

# Residency Declaration

## Location

- Log into your MyCF account at <https://mycf.cf.edu/ics>
- Click on the Admissions Status tab on the top menu bar
- Click on either 'Florida Residency Declaration' or 'Non-Florida Residency Declaration' on the right side of the page under the Admissions Forms box
  - **Florida Residency:** If you or your claimant (if you are under the age of 24) have lived in the state of Florida for twelve consecutive months prior to the first day of the term in which you have applied for, you will select this option.
  - **Non-Florida Residency:** If you or your claimant does not fit the description above, you will select this option and go to page 8.

The screenshot shows the 'Admissions Status' page in the MyCF system. The top navigation bar includes links for Home, Password Management, Patriots Mail, Help, Academics, Admissions Status (highlighted), ADM Advisor, Chat Testing, Campus Resources, Enrollment, Finances, Financial Aid, and More. The main content area is titled 'Admissions Status' and contains several sections:

- View Requirements:** A link to view requirements.
- Instructions For Document Submission:** A section providing information on where to drop off documents (College of Central Florida, Office of Admissions and Records, 3001 SW College Road, Ocala, FL 34474-4415) and a note that transcripts sent directly from the issuing institution are official.
- Admissions Forms:** A section with the following items:
  - Admission Application Fee Payment:** A note that only students in applied status who have not yet paid the application fee or had the fee waived should submit this form.
  - Application Fee Payment:** A link to the application fee payment page.
  - Residency:** A section stating that CF is required by state statute to verify the residency of each student. It lists two options: 'Florida Residency Declaration' (marked as 'In Progress') and 'Non-Florida Residency Declaration'.
- Residency & Transcripts Requirements:** A section with a heading 'Residency & Transcripts Requirements:'.

## Florida Residency Declaration Steps

Important note: Continue to click on 'Next Page' throughout the form until you have fully completed the declaration.

## Introduction

Read through the introduction page to better understand what the purpose of the residency declaration is.

Admissions Forms

## Florida Residency Declaration

**Introduction**

Residency refers to whether you are classified as an in-state Florida resident or an out-of-state resident for tuition purposes. A Florida resident for tuition purposes pays less in fees per credit hour than does a non-Florida resident.

All students are required to complete a residency declaration before the first day of classes of the term for which Florida residency is sought.

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. 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 complete and submit this declaration to determine your residency status.

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## Section 1: Classification

Read through the classification page carefully before continuing.

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## Florida Residency Declaration

**Section 1: Classification**

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1. My current residency status is

2. Should I fill out this form?

**Note for Florida Resident**  
If your current residency status displayed above is **Florida Resident**, you may continue filling out this form, but please be aware that any information you submit now will override any previous information you may have submitted.

**Note for Non-Florida Resident**  
If your current residency status displayed above is **Non-Florida Resident**, please do not continue filling out this form. If you feel this is in error or if you have been a Florida resident for twelve consecutive months, you may contact Enrollment Services on the CF campus nearest you and request a Residency Reclassification form.

**Note for F1 Visa Holders**  
If you currently have an F1 visa, you should not continue filling out this form. Please fill out the Non-Florida Residency Declaration.

**Please Note**  
All sections of the Florida Residency Declaration form must be completed in full if you claim residency for tuition purposes.

Initial Residency Declaration requires two supporting documents that are twelve months old from the first day of classes in the semester in which you plan to start. No single piece of documentation shall be conclusive in establishing residency.

Additional documentation, other than what is prescribed such as a copy of your and/or your parent's most recent tax return, birth certificates or marriage certificates, may be requested in some cases in addition to the completion of this form.

All documentation provided is subject to verification. Evidence of ties to another state may result in denial of Florida residency for tuition purposes.

Please submit requested documents to the Office of Admissions and Records, 3001 S.W. College Road, Ocala, FL 34474-4415, or fax them to fax number 352-873-5821 or deliver them to the Enrollment Services Center at any CF campus.

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## Section 2: Student Citizenship

Fill out all the required fields.

### 1. Citizenship Status

- a. If you select 'U.S. Citizen,' skip 2-4
- b. If you select anything else, please complete 2-4

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### Florida Residency Declaration

Section 2: Student Citizenship  
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1. Citizenship status  U.S. Citizen  
 Permanent Resident  
 \*Required  Non-U.S. Citizen  
 Other

Instructions  
 If you are a Citizen of the U.S., please skip the remaining response boxes and go to the next page.

2. Alien Registration Number  Maximum characters allowed: 10

3. Issue Date   Format: mm/dd/yyyy

4. Visa Category No Options

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### Section 3: Dependency Type

Fill out all the required fields.

1. Student's Florida Residency Classification - Select the option that best fits you

### **Dependent (under 24 years of age)**

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### Florida Residency Declaration

Section 3: Dependency Type  
Page 3 of 6

Florida Residency Classification  
 Classification information

1. Please choose the student's Florida Residency Classification.

\*Required

Dependent (under 24 years of age). Parent or legal guardian completes form.  
 Independent (24 years of age or older). Student completes form.  
 Qualification by Exemption. Student completes form.

