

# Residency Guidelines

## Step 1 Residency Classification

A resident for tuition purposes is someone who maintained legal residence in Florida (or Alabama) and has established two legal ties to the state for 12 consecutive months immediately preceding the first day of classes for which enrollment is requested. First time students at Pensacola State College will be required to submit **two** proofs of residency as covered in Step 3. Returning Pensacola State College students who have not attended within the last 12 months will be required to submit **two** proofs of residency. Alabama residents meeting the residence criteria for their state may qualify for Florida tuition plus a differential.

**Reclassification:** A student who has attended PSC within the last 12 months and is classified as a non-Florida resident (currently paying out-of-state tuition) and wishes to be classified as a resident for tuition purposes, must provide a minimum of **three** documents proving residency as suggested in Step 3, complete a Residence Statement for Reclassification form, and submit all documentation to the Student Records Office. Phone: (850) 484-1600; FAX: (850) 484-1829 For additional information, please call the Admissions Office at (850) 484-2544.

## Step 2 Independent/Dependent Status

Prior to completing the Residence Statement section of the application, you must determine who is the CLAIMANT. If you submit your own documentation for residency as an independent student, you are the CLAIMANT. If you are under 24 and do not meet the criteria listed below, your parent or legal guardian submits documentation for residency and he/she is the CLAIMANT. This list will help you determine who is the CLAIMANT:

### **Independent Student (residency based on student):**

If you are **at least 24 years of age** by the first day of classes of your first term, you are considered independent and you will be the CLAIMANT for residency. **You will need to provide proof of legal residency as covered in Step 3.**

*Students who are under the age of 24, but meet one of the criteria below are considered independent and will be the CLAIMANT*

- The student is married. *Copy of marriage license required.*
- The student can provide documentation that he/she claimed independence under the federal income tax code and that he/she earned at least 51% of the cost of attendance as determined by PSC's Financial Aid Office. *Copy of your most recent IRS tax transcript or federal income tax return required.*
- The student is on active duty in the United States Armed Forces or is a veteran of the United States Armed Forces. *Official military documentation or DD214 required.*
- Both of the student's parents are deceased or the student is, or was until age 18, a ward/dependent of the court. *Copy of court documents required.*

### **Dependent Student (residency based on parent/legal guardian):**

If you are **under the age of 24** and do not meet any of the criteria listed above, you will be classified as a dependent and your parent or legal guardian will be the CLAIMANT. **Your parent/legal guardian will need to provide proof of residency as covered in Step 3.** Legal guardians must document court-appointed guardianship.

### **Non-U.S. Citizens**

In order to qualify as a resident for tuition purposes, you must be a lawful permanent resident alien, legal alien granted indefinite stay by Homeland Security, or must possess an approved Visa Category. (documentation required)  
For additional information contact an admissions office on any campus or visit [www.flvc.org](http://www.flvc.org).

## Step 3      Residency Documentation

A resident for tuition purposes is a person who has established and maintained permanent legal residence in Florida (or Alabama) for at least 12 consecutive months immediately preceding the first day of classes rather than maintaining temporary residency for the sole purpose of enrollment at an institution of higher education. Documents must be submitted with dates that evidence physical presence in Florida (or Alabama) during the 12-month period prior to the first day of class. Additionally, there must be no information contradicting the applicant’s claim of residency (i.e. a driver’s license from another state). Living in Florida in itself will not establish legal residency for tuition purposes. Students depending upon out-of-state parents for support are considered residents of the same state as their parents.

**Alabama residents** meeting the residence criteria may also qualify for Florida tuition plus a differential.

**Two of the following documents (or at least three in the case of reclassification) issued at least 12 months prior to the first day of classes are required.**

At least one of the documents must be from Tier One. If the claimant does not have two items from the Tier 1 list, he or she may present one document from both lists— Tier 1 (required) and Tier 2

<b>Tier One</b>	<b>Tier Two</b>
A Florida (or Alabama) driver’s license	A Florida (or Alabama) professional or occupational license
A State of Florida (or Alabama) identification card	Florida (or Alabama) incorporation
A Florida (or Alabama) vehicle registration	A document evidencing family ties in Florida (or Alabama) family member will need to provide 2 Florida legal ties)
A Florida (or Alabama) voter’s registration card	Proof of membership in a Florida (or Alabama)-based charitable or professional organization
Proof of purchase of a permanent Florida (or Alabama) home which is occupied as a primary residence by the claimant (copy of mortgage, deed, proof from property appraiser website, or Homestead Exemption is required)	Documentation that supports the student’s request for resident status including but not limited to, utility bills, and lease agreements and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida (Alabama).
Transcripts from a Florida (or Alabama) high school for multiple years (2 or more) if the Florida high school diploma or GED was earned within the last 12 months	A Declaration of Domicile in Florida (or Alabama) filed with Clerk of Court 12 months or more prior to the first day of classes.
Proof of permanent full-time employment in Florida (or Alabama) for at least 30 hours per week documenting that the claimant has been employed for the past 12 consecutive months. (Signed letter from employer on letterhead stating the dates of employment, average number of hours worked per week, and contact name and phone number required.)	

**Unacceptable documents that cannot be used:**

- Passport
- Social Security Card
- Hunting/Fishing Licenses
- Shopping/Rental Club Card
- Concealed Weapon/Gun Permit
- Invalid/Expired Documentation
- Tax Returns
- Library Card
- Birth Certificate
- Bank Statements
- Insurance Cards
- Cable and cell phone bills

To read the entire statute, state rule, and guidelines, including **exceptions** to the 12-month rule, please go to Florida Virtual Campus, [www.flvc.org](http://www.flvc.org). Residency information is listed under the “Apply” tab.