



**PENSACOLA**  
STATE COLLEGE

---

# **Application Packet for College Students**

---



**Go here. Get there.**

**[pensacolastate.edu](https://pensacolastate.edu)**

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the college's nondiscrimination policies, contact the Associate Vice President for Institutional Diversity/Title IX Officer at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

# Application for Admission Checklist

## 1 APPLICATION

Complete the college application in this packet or apply online. A one-time non-refundable \$30 application fee is required. Returning college students will not be assessed this fee. Applicants who provide an email address when applying online to PSC will receive an immediate confirmation email from the College. Once the application fee is paid (online, mail, or in-person), you will receive an acceptance letter.

## 2 SPYGLASS & PIRATE MAIL

Login to your Spyglass account to access your student records and register for classes. Activate your Pirate Mail, the official method of communication used by college administration and faculty, and check it regularly.

## 3 TRANSCRIPTS

Degree-seeking & certificate students must submit official high school transcripts or GED scores. Official college transcripts are required from each previously attended institution. Financial aid will not be awarded until all transcripts are evaluated. Go to [pensacolastate.edu/transcript\\_request.pdf](https://pensacolastate.edu/transcript_request.pdf) for request forms.

## 4 FINANCIAL AID

Apply for federal financial aid at [pensacolastate.edu/financial-aid/how-to-apply-for-financial-aid/](https://pensacolastate.edu/financial-aid/how-to-apply-for-financial-aid/). Contact the Educational Opportunity Center at 850-484-1961 for free assistance filing the FAFSA. The Financial Aid Office communicates with students via Spyglass and Pirate Mail, so please login regularly. Call 850-484-1680 for more information.

## 5 TESTING

Students enrolling in degree programs or college-level English or math classes must submit current test scores (ACT/SAT/PERT), provide college transcripts, or show proof of exemption. Transfer students with prior college-level coursework in English/Math (grade of C or better) may register without testing. Active duty military and certain Florida high school graduates may be exempt from testing. Information regarding these exemptions can be found at [pensacolastate.edu/deved/](https://pensacolastate.edu/deved/).

## 6 ADVISING

### Attend a START session

Student Transition with Advising & Resource Training or S.T.A.R.T. is the best opportunity for you to get in-depth, detailed information about your personal student portal, Spyglass, and the college email system, Pirate Mail. Learn about Free Student Resources to prepare you for being successful at PSC! Get help choosing the best class schedule for your first semester and make sure you have enough time to get financial aid and other business taken care of before classes begin! Register for a session at [pensacolastate.edu/start/](https://pensacolastate.edu/start/).

## 7 ORIENTATION

### Attend a SOAR Orientation.

SOAR is a great opportunity for you to meet fellow students, learn about student organizations and how to get involved, interact with college faculty, and learn your way around your college campus. Come and get all of your questions answered and take care of all college business before classes begin. Join the Pirate family by attending SOAR! Register for a SOAR session at [pensacolastate.edu/soar/](https://pensacolastate.edu/soar/).

## 8 FEES & TEXTBOOKS

Pay fees through Spyglass, in a Cashier's Office or by mail. Rent or purchase text-books online or at Milton, Pensacola or Warrington Campuses.

## 9 ID & DECAL

Take a copy of your paid class schedule, vehicle registration, and a photo ID to the Public Safety Department on any campus to get your free student ID and parking decal. For decal registration forms, go to [pensacolastate.edu/docs/registration/drf\\_2015.pdf](https://pensacolastate.edu/docs/registration/drf_2015.pdf).



# Application for Admission Packet

Please review this packet before you complete the College application. Applicants for Baccalaureate Degrees, Dual Enrollment, Collegiate High School, Adult Education, Continuing Education, or Corporate & Professional Development should visit our website or contact the appropriate office for enrollment information.

