

# Florida Residency for Tuition Purposes Classification Form



[Florida Statute 1009.21](#) requires that students seeking Florida residency for tuition purposes submit a declaration to the college proving they maintained legal residence in the state for at least 12 consecutive months immediately prior to his or her enrollment. The residency classification form and all supporting documentation must be submitted prior to the start of classes.

Each declaration is individually reviewed before a residency determination is made. This process usually takes 5-7 business days, but during peak times (typically May – August) allow up to three weeks for processing.

Additional documentation may be required to support your claim of residency for tuition purposes. If more information is needed, you will receive a notification by your PHSC student email. Please allow enough time to submit all the required and / or requested items prior to the residency deadline indicated on the Academic Calendar.

Items to consider:

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services (USCIS), or other qualified alien as defined under federal law. If necessary, you may be required to show proof of citizenship prior to establishing Florida residency for tuition purposes, such as an employment authorization card, Visa, passport, permanent resident card, or other identifying documentation.
- Living in or attending school in Florida will not establish legal residence by itself. Students who depend upon out of state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

*This residency classification form and photographs of supporting documentation may be presented in person at any of our five campuses at the Admissions and Student Records Office or sent via email to [admissions@phsc.edu](mailto:admissions@phsc.edu).*

**Please print this form if submitting a hard copy to Admissions and Student Records.**

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ PHSC Student ID: \_\_\_\_\_

Student is a:  U.S. Citizen  Non-U.S. Citizen  Permanent Resident Alien  Other

Alien Registration Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

*All non-U.S. citizen students are required to submit documentation of their legal status in the United States as issued by the United State Citizenship and Immigration Services (USCIS) office.*

**To be completed by the student seeking Florida residency for tuition purposes.**

**Please select one of the following:**

- I am an independent claimant who provides more than 50% of my own support and have maintained legal residence in Florida for at least 12 consecutive months.
- I am a dependent person eligible to be claimed by my parent or legal guardian as defined by s.1009.21(1)(f) Florida Statutes. My parent or legal guardian as claimant has maintained legal residence in Florida for at least 12 consecutive months.
- I am a dependent person who has resided for the last three years with an adult relative other than my parent or legal guardian, and my relative, as claimant, has maintained legal residence in Florida for at least 12 consecutive months. (**Required:** *Copy of most recent years' tax return verifying student's dependent status.*)
- I am married to a claimant who has maintained legal residence in Florida for at least 12 consecutive months and I have now established Florida as my primary residence. (**Required:** *Student must submit marriage license plus one legal tie to Florida; spouse will complete claimant section of this form.*)
- I was enrolled at a Florida public institution of higher education within the previous 12 months and was classified as a Florida resident for tuition purposes. (**Required:** *Official transcript noting Florida residency.*)
- I am a member of the U.S. armed services stationed in Florida on active military duty pursuant to military orders, or my home of record is Florida; or I am a member's spouse or dependent child\*; or I am an active drilling member of the Florida National Guard. (**Required:** *Copy of current military orders, L.E.S., or DD2058.*)
- I am a full-time instructional or administrative employee of a Florida public school or institution of higher education, or I am the employee's spouse or dependent child\*. (**Required:** *Letter of employment verification or contract from the institution.*)
- I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- I am a qualified beneficiary of the FL Prepaid College Program (F.S. 1009.98). (**Required:** *Proof of Florida Prepaid.*)

**Please attach a copy of the required document(s) as listed.** \*Additional documentation may be requested to validate marriage, dependency, or eligibility. For information regarding other exceptions as provided in s. 1009.21 Florida Statutes, please contact the Admissions and Student Records Office.

*\*Two (2) documents per F.S. 1009.21(3)(c)1 and (c)2 supporting the establishment of legal residence must be submitted and dated, issued, or filed 12 months before the first day of classes for the term for which Florida residency classification is sought. Three (3) documents are required for a reclassification from out-of-state to Florida resident for tuition purposes. All documentation is subject to verification through Florida state databases.*

**The person claiming Florida residency must complete the following section in full and attach all required documentation.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone#: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Date claimant established legal Florida residence and domicile: \_\_\_\_\_

**Claimant must provide at least one of the following of his/her personal documentation:**

Florida voter's registration card

Number: \_\_\_\_\_ County: \_\_\_\_\_ Registration Date: \_\_\_\_\_

Florida driver's license

Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Florida vehicle registration

Plate (Tag) Number: \_\_\_\_\_ Plate Issue Date: \_\_\_\_\_

Other Document(s) Attached

Description: \_\_\_\_\_

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on this residency declaration. I understand that any false or misleading information on this residency declaration, or provided in support of this residency declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes. I authorize Pasco-Hernando State College to validate any of this information through Florida state databases.

\_\_\_\_\_  
Electronic or handwritten signature of claimant

\_\_\_\_\_  
Date signed