

# Orange County Public Schools FLORIDA Residency Verification Form



Student Name (print): \_\_\_\_\_  
 Social Security Number: xxx- xx- \_\_\_\_  
 Program of Study: \_\_\_\_\_



## I qualify as a Florida Resident based on one of the categories below:

As an *independent person or dependent person*, I do hereby affirm that I meet the requirement, as listed below for classification as a Florida resident for the purpose of Florida resident tuition (*provide two of the following documents to establish Florida residency and sign below – a valid photo ID is required of student*).

From the First Tier below, at least one of the two documents submitted must be from this list of eight.

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Florida Driver's License | <input type="checkbox"/> Florida Voter's Registration Card | <input type="checkbox"/> Florida Vehicle Registration  | <input type="checkbox"/> State of Florida ID card       |
| <input type="checkbox"/> Florida Permanent Home   | <input type="checkbox"/> Homestead exemption in Florida    | <input type="checkbox"/> Transcripts from a Florida HS | <input type="checkbox"/> Fulltime Employment in Florida |

Second Tier (may be used in conjunction with one document from First Tier)

☐ Other Documentation (See page 3)

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Declaration of Domicile | <input type="checkbox"/> FL Professional License | <input type="checkbox"/> Document Florida Incorporation | <input type="checkbox"/> FL Organization Membership |
|--|--|---|---|

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Student Name (Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OR qualify as an independent person in one of the special categories below:

As an *independent person*, I meet one of the special categories to claim Florida residency for the purpose of Florida resident tuition. *Check at least one applicable box, provide documentation and sign below – a valid Photo ID is required of student.*

- ☐ Previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes; abandoned Florida domicile less than 12 months ago and re-establishing Florida legal residency. (Required: Transcript or school name, address, dates of attendance.)
- ☐ Permanent resident alien or other legal alien (according to the Bureau of Citizenship and Immigration Services) granted indefinite stay and have maintained a domicile in Florida for at least 12 months. (Required: INS documentation.)
- ☐ 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 job-related law enforcement or corrections training. (Required: Letter from agency documenting this information.)
- ☐ Full-time instructional or administrative employee (or the spouse or dependent child) of a Florida public school, community college or institution of higher education as an employee. (Required: Copy of employment verification.)
- ☐ Active member of the Florida National Guard who qualifies under s.250.10 (7) and (8) for the tuition assistance program. (Required: Provide documentation of status.)
- ☐ Active duty members of the Armed Forces of the United States who are residing in or stationed outside of the state. (Required: Copy of military orders DD2058 or military document showing home of record.)
- ☐ Honorably discharged veterans or students who are entitled to and use educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester or long term beginning after July 1, 2015, who physically resides in this state while enrolled in the institution. (Required: Copy of separation orders DD214.)
- ☐ Honorably discharged veterans or students who are entitled to and use educational assistance for a honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution. (Required: Copy of separation orders DD214.)
- ☐ Students, including but not limited to students who are undocumented for federal immigration purposes who met this criteria: the student attended a secondary school in this state for 3 consecutive years immediately before graduating from a high school in this state, the student has applied for enrollment in an institution of higher education within 24 months after high school graduation and the student submits an official Florida high school transcript as evidence of attendance and graduation.

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Student Name (Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Orange County Public Schools FLORIDA Residency Verification Form

### OR qualify as a dependent person in one of the special categories below

I \_\_\_\_\_ am a dependent person claiming residency through one of the following special categories for the purpose of Florida resident tuition. *Check at least one applicable box, provide documentation and Claimant signs below- a valid Photo ID is required of student.*

- ☐ Dependent person whose parent or legal guardian has maintained legal residence in Florida for at least 12 months. (Required: Copy of most recent tax return where you were claimed as a dependent or other proof.)
- ☐ Full-time instructional or administrative employee (or the spouse or dependent child) of a Florida public school, community college or institution of higher education as an employee. (Required: Copy of employment verification.)
- ☐ Dependent person who has resided for five years with an adult relative other than parent or legal guardian, who has maintained legal residence in Florida for at least 12 months. (Required: Copy of most recent tax return or other proof of dependency.)
- ☐ Married to a person who has maintained legal residence in Florida for at least 12 months, has established legal residence and intends to make Florida a permanent home. (Required: Copy of marriage certificate.)
- ☐ Students, including but not limited to students who are undocumented for federal immigration purposes who met this criteria: the student attended a secondary school in this state for 3 consecutive years immediately before graduating from a high school in this state, the student has applied for enrollment in an institution of higher education within 24 months after high school graduation and the student submits an official Florida high school transcript as evidence of attendance and graduation.

Relationship to student: ☐ Parent ☐ Guardian ☐ Spouse ☐ Other Address \_\_\_\_\_

//

\_\_\_\_\_  
Claimant Name (Print)

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date:

OR

### Non-Florida Residents

I do not currently qualify as a Florida resident for tuition purposes. To qualify in the future, I must submit the required documentation prior to the beginning of the term to be considered for Florida resident classification.

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\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

FOR OFFICE USE ONLY ☐ Avalon Campus ☐ South Campus ☐ Main Campus ☐ West Campus ☐ East Campus

VERIFIED by: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date // \_\_\_\_\_

**See Page 3 for Acceptable Documentation**

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## Orange County Public Schools FLORIDA Residency Verification Form

Florida Residency Statute definition: A person or, if that person is a dependent, his or her parent(s) or legal guardian must have established and maintained legal residence **in Florida for at least twelve months** immediately prior to qualification. 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, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services (s.1009.21, F.S.). Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes **only** if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Education. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. (s.1009.21, F.S.).

### **DETERMINATION OF DEPENDENT/INDEPENDENT STUDENT STATUS ACCEPTABLE FORMS OF DOCUMENTATION FOR RESIDENCY CLASSIFICATION**

Florida residency statutes require at least two documents, dated 12 months prior to the first day of class for the entry term sought, to validate a claim for Florida residency for tuition purposes.

#### **FIRST TIER REQUIRED DOCUMENTATION**

**At least one of the two documents submitted must be from this list**

- A Florida Driver's License.
- A Florida Voter's Registration card.
- A Florida Vehicle Registration.
- A State of Florida Identification card.
- Proof of a permanent home in Florida which is occupied as the primary residence by the individual or by the individual's parent if the individual is a dependent child.
- Proof of a homestead exemption in Florida.
- Transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period (letter from employer on official letterhead required).

#### **SECOND TIER ADDITIONAL DOCUMENTATION MAY INCLUDE**

- A declaration of domicile in Florida (the date that an applicant shall be deemed as establishing residency for tuition purposes shall be 12 months from the date that the Clerk of Circuit Court notes the declaration).
- A Florida professional or occupational license..
- Florida incorporation.
- Proof of membership in Florida based charitable or professional organization.
- Any other documentation that supports the applicant's request for resident status, including but not limited to, utility bills and proof of 12 consecutive months of payment, a lease agreement and proof of 12 consecutive months of payment, or an official state, federal, or court document evidencing family or legal ties in Florida.

**Please return this form and all additional documentation to the tech campus you will be attending.**