## IMPORTANT INFORMATION:

**Social Security Number:** Florida Statute 119.071(5)(a) authorizes the collection and usage of your social security number by Pensacola State College (PSC). PSC collects and uses your SSN for state and federal reporting as required by Section 6050S of the Internal Revenue Code. To protect your identity, PSC will secure your SSN from unauthorized access and will not release your SSN to unauthorized parties. PSC assigns each student a unique student identification number which is used for most transactions at the College. For additional information, see the Social Security Number Collection and Usage Statement on our website.

**Ethnicity/Race:** Providing ethnicity (race) information is not required but assists the College in meeting federal reporting in compliance with Title VI of the Civil Rights Act. The information shall not be used in determining admission to PSC.

**Equal Access/Equal Opportunity:** Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, disability, sexual orientation or genetic information in its educational programs, activities or employment. For inquiries regarding nondiscrimination policies, contact the Associate Vice President of Institutional Diversity at 850-484-1759, Pensacola State College, 1000 College Boulevard, Pensacola, Florida 32504.

**Student Resource Center for ADA Services:** Support services are available. Contact 850-484-1637 for more information.

**International Students:** Non-U.S. Citizens who plan to attend the College on an F1 Student Visa must complete the International Student Application available at [pensacolastate.edu/admissions](https://pensacolastate.edu/admissions) or in an admissions office on any campus.

**Limited Access or Restricted Admission Programs:** Some programs at the College have restricted admissions. Students applying to these programs may be required to submit additional information and meet specific entrance requirements. Information regarding program requirements may be found on our website.

### TO BE COMPLETED WHEN PAYING BY MAIL ONLY. DO NOT SEND CASH.

Please Indicate Method of Payment:  Money Order  Check  VISA/MasterCard  American Express

Credit Card Number

Expiration Date

Signature

Please send payment to: Pensacola State College, Cashier's Office, 1000 College Blvd. Pensacola, FL 32504-8998  
or Fax to: 850-484-1548

**Applications Submitted Without the \$30 Application Fee Will Be Returned**

(Returning college students will not be assessed the fee)

# APPLICANT INFORMATION

Please print in blue or black ink only

1. U.S. Social Security Number:          2. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

3. Legal Name: \_\_\_\_\_  
Last First Middle Name

4. Previous Names: \_\_\_\_\_  
(Provide previous names to assist in matching incoming transcripts.)

5. Mailing Address: \_\_\_\_\_  
Number & Street City State ZIP Code

6. Permanent Address: \_\_\_\_\_  
(if different from above) Number & Street City State ZIP Code

7. Telephone Numbers: ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Primary Number Secondary Number

8. Email Address: \_\_\_\_\_

9. Gender  
 Male  
 Female

10. Race (check all that apply)  
 White  
 Black/African American  
 Asian  
 American/Alaskan (Indian) Native  
 Native Hawaiian or Pacific Islander

11. Citizenship:  United States  
 Other Country \_\_\_\_\_  
 If you are not a United States Citizen, please indicate status:  
 Permanent Resident Alien Number: \_\_\_\_\_  
 Non-Resident Alien: \_\_\_\_\_  
VISA Type Expiration Date

13. First Language: If you and your family do not speak English at home, what language is spoken? \_\_\_\_\_

14. Military Information: Check all that apply (must choose at least one)

I am a veteran of the Armed Forces.  
 Enter date service began \_\_\_\_\_  
mm/dd/yyyy  
 I am the spouse/dependent child of a veteran of the Armed Forces  
 I am an active duty service member

I am an active member of the National Guard  
 I am an active member of the Reserves  
 I am the spouse/dependent child of an active duty service member  
 None of the above apply to me

15. Is this your first time attending college?  Yes  No

16. Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you. If you do not know a parent or guardian's highest education level, please select "Unknown." If you were raised by just one parent or guardian, select "No second parent or guardian" for the second question. This data will be used for statistical purposes only. It is an important factor for college funding and for the analysis of programs and policies. It will not be used in regard to your application for admission or impact any other aspect of your personal education.

