

Florida Statutes require Institutions to confirm the students' Florida Residency Status in order to determine their eligibility for State student aid programs. To be classified as Florida Resident, the student (or claimant, if a dependent student) must have maintained legal residence in Florida for at least 12 consecutive months prior the student's initial enrollment in an institution of higher education. Residence in Florida must be as a bona fide domicile rather than for the purpose of maintaining a temporary residence or abode incident to enrollment in an institution of higher education. To qualify as a Florida resident, the student and claimant must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service. 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.

Please complete this form and submit it to the Financial Aid Office with supporting documentation before the first day of classes of the academic period. When providing information for Florida Residency, no single document shall be conclusive. A minimum of two documents are required but additional documentation may be requested if needed. All documentation is subject to verification.

Acceptable Documentation to Establish Florida Residency

Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida residency classification is sought. A minimum of two documents must be submitted with this form.

First Tier (at least one of the two documents must be from this list):

- Florida Driver's license
- State of Florida identification card
- Florida voter's registration card
- Florida vehicle registration
- Transcripts from a Florida high school for 2 or more years (if Florida high school diploma or GED was earned within last 12 months)
- Proof of a permanent home in Florida which is occupied as a primary residence of the claimant
- Proof of a Homestead exemption in Florida
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

Second Tier:

- Florida professional or occupational license
- Florida incorporation
- Documents evidencing verifiable family ties to a Florida resident (as defined by tuition purposes)
- Proof of membership in a Florida-based charitable or professional organization
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
- Utility bills and proof of 12 consecutive months of payments (*Service must be current*)
- Lease agreement and proof of 12 consecutive months of payments (*Private lease agreements must be notarized*)
- State or Court documents evidencing legal ties to Florida

Unacceptable documents: Hunting/fishing licenses, library cards, shopping club/rental cards, birth certificate, passport, Social Security Card, Florida Concealed Weapons permit, Insurance card.

Determination of Dependent or Independent Status for Florida Residency Classification

The student must meet one of the following criteria to be classified as an independent student for the determination of residency. An independent student has to submit his/her own documentation of residency. A dependent student must provide his/her parent's (or legal guardian's) documentation of residency. If the student is under the age of 24, must provide the required documentation to prove status as an independent student.

- The student is over 24 years of age by the first day of classes of the term for which residency status is sought at a Florida institution.
- The student is married. *Required: Copy of Marriage Certificate.*
- The student has children who receive more than half of their support from the student. *Required: Recent tax return showing support of children who live with and receive more than half of their support from the student and copies of Birth Certificates.*
- The student has other dependents who live with and receive more than half of their support from the student. *Required: Recent tax return showing dependent who live with and receive more than half of their support from the student.*
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces for purposes other than training. *Required: Military discharge papers, military orders, or DD214.*
- Both of the student's parents are deceased, or the student is or was (until age 18) a ward/dependent of the court or in foster care. *Required: Copies of parents' Death Certificates or Court documents showing ward of the court or foster care status.*
- The student is determined an unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program. *Required: Signed documentation on official letterhead from school or agency.*
- The student is working on a master's or doctoral degree during the term for which residency status is sought at a Florida institution. *Required: Program admission/enrollment documentation.*
- Documentation showing that the student provides more than fifty (50) percent of his/her support for the year (*Examples may include: tax return, W-2 form, pays stubs, employer earnings verification*).

Florida Residency Classification Denial

The student's request for Florida residency classification will be denied if the student does not provide supporting evidence, there is conflictive information, or the student (or claimant) does not meet the requirements to be classified as Florida resident for State aid programs purposes. The student has the right to appeal the determination by submitting a Florida Residency Appeal Form along with all supporting documentary evidence to the Financial Aid Office. The appeal will be reviewed by the Appeals Committee for consideration prior to the term for which classification is sought. The student will be notified via e-mail the results of his/her appeal. The Committee's decision will be final.

Name of Student: _____

Student ID: _____

Academic Term of Request: _____

Florida Residency Declaration for Student Aid Purposes
Initial Classification Request

Student's Dependency Status

Select your Dependency Status:

- I am an **INDEPENDENT** student and have maintained legal residence in Florida for at least 12 months. *(Additional evidence may be required.)*
- I am a **DEPENDENT** student and my parent or court appointed legal guardian has maintained legal residence in Florida for at least 12 months. *(Additional evidence may be required.)*

Note: For Florida residency classification, parent is the natural or adoptive parent or legal guardian of a dependent child.

