

Residency reclassification requests are subject to Florida statute 1009.21, Florida Gulf Coast University and State Board of Education rule 6A-10.044. The instructions below do not comprise a comprehensive statement regarding residency reclassification. Refer to [www.floridashines.org](http://www.floridashines.org) for more information on residency. The burden of proof is on the student. No single piece of documentation will be considered conclusive.

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The deadline to submit applications for residency reclassification is no later than 5:00 p.m. on the day that tuition is due for the term you are requesting reclassification. **NO EXCEPTIONS.**

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### **Who should complete the Residency Reclassification Application and Affidavit?**

An individual who is initially classified as a nonresident for tuition purposes and has completed one term at FGCU may become eligible for reclassification as a resident for tuition purposes only if that individual (or the parents of that individual, if that individual is a dependent) supports permanent residency in this state for 12 consecutive months. The Individual (or his/her parents, if that Individual is a dependent) must present documentation that substantiates residency in this state.

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 U.S. Citizenship and Immigration Services. Other persons not meeting the 12-month legal residence requirement may be classified as Florida resident for tuition purposes only if they fall within one of the limited "Special Categories" by the Florida Legislature and State Board of Education. All other persons are ineligible for reclassification as a Florida resident for tuition purposes.

### **Instructions for reclassification:**

1. Please make sure you fill out this application and submit proof of documentation completely. Any incomplete applications or missing documents will not be considered for reclassification.
2. The Office of the Records and Registration may require additional documentation and will not complete its review of residency until both the student and the claimant have submitted all requested documentation.
3. The presentation of documents in itself does not qualify the student for Florida Residency for tuition purposes. The Office of the Records and Registration will evaluate the submitted **RECLASSIFICATION** documents and all available information and will render an eligibility determination.
4. Florida Gulf Coast University is authorized to make discretionary judgments as to residency reclassification with the bounds of the law and in reaching this professional judgment will evaluate all documents submitted and information available.
5. All determinative documents must be dated at least 12 months before the Friday of the first week of classes for the term in which residency is sought.
6. **The deadline to turn in residency reclassification applications and all required documentation is the Friday of the first week of classes before 5:00 p.m. NO EXCEPTIONS.**
7. Notifications regarding decisions will be made in person, regular US postal mail or via Eagle email only.

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### **The Residency Reclassification Application will need to be submitted with the following documents:**

*Three documents from the list below are required. All documents from this group must have issue dates 12 months prior to the reclassifying term.*

- Florida Driver's License
- Voter Registration
- Vehicle Registration
- Florida ID card
- Declaration of Domicile
- Homestead Exemption-Proof of purchase of a primary residence
- Transcript from Florida High School
- Florida Professional or Occupational license
- Benefit history from Florida Agencies or public assistance
- Employment acceptance letter of proof

## TWO RECLASSIFICATION CATEGORIES

The documents required are dependent on the category in which the student meets the criteria. The category will determine the documents the Office of Records and Registration is required to collect to accurately make a final decision.

**CATEGORY 1:** If the student is not the claimant (If parent or spouse, please refer to Exceptions/Special Category Section on the residency Reclassification Application for more information), the following documents are required as suggested by the Exception/Special Categories section:

- If parent or spouse is the claimant, they must provide 3 Florida State issued Documents, as listed above.
- For claimant spouse, please provide a copy of the marriage license as required under the Exception/Special Categories.
- Please be prepared to provide documents as required under the Exception/Special Categories. Please ask for clarification, if needed.
- Student must provide a personal statement (even if the parent or spouse is the claimant) stating why Florida is their primary residence. Mentioning moving here for educational purposes automatically disqualifies the application.

**CATEGORY 2:** For the student under the age of 24 who is the claimant and is not being claimed as a dependent by parents or legal guardian they will be required to provide the following documents:

- Must provide 3 Florida State issued Documents, as listed above.
- To establish proof of financial independence, student must submit with a letter from their employer stating they have worked 30 hours or more a week on company letterhead. (A paystub may be requested as evidence of hours stated on employer's letter.)
- Student must provide their most recent tax return to show proof of income Please refer to "half the cost of attendance for students living away from parents" found on Financial Aid & Scholarship's website under Cost of Attendance as this changes every year. *For example: Academic Year 2016-17 Half the Cost of Attendance is \$10,195.00.* Student's earned income in combination with any loans, grants and scholarships awarded should add up to half the cost of attendance. (Parental Plus Loans are excluded).
- Student must provide their parents' most recent tax return (pages 1 and 2, you may blank out SSN and income) as proof that you are not being claimed as a "DEPENDENT".
- Student must provide a personal statement stating why Florida is their primary residence. Mentioning moving to Florida for educational purposes automatically disqualifies the application.
- If the student is under the age of 24 and have been admitted to a Graduate Degree program, the student just needs to submit 3 Florida State issued documents as listed above and a personal statement.

*For further assistance, please email [residencyreclass@fgcu.edu](mailto:residencyreclass@fgcu.edu)*