Education level of parent #1/legal guardian: (check one)  
 Less than high school (no diploma)  
 High school diploma or equivalent GED  
 Credit certificate – business trade school or technical  
 Some college no degree  
 Associate degree or two year degree  
 Bachelors or four year degree  
 Graduate or professional degree  
 Unknown

Education level of parent #2/legal guardian: (check one)  
 Less than high school (no diploma)  
 High school diploma or equivalent GED  
 Credit certificate – business trade school or technical  
 Some college no degree  
 Associate degree or two year degree  
 Bachelors or four year degree  
 Graduate or professional degree  
 Unknown  
 No second parent or guardian

## ENROLLMENT PLANS

1. Please indicate the location at which you will be taking most of your classes (check one):

- Pensacola Campus
- South Santa Rosa Center
- Milton Campus
- Century Center
- Warrington Campus
- Online

2. Select the term and indicate the year you plan to begin classes at PSC:

- Fall (August) in 20 \_\_\_\_\_  Spring (January) in 20 \_\_\_\_\_  Summer (May) in 20 \_\_\_\_\_

OFFICE USE ONLY	
<b>App Fee Status</b>	
R= Research	N= Exempt
H= Dual Enrollment	
Program _____	
Term _____	
DT041 _____	
APP1 _____	
Verified _____	
Application _____	CODE/YRTRM
Data Card _____	CODE/YRTRM
Rest _____	

3. **Indicate your program of study:** \_\_\_\_\_
4. **Check degree/certificate:**  Associate in Arts  Associate in Science  College Certificate  
 Vocational Certificate  Applied Technical Diploma
5. **Indicate your enrollment classification:**  
**Degree or Certificate Seeking Students Only:**  
 New (First time in college)  
 Transfer (Attended any college other than PSC)  
 Returning (Attended PSC 12+ months ago) Last date attended \_\_\_\_\_  
 Bachelor's Degree or higher (taking classes to earn additional degree or certificate)
- Non-Degree/Non-certificate Seeking Students Only:**  
 Transient students transferring PSC courses to home institution **outside** Florida  
*(Transient students from other **Florida** public colleges must apply for admission through [www.floridashines.org](http://www.floridashines.org))*  
 Non-degree seeking (taking classes for personal enrichment)  
 Bachelor's Degree or higher (taking classes for personal enrichment)

## EDUCATIONAL BACKGROUND

### 1. High School Graduates

Name of High School \_\_\_\_\_ City/State or Country (if foreign) \_\_\_\_\_ Graduate Date (MM/YYYY) \_\_\_\_\_

**Florida graduates**, indicate the type of diploma you received:

Standard Diploma  Certificate of Completion\*  Special Diploma\*

\*Enrollment is restricted for students who earned a certificate of completion or special diploma.  
 Check with an admissions office on any campus to discuss your options.

### 2. Home School Graduates

*Students who complete a Home-School High School equivalent program must consult with admissions for required documents.*

Authorizing School District \_\_\_\_\_ City/State \_\_\_\_\_ Completion Date (MM/YYYY) \_\_\_\_\_

### 3. GED Graduates

GED Testing Agency \_\_\_\_\_ City/State \_\_\_\_\_ Issue Date (MM/YYYY) \_\_\_\_\_

### 4. Non-Graduates

If you did not graduate from high school or earn the GED, contact an admissions office on any campus to discuss your options.

### 5. College History

List all institutions you have attended. Include colleges from which you withdrew. Attach additional sheet if necessary.  
**FINANCIAL AID WILL NOT BE AWARDED UNTIL ALL OFFICIAL TRANSCRIPTS ARE RECEIVED AND EVALUATED.**

Name of Institution	City, State, Country	Dates of Attendance	Degree Earned

### 6. Applicant Certification

I certify that the information provided is accurate and complete. I understand that falsification of information in any admissions document may result in denial of admissions or disciplinary action. I agree to abide by the policies provided in Pensacola State College publications, Florida Statutes, and State Board of Education Rules. I understand that policies, statutes, rules, and regulations are subject to change by the Florida Legislature, the State Department of Education, and the Pensacola State College Board of Trustees.