Exception Categories

Complete this section if you are claiming Florida residency under a Statutory Exception or Qualification as stated in Section 1009.21, F.S. Attach required documentation.

- I am a **DEPENDENT** student who has been residing continuously with a legal resident adult relative other than my parents for at for at least 3 years prior to the first day of classes of the term which Florida residency is sought. *(Required: Copy of last three years of tax returns on which you were claimed as a dependent and other proof of dependency such as school or court documentation of relationship.)*
- I was classified as Florida resident for tuition purposes by a Florida public college/university and I have been attending the institution within the last 12 months. **Name of Institution:** _____ *(Required: Copy of official transcript with residency classification noted on it.)*
- I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and I am now re-establishing Florida legal residence. **Name of Institution:** _____ *(Required: Copy of official transcript with residency classification noted on it.)*
- I am a member of the Armed Services of the United States residing or stationed in Florida on active military duty or whose home of record is Florida, or I am the member's spouse or dependent child. *(Required: Copy of military orders or DD2058 showing home of record as Florida.)*
- I am an active member of the Florida National Guard who qualifies under s.250.10 (7) and (8) for the tuition assistance program. *(Required: National Guard Documentation)*
- I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, or I am the student's spouse or dependent child. *(Required: Copy of Official transcript and marriage certificate or proof of dependency.)*
- I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education, or I am the employee's spouse or dependent child. *(Required: Employment verification.)*
- I am a student from Latin American and the Caribbean who receives scholarship from the federal or state government. *(Required: Copy of scholarship papers.)*
- I am a Southern Regional Education Board's Academic Common Market graduate student. *(Required: Certification letter from state coordinator.)*
- 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. *(Required: Employment verification.)*
- I am a qualified beneficiary under the Stanley G. Tate Florida Pre-Paid College Program. *(Required: Copy of current card.)*
- I am a full-time student participating in an international Linkage Institute Program. *(Required: Participation verification.)*
- I am married to a person who has maintained legal residence in Florida for at least 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. *(Required: Copy of marriage certificate and other documentation from student and spouse are required to establish residency. USCIS documentation required for permanent resident aliens.)*
- According to the United States Citizenship and Immigration Services (USCIS), I am a Permanent Resident Alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least 12 months. *(Required: USCIS documentation and proof of Florida residency status.)*

Student's Information

Name: _____ Social Security Number: _____
Student ID Number: _____ PUPR email: _____@students.pupr.edu
Telephone Number: (_____) _____ - _____ Alternate email: _____
Permanent Legal Address:

Street _____ City _____ State _____ Zip Code _____
Non-U.S. Citizen *only*: Permanent Resident: Alien Number _____ Exp. Date: ____/____/_____
 Refugee Asylee Visa Type: _____ Exp. Date: ____/____/_____

Are you the person claiming Florida residency? No Yes *If yes, continue to "Claimant Documentation and Signatures".*

Person Claiming Florida Residency

Name: _____ Relationship to Student: Parent Guardian Spouse
Telephone Number: (_____) _____ - _____ Email: _____
Permanent Legal Address:

Street _____ City _____ State _____ Zip Code _____
Non-U.S. Citizen *only*: Permanent Resident: Alien Number _____ Exp. Date: ____/____/_____
 Refugee Asylee Visa Type: _____ Exp. Date: ____/____/_____

Claimant Documentation and Signatures

Claimant must provide at least two documents to support the establishment of legal Florida residence *dated, issued or filed at least 12 months* before the first day of classes of the term for which a Florida resident classification is sought.

Date claimant began establishing legal Florida residence and domicile: (MM/DD/YYYY) ____/____/_____
FL Driver's License Number: _____ County: _____ Date issued: ____/____/_____
FL Voter's Registration Number: _____ County: _____ Date issued: ____/____/_____
FL Vehicle Registration Number: _____ County: _____ Date issued: ____/____/_____
Other documents provided: _____ Date issued: ____/____/_____
_____ Date issued: ____/____/_____
_____ Date issued: ____/____/_____

I do hereby swear and affirm that the above named student meets all requirements for classification as a Florida resident for State student aid purposes. My residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrollment at an institution of higher education. I understand that submitting a false statement will subject me to the penalties pursuant to 837.06, Florida Statutes and other applicable State regulations (including but not limited to the repayment of disbursed monies).

Claimant's Signature: _____ Date: ____/____/_____
Student's signature (*if other than claimant*): _____ Date: ____/____/_____

Office Use Only

Approved Denied: _____ Academic term: _____
Officer: _____ Date: ____/____/_____