

**INSTRUCTIONS FOR COMPLETING A  
REQUEST FOR RESIDENT CLASSIFICATION FOR TUITION PURPOSES**



Any student classified as a nonresident of the state of Ohio for tuition purposes may apply for resident status by submitting this *Request for Resident Classification for Tuition Purposes*. Each application will be reviewed in accordance with the Ohio Revised Code and the criteria established by the Ohio Board of Regents Guidelines for Residency for State Subsidy and Tuition Surcharge Purposes. **The intent of the guidelines is to exclude from residency those who are in Ohio primarily for educational purposes.**

To qualify for Ohio residency for tuition purposes, a person is expected to have acted as a citizen of the state in every way by living in Ohio no less than 12 consecutive months immediately preceding enrollment, qualifying and voting in Ohio elections, registering your car in Ohio (if applicable), obtaining an Ohio driver's license (if applicable), and recognizing an obligation to file Ohio tax returns as required.

Carefully read all instructions before completing the form. Any falsification or purposeful omission on this form could be cause for your removal from the University.

Students classified as nonresidents may appeal the classification to the University Registrar. After completing the form, you must have your request notarized. Failure to provide all required documentation and notarization will delay consideration. A notary is available at the Office of Financial Aid or Grants Accounting, by appointment only. Application materials and all appropriate documentation must be submitted by the following deadlines in order to be reviewed for the desired term:

**Deadline for Fall Semester: August 1**

**Deadline for Spring Semester: December 1**

**Read the following summary of the main ways to establish residency carefully to determine the guideline for which you are requesting residency.**

**C1:** Dependent Student- Student is dependent on spouse, parent or legal guardian who has been a resident of Ohio for at least previous twelve months immediately preceding the term of enrollment:

**C2:** Independent Student- is a student who has been a resident of Ohio for at least twelve consecutive months immediately preceding their enrollment in an institution of higher education. Has not received any financial support from persons or entities who are not residents of Ohio for all other legal purposes. Has been self-sustaining for twelve consecutive months immediately preceding enrollment.

**C3:** Dependent Student due to relocated parent guardian or spouse- is a student who moved to Ohio due to parent, guardian or spouse relocation as of the first day of a term of enrollment to accept full-time, self-sustaining employment and establish domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.

**C4.** Veterans- For students who are a Veteran (including their spouse/dependents). *If the student is receiving VA educational benefits, see C5 and C6.* The ODHE guidelines state that:

- A.) "The veteran either served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service, was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
- B.) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in Ohio as of the first day of a term of enrollment. If the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division."

**C5.** Veterans- For students who are qualified military veterans and are using military educational benefits

This classification is for "A veteran who is the recipient of federal veterans' benefits under the

All-Volunteer Force Educational Assistance Program, 38 U.S.C. 3001 et seq., or Post-9/11 Veterans Educational Assistance Program, 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all the following criteria:

1. The veteran served at least ninety days on active duty.
2. The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
3. The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.

**C6.** Veterans-For students who are using transferred military education benefits.

This classification is for "A person who is the recipient of the federal Marine Gunnery Sergeant John David Fry scholarship or transferred federal veterans' benefits under any of the programs (C5) of this rule, if the person meets both of the following criteria:

1. The person enrolls in a state institution of higher education.
2. The person lives in the state as of the first day of a term of enrollment in the state institution of higher education.

**Note: In order to qualify under C6 of this rule, the veteran's period of active duty must have been at least ninety days**

**C8:** Forever Buckeye- A Forever Buckeye is a student who, graduated from an Ohio high school as an Ohio resident, or completed the final year of instruction at home (under ORC3321.04 as an OH resident). Applies immediately upon appropriate documentation.

