



## **Provision of Documents Substantiating Claim of Florida Residency for Tuition Purposes**

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months, preceding the first day of classes for which Florida residency is sought. Evidence of legal residence and its duration shall include clear and convincing documentation that residency in this state was for a minimum of 12 consecutive months prior to a student's initial enrollment.

Residency for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student has moved from another state, or in the case of dependent students - his/her parent.

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

1. A Florida voter's registration card.
2. A Florida driver's license.
3. A State of Florida identification card.
4. A Florida vehicle registration.
5. Proof of a permanent home in Florida, which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida - (this proof qualifies as an exception and is the only document required)
7. 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.



8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

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

1. A declaration of domicile in Florida (filed with the Clerk of Court).
2. A Florida professional or occupational license.
3. Florida incorporation.
4. A document evidencing family ties in Florida (please contact Enrollment Services for document – requires a notary).
5. Proof of membership in a Florida-based charitable or professional organization.
6. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

**Examples of documents that may not be used**

Hunting/fishing licenses  
Library cards  
Shopping club/rental cards  
Birth certificate  
Passport

**Other Approved Processes for Documentation**

The state makes provisions for students who qualify for state fee waivers and exemptions as per Florida Statutes. Please reach out to Enrollment Services for further information.