I understand that official communication to all students will be through Pirate Mail and that I will be provided an email account. I agree to be responsible for checking my Pirate Mail weekly and more frequently during registration periods.

I authorize Pensacola State College to obtain transcripts and test score reports from institutions I have attended and give permission to PSC to release my college transcripts to other educational institutions to which I may transfer. I understand that my contact information will be provided to the Pensacola State Alumni and Foundation Offices for tracking, eligibility, and inclusion on alumni mailing lists.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FLORIDA RESIDENCY DECLARATION 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 of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a non-immigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, parolee, asylee, Cuban-Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes (see “*Qualification by Exception*” below). All other persons are ineligible for classification as a Florida “resident for tuition purposes.”
- Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

---

**Please print if submitting hard copy.**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS # \_\_\_\_\_

Student is a:     U.S. Citizen     Non-U.S. Citizen     Permanent Resident     Other

Alien Registration Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Visa Category \_\_\_\_\_

All non-U.S. citizen students seeking classification as a Florida resident for tuition purposes are required to submit documentation of their legal status in the United States as issued by the United States Citizenship and Immigration Services office.

---

### **NON-FLORIDA RESIDENT**

I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted. I understand that should I qualify for a future term, it will be necessary for me to submit an updated Residency Declaration while providing prescribed, supporting documentation to substantiate as “reclassification” of my status. I understand being classified as a non-Florida resident will not exclude me from the possibility of receiving a waiver to cover part or all of the out-of-state fee as defined in s. 1009.26, Florida Statutes. Submission of an updated Residency Declaration must occur prior to the beginning of the term for which residency is sought. I do not have to complete any further portion of this form, with the exception of signing below.

Student Name: \_\_\_\_\_

Signature of Student: (Electronic or ink): \_\_\_\_\_ Date: \_\_\_\_\_

---

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity or genetic information in its educational programs, activities or employment. For inquiries regarding Title IX and the college's nondiscrimination policies, contact the Associate Vice President for Institutional Diversity/Title IX Officer at 850-484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

**TO BE COMPLETED BY THE STUDENT SEEKING FLORIDA RESIDENCY FOR TUITION PURPOSES:**

I qualify as a resident for tuition purposes, as defined by s. 1009.21, Florida Statutes, for the term for which this application is submitted. I understand that it will be necessary for me to present evidence of residency for tuition purposes, supporting my claim as a Florida resident for tuition purposes. I have read the residency information on qualifying as a dependent or independent student, and declare that: (select one of the options below):

I am a dependent student, as defined by s. 1009.21(1)(a), Florida Statutes, in that I am eligible to be claimed as a dependent under the federal income tax code by the claimant below. The claimant is my "parent" as defined by s. 1009.21(1)(f), Florida Statutes, (i.e., either or both parents of the student, any guardian of a student, or any person in a parental relationship to the student). My parent has maintained legal residence in Florida for at least the past 12 consecutive months. As defined by section 1009.21(1)(d), Florida Statutes, "legal resident" or "resident" means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17." A copy of your parent's tax return may be requested to establish dependence.

I am an independent person who has maintained legal residence in Florida for at least the past 12 consecutive months. I provide more than 50% of my own support. An independent student generally includes a person who is at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, a ward of the court, or someone with legal dependents other than a spouse, pursuant to the United States Department of Education for the purposes of federal financial aid eligibility. There may be limited cases where a person under the age of 24 years old may qualify as an independent student. Such students will be required to verify independence (including financial independence.) A copy of your tax return may be requested to establish independence.