**E1.** Gainful employment in Ohio pursuing part-time program- For students where his or her Ohio based company has contracted to pay their tuition and fees. ODHE guidelines state that "For purposes of the state instructional subsidy paid to state-assisted institutions of education, and the tuition and fee surcharges that these institutions impose on non-residents, the bill grants resident status to any student who resides in a contiguous state and attends a state university, community college, technical college, university branch, or state community college in Ohio if:

1. The student is employed in Ohio by a business, organization, or government agency located in Ohio; and
2. The employer contracts with the institution of higher education to pay all of the student's tuition and fees directly to the institution and not to charge or seek any kind of reimbursement from the student for any part of the tuition and fees."

**E2.** Ohio Residents on Active Duty in the Military while a resident of Ohio and his/her dependents: The exception to the General Residency Rule applies to students on Active Duty in the Military if a person who enters and currently remains on active duty status in the United States military service while a resident of Ohio for all legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as OHIO remains their home of record.

**E3.** Active Duty Military stationed and residing in Ohio and his/her dependents-The exception to the General Residency Rule applies to students on Active Duty in the Military if a person who enters and currently remains on active duty status in the United States military service while a resident of Ohio for all legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

**E4:** Ohio Residents transferred out of the US and District of Columbia by their employer- The exception to the General Residency Rule applies to students who: Fulfilled tax liability to Ohio for at least the year preceding enrollment. Applied to student and spouse/dependents. Ohio MUST remain employee's state of domicile.

**E5.** Migrant Workers- The exception to the General Residency Rule applies to students who: Have been employed as a migrant worker in Ohio and his/her dependents. Have worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

**E6.** Community Service Workers- The exception to the General Residency Rule applies to students who were an Ohio resident at the time their service started. Ohio remains employee's state of domicile during service term. Residency is re-established for student and spouse/dependents upon completion of service

**E7.** Marital Hardship- The exception to the General Residency Rule applies to students who: Returned to Ohio due to marital hardship. Is taking or took legal steps to end a marriage. Reestablishing financial dependence upon a parent or legal guardian (greater than 50% of support) Support applies to returning person and his/her dependents.

**E8.** Ohio National Guard- For students who are current Ohio National Guard members (including their spouse and dependents). The ODHE guidelines state that "A person who is a member of the Ohio National Guard, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard service."

**Type or legibly print all answers to questions 1 through 9. The numbers below correspond to appropriate items on the application.**

- 1.-6. Fill in the appropriate information and attach documentation. Listed are the minimum documents required and you may be asked to provide additional documentation.
5. Provide state and federal tax information for the last 12 months. Indicate all persons who claimed you on their past year's state and federal income tax returns. If claimed by anyone else, please indicate their place of residency and whether they will continue to claim you this coming year. If you worked in the state of Ohio for part of the year and are required to file income taxes, please submit your Ohio tax return that demonstrates you filed as a part-year resident. Students under 25 years old must provide their parents tax return(s).
7. Document your residence beginning one year preceding the date you began living in Ohio through the present. The expectation is that the student should not be absent from the state any longer than Winter Break, Spring Break, and 3 weeks during the summer.
8. Explain and **document your sources of support**. If you used savings that are solely in your name, but were acquired prior to the twelve-month period, report the amount used to cover your expenses.
9. You will be asked to provide statements for all accounts in your name for the 12-month period **immediately preceding** the term for which you are requesting reclassification to prove expenditures such as tuition, rent, insurance, food, books, supplies, and utilities. Keep in mind that **documentation** must be submitted for **all sources** of financial support you received, used, or anticipate using or receiving during this 12-month period. This includes but is not limited to bank accounts, credit cards, and debit cards.

**To verify your financial support, please review the residency checklist by type for all documentation needed.**

**After you complete the application, you must have your request notarized on this application form.** A notary is available in the Office of Financial Aid or Grants Accounting; by appointment only

**Please, print the checklist which corresponds to your application type : C1, C2, C3, C4, C5, C6, C8, E1, E2, E3, E4, E5, E6, E7, E8**

Print and complete form, then have the form notarized.

