N, O-1, O-3, R, T, NATO, asylee, parolee, refugee, or AR1 (permanent residents with an I-485) and some employment authorizations. **Copies of documents are required.**

Please note, until a decision has been made on your request, you should consider yourself a non-Florida resident for tuition purposes. If you are approved for in-state residency after payment is made, you may be refunded the out-of-state portion of your fees. *All students are responsible for the tuition and fee deadlines, and if a student is listed as out of state, the student is responsible for those fees.*

This application will be reviewed for the term requested and that I will be informed of a decision in a timely manner once all documentation is received and reviewed. If approved, my status will be updated; if denied, I have the option to appeal and have the decision reviewed by the UCF Residency Appeals Committee by submitting a written request, or to apply for residency reclassification for another subsequent term. Please note that while this list addresses significant and common criteria that relate to residency reclassification, it is not exhaustive.

****NOTE: The absolute deadline for this Application and for ALL COPIES accompanying documentation proving Florida residency for tuition purposes is one week (7 calendar days) before the first day of classes for the semester in which the student seeks reclassification. Please refer to Calendar.ucf.edu for registration deadlines. Therefore, it is in your best interest that your application and ALL COPIES of accompanying supporting documentation be submitted as early as you can.**

DEPENDENT VS. INDEPENDENT STUDENTS

The determination of dependent or independent student status is important because it is the basis for whether the student has to submit his/her own documentation for residency (as an independent) or his/her parent's or guardian's documentation of residency (as a dependent). Parent means one or both of the parents of a student, any guardian of a student or any person in a parental relationship who is eligible to claim the student seeking classification as a dependent for the last three federal income tax years. According to Fla Stat 1009.21

Proof of relationship may be required if you do not indicate a parental/guardian relationship with your claimant, or if your last names are different. Acceptable documentation for proof of relationship may include: birth certificate(s), marriage certificate (if name differs from birth certificate), or your claimant's prior year's tax documents. A combination of these documents may be required if a single form of proof is inconclusive.

If the student is under 24, they are a Dependent student until proven otherwise.

Independent Students

A student who meets any one of the following is considered as an independent student when determining residency for tuition purposes:

- 24 years of age or older prior to the first day of classes of the term
- married
- has a dependent child who receives more than half of their support from the student
- has other dependents who live with and receive more than half of their support from the student
- a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces (U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps and the U.S. Navy) or National Guard or Reserves for purposes other than training
- at any time since the student turned age 13, where both parents are deceased or the student is or was (until age 18) a ward/dependent of the court or in foster care
- the student is determined an unaccompanied homeless by a school district homeless liaison or a staff member of an emergency shelter or transitional housing program
- student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution.

All students under age 24 who claim "independence" by virtue of demonstrating they provide 50% or more of the cost of attendance at UCF must submit supporting documentation. According to the UCF Office of Student Financial Assistance, the current estimated cost of attending UCF as an undergraduate Florida resident not living with parent for the school year is \$23,622. **Therefore, to qualify as "Independent", a student must provide more than half of their cost of attendance, or at least \$11,811, for the qualifying period (12 months prior to the term) or previous tax year. All income must be verified.**

EXEMPTIONS

Exemptions to the 12 month Physical Presence Rule are limited and must be declared: Under certain specified conditions listed below, Claimants are not required to maintain a bona fide domicile in Florida for the requisite 12 month period in order to be classified as Florida residents for tuition purposes. Check any below that apply and provide copies of the indicated accompanying documentation:

Member of the Armed Forces on active duty, their spouses and/or dependent children, whose home of record is in Florida, Drilling Florida National Guard (required: military orders, DD 2058, or LES statements).

Full-time instructional or administrative employee of a Florida public school, community college, or institution of higher education, or their spouses or dependent children (required: employment verification)

Full-time employee of a State agency whose fees are paid for by the State for the purpose of job-related law enforcement or corrections training (required: employment verification)

Florida Prepaid (required: proof of valid account)

Sign and Date below that you have read and agree to the terms outlined in this application.

If applying for exemption, you must submit documentation.

Claimant
Signature
(if not student)

Date

Student
Signature

Date

STUDENT INFORMATION

UCF ID _____ Student Name _____ Date of Birth _____
(mm/dd/yy)

UCF Email address _____@ucf.edu Phone Number _____

All correspondence will be through the students UCF email address.

List all schools attended in the previous 12 months: _____

Term seeking residency [choose one] Fall Spring Summer Year _____

CLAIMANT INFORMATION

Name of Claimant _____ Student Parent Spouse Other _____

DOCUMENTATION

Tier One (one of these is required) **Must supply PDF copies of documents.** Additional documents may be requested.

Drivers License/ID Date _____ Full-time Employment Part-time Employment

Vehicle Registration Date _____ Name of Employer _____

Voter Registration Date _____ Documents Provided: _____
Letter of Hire/Employment Verification Current Paystub W-2/1099

DOMICILE

Proof of bona fide domicile is required. Must supply PDF copies of documents. Additional documents may be requested.

Purchase of Home Date _____ Homestead Exemption? Yes No

Lease(s) Start Date _____ End Date _____ Start Date _____ End Date _____

Letter of Residence (if living with someone) Start Date _____ End Date _____

Address (if more than one, list current address) _____

Declaration of Domicile (must be filed with the clerk of courts one year prior to term) Date Filed _____

ADDITIONAL DOCUMENTATION

Tier Two (one of these is recommended) **Must supply PDF copies of documents.** Additional documents may be requested.

Utility bills (Water or Electric only) Start Date _____ End/Current Date _____

If multiple residences in the 12-month period, please supply bills that show the start and end of service for each address. Only list most recent dates.

Professional or Occupational License Number _____ Date Issued _____

Florida Incorporation or LLC Name/Number _____ Date Filed _____

Additional documents provided _____

SIGNATURE

As the claimant, by signing this application for residency reclassification, I affirm:

I have read and understand the information provided in this application. I understand that making a false statement in this affidavit will subject the Student/Claimant to penalties pursuant to Florida Statute 1009.21, F.S., State Board of Education, Rules 6A-10.044 & 6A-20.003, and Board of Governors Regulation 7.005.

Signature _____ Date _____