I meet residency requirements through one of the Qualifications by Exception below (check appropriate exception):

**TERM OF APPLICATION:** (check one):  FALL  SPRING  SUMMER YEAR: 20 \_\_\_\_\_

**QUALIFICATION BY EXCEPTION** (to be completed by the student)

As provided in s. 1009.21, Florida Statutes, I qualify for residency based on the following permitted exception (documentation required):

I am a qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, Florida Statutes.) (Required: Copy of Florida Prepaid Recipient card.)

I am married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)

I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a FL resident)

I was previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence.

Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders or DD2058 showing home of record.)

Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida. (Required: Copy of military orders.)

United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children. (Required: Copy of marriage certificate or proof of dependency.)

- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
  - Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education. (Required: proof of scholarship and Latin America or Caribbean residency.)
  - Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. (Required: Certification letter from State Academic Common Market Coordinator.)
  - Full-time employees of state agencies or political subdivisions of the state when the 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/payment agreement).
  - McKnight Doctoral Fellows and Finalists who are United States citizens. (Required: Verification from graduate studies.)
  - United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. (Required: Proof of enrollment in graduate program for Florida teaching certificate.)
  - Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. (Required: Proof of active duty membership for specified purpose.)
  - Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- 

**TO BE COMPLETED BY THE CLAIMANT/PERSON CLAIMING FLORIDA RESIDENCY**

**Note:** If the student is a dependent, the parent is the claimant and will complete this section and provide evidence of residency supporting the claim. If the student is independent, the student is the claimant and will complete this section and provide evidence of residency supporting the claim. **No single document shall be conclusive in establishing residency. Additional documentation, other than what is prescribed, may be requested in some cases. All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.**

Claimant/Name of Person Claiming FL Residency \_\_\_\_\_

Claimant's Relationship to Student \_\_\_\_\_

Claimant's Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date Claimant began establishing legal FL residence (if upon birth, enter birthdate) \_\_\_\_\_

---

**PROVISION OF DOCUMENTS TO SUPPORT CLAIM OF FLORIDA RESIDENCY**

**Per s. 1009.21(3)(c), Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.**

**A. Claimant must provide at least one of the following of his/her personal documentation:**

Florida Voter's Registration Card      Number \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Florida Driver's License      Number \_\_\_\_\_  
Original Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_

---



Florida State identification card. Number \_\_\_\_\_  
Original Issue Date \_\_\_/\_\_\_/\_\_\_ Current Issue Date \_\_\_/\_\_\_/\_\_\_

Florida Vehicle registration. Number \_\_\_\_\_  
Original Issue Date \_\_\_/\_\_\_/\_\_\_ Current Issue Date \_\_\_/\_\_\_/\_\_\_

Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)

Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)

Official 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.  
Dates of Attendance \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_ Graduation Date \_\_\_/\_\_\_/\_\_\_ (Required: transcript)

Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

**B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):**

Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes.

Florida professional or occupational license.

Florida incorporation.

Document evidencing family ties in Florida

Proof of membership in a Florida-based charitable or professional organization.

Any other documentation that supports your 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.

---

**RESIDENCY DECLARATION:**

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirm the authenticity of the information provided on all pages of this Residency Declaration. I understand that any false or misleading information on this Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 837.06, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes.

Student Name (please print) \_\_\_\_\_

Claimant Name (if not the student) \_\_\_\_\_

Signature of Claimant (electronic or ink) \_\_\_\_\_ Date \_\_\_\_\_



# 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.floridashines.org](http://www.floridashines.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                  | Tax Returns                   | Social Security Card        |
| Library Card              | Hunting/Fishing Licenses      | Birth Certificate           |
| Shopping/Rental Club Card | Bank Statements               | Concealed Weapon/Gun Permit |
| Insurance Cards           | Invalid/Expired Documentation | 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.floridashines.org](http://www.floridashines.org). Residency information is listed under the Partner Portal link at the bottom of page. Click on Guidelines to Florida Residency for Tuition Purposes under the College & University Academic & Professional Staff heading.