Full Name: \_\_\_\_\_

College:  Medicine  Pharmacy  Graduate Studies

Requesting Reclassification for \_\_\_\_\_  
Term Year

New Student  Currently Enrolled Student

1. Are you married? Yes No

2. Check the box of residency you are requesting:

C1  C2  C3  C4  C5  C6  C8  E1  E2  E3  E4  E5  E6  E7  E8

For C8 Forever Buckeye: Name of Graduating High School: \_\_\_\_\_ City: \_\_\_\_\_

3. Are you a citizen or permanent resident of the United States?

a.  U.S Citizen

b.  Permanent Resident

What type of visa do you hold? \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Attach Copy

Resident Alien Registration Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

C8 - Forever Buckeye, can skip questions 4-9, but must complete the C8 checklist.

4. In what state are you registered to vote? \_\_\_\_\_ Attach a copy of voter registration card

5. Taxes: Attach a copy of your most recent federal & state tax transcripts. If under 25, you must provide copies of your parents' tax returns.

Have you filed your personal federal income taxes for the past twelve months?  Yes  No

Have you filed your personal state income taxes for the past twelve months?  Yes  No

If yes, which state? \_\_\_\_\_

Were you claimed as a dependent on anyone else's income taxes for the past twelve months?  Yes  No

If yes, by whom? \_\_\_\_\_ (spouse/parent(s)/other) State: \_\_\_\_\_

6. A. Do you have a driver's license?  Yes  No

B. Is it from Ohio? Attach Copy  Yes  No

C. Do you own or have use of a car?  Yes  No

D. Is it titled in your name? Attach Copy  Yes  No

E. Is it currently registered in Ohio? Attach Copy  Yes  No

F. Do you have car insurance?  Yes  No

G. Is the insurance policy in your name? Attach Copy  Yes  No

If no, who is the policy holder of person with insurance under which you are covered:

\_\_\_\_\_ (name/relationship/state)

7. **Residences: In chronological order (listing present address first) indicate where you have lived beginning one year preceding the date you began living in Ohio through the present.** Attach documentation showing you have lived in Ohio for the past 12 consecutive months. (e.g. apartment lease, canceled rent checks, rent receipts)

Dates from \_\_\_\_\_ to Present

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

8. **Source of Support: Explain fully your sources of money received during the past 12 months from employment, savings, loans, GI Bills, SS benefits, spouse and etc. and fully document your sources; e.g. attach copies of contracts, awards, check stubs containing your name, statement from payroll officials, W-2 forms, etc.**

Source 1 \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_  Yours  Others \_\_\_\_\_

State \_\_\_\_\_ Amount \$ \_\_\_\_\_

Source 2 \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_  Yours  Others \_\_\_\_\_

State \_\_\_\_\_ Amount \$ \_\_\_\_\_

Source 3 \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_  Yours  Others \_\_\_\_\_

State \_\_\_\_\_ Amount \$ \_\_\_\_\_

9. **Expenditures:** [not required for those applying for as a C1 dependent]

**We will verify your expenditures for the 12-month period preceding the semester of enrollment you are applying for residency by looking at your bank, debit, and credit card statements. These are used to show how you are paying for your tuition, books, utilities, auto insurance, health insurance, credit cards, food, rent/housing, auto payments (if applicable), and travel. Please provide bank, debit, and credit card statements for all accounts in your name for the 12-month establishment period.**

**Student Affirmations and Acceptance of Terms**

Do not sign this statement until you are directed to do so by the Notary

By my signature, I acknowledge that Ohio residency—for-tuition—purposes is governed by Ohio Revised Code 3333.31 and Ohio Administrative Code 3333-1-10. I also acknowledge that a false statement on this application will subject me to a nullification of the Ohio resident classification, resulting in the assessment of out-of-state tuition for current and future enrollments and retroactively to the first term of my enrollment under the classification of Ohio-resident—for-tuition—purposes.

Student's Signature: \_\_\_\_\_

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notarized by \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Must include the notary stamp or seal.