

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.
- **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 are required before a decision can be rendered.

Residency Reclassification requirements are established by Florida Statutes and the Florida Board of Governors. 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 for Florida residency 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, that 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. Most dependent students will have a parent as the claimant, and students may not use relatives other than a parent 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: time-frame of arrival in Florida, documentation with established permanent ties to Florida, who the Claimant is and their status (Independent/Dependent) during the qualifying period, proof of domicile, and the duration that the Claimant can demonstrate they have lived in Florida while not attending school unless they meet an exception. **Eligible documentation must support twelve months of domicile 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.

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 the student will be informed of a decision in a timely manner once all documentation is received and reviewed. If approved, the status will be updated; if denied, you 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 accompanying documentation proving Florida residency for tuition purposes is the last day of late registration 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 supporting documentation be submitted as early as you can.*

DEPENDENT VS. INDEPENDENT STUDENTS

The determination of dependent or independent student status is important as it is the basis for whether the student has to submit their own documentation for residency (as an independent) or their 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.

Students under the age of 24 are considered dependent students unless 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 dependents that live with him or her, and the student provides more than half of the income to support those dependents
- is a graduate or professional student.
- is actively serving in the United States Armed Forces, the National Guard, or is a veteran.
- is not eligible to be claimed as a dependent by his or her parent or legal guardian for federal income tax purposes according to the rules and regulations established by the United States Internal Revenue Service
- can demonstrate that he or she pays more than half of his or her annual tuition and required fees for a non-resident student pursuant to section 1009.24, Florida Statutes.
- both parents of the student are deceased

All students under age 24 who claim "independence" by virtue of demonstrating that he or she pays more than half of his or her annual tuition and required fees for a non-resident student at UCF must submit supporting documentation. UCF will typically base this on income or other recurring sources demonstrating that the student is able to support themselves at the level of more than 50% of the cost of attendance for non-resident students.

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 _____

Documents Provided: _____

Voter Registration Date _____ 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. and Board of Governors Regulation 7.005.

Signature _____ Date _____