2. Please choose a dependency type

As the student's biological or adoptive parent or court appointed legal guardian, I have maintained legal residence in the state of Florida for at least 12 consecutive months. (Required: If my last name differs from that of the student, then I must submit a copy of my current tax return on which I claimed the student as my dependent or I must submit a copy of the student's birth certificate.)

\*Required

Note  
 If the above does not apply to your situation please change your answer to question 1 in this section before proceeding.

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### **Independent (24 years of age or older)**

Will be required to choose how you are independent

### Florida Residency Declaration

#### Section 3: Dependency Type

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#### Florida Residency Classification Classification information

1. Please choose the student's Florida Residency Classification.

\*Required

- Dependent (under 24 years of age). Parent or legal guardian completes form.
- Independent (24 years of age or older). Student completes form.
- Qualification by Exemption. Student completes form.

2. Please choose a dependency type

I am 24 years of age or older and I am an independent person and have maintained legal residence in the state of Florida for at least 12 consecutive months.

I am under 24 years of age and I am self supporting. My income exceeds 50 percent of the estimated cost of attendance as determined by Financial Aid. (Required: most current tax return.)

I am under 24 years of age and I have a child (or other dependent) who is claimed as a dependent on my most recent tax return. (Required: copy of prior years tax return), if the child was born after Jan. 1 of the current year, please provide birth certificate.

I was a ward of the State of Florida and have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Children and Families.)

I was adopted from the Department of Children and Families. I have an Independent Waiver from Department of Children and Families. (Required: Independent Waiver from Department of Children and Families.)

I have been honorably discharged from the armed forces of the United States. (Required: copy of DD2214)

I am homeless. (Required: documentation for proof of homeless status.)

#### Note

If the above does not apply to your situation please change your answer to question 1 in this section before proceeding.

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### Section 4: Claimant Information

Fill out all the required fields.

Number 1 will either be 'relationship to student – Parent or Guardian' if you are **dependent** or 'relationship to student – self' if you are **independent**

### Florida Residency Declaration

#### Section 4: Claimant Information

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The following questions pertain to the person claiming Florida residency.

Documents supporting the establishment of legal residency must be dated, issued, or filed 12 months immediately prior to the first day of classes of the semester for which a Florida residency classification is sought. All documentation is subject to verification. Additional documentation other than what is required in Section 5 may be requested in some cases. No single piece of documentation shall be conclusive.

1. Relationship to student	<input type="radio"/> Parent <input type="radio"/> Guardian
*Required	
2. Name	<input type="text"/> *Required, Maximum characters allowed: 32
3. Address Line 1	<input type="text"/> *Required, Maximum characters allowed: 24
4. Address Line 2	<input type="text"/> Maximum characters allowed: 24
5. City	<input type="text"/> *Required, Maximum characters allowed: 24
6. State	<input type="text" value="Select One"/> *Required
7. Zip Code	<input type="text"/> *Required, Format: 12345 OR 12345-6789 OR 123456789 OR A1B 2C3
8. Telephone Number	<input type="text"/> *Required, Format: 123-456-7890
9. Date you began residing in Florida	<input type="text"/> *Required, Format: mm/dd/yyyy
10. County of residence	<input type="text" value="Select One"/> *Required

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### Section 5: Documentation

Complete the following sections if at all possible:

- Driver's License or State ID Card
- Vehicle Registration
- Voter Registration

13. Select one of the following documents listed to provide us. It can be one of the one listed above. **Please be aware that you will be required to provide us copies of the **two** documents you list on this form.**

## Florida Residency Declaration

### Section 5: Documentation

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Please provide information for the person identified in Section 4 who is claiming Florida residency.

#### Driver's License or State ID Card

1. State that issued the Driver's License or ID card  \*Required
2. Driver's License or State ID Card Number  \*Required, Maximum characters allowed: 17
3. Original Issue Date   Format: mm/dd/yyyy
4. Current Issue Date   \*Required, Format: mm/dd/yyyy

#### Vehicle Registration

5. Vehicle License Tag's State
6. Vehicle Tag Number  Maximum characters allowed: 6
7. Original Issue Date   Format: mm/dd/yyyy
8. Current Issue Date   Format: mm/dd/yyyy

#### Voter Registration

9. Registration State
10. Issue Date of Voter Registration Card   Format: mm/dd/yyyy
11. Voter Registration Number  Maximum characters allowed: 9
12. Registration County

#### Note

If you have lived in Florida longer than one full year, but have renewed your license within the last 12 months, you will need a Driver's License history report. Please contact the Enrollment Services Center at the campus nearest you for a Driver's License history report (DAVE) or you may obtain a Driver's License history report from the Division of Driver's Licenses at the county court house.

#### Choice of Documentation

13. Select and complete one of the following:

\*Required

- Vehicle Registration (Required: complete the questions found under the subheading 'Vehicle Registration')
- Voter Registration (Required: complete the questions found under the subheading 'Voter Registration')
- Official Transcripts from a Florida high school for multiple years (2 or more years), if a Florida high school diploma or GED was earned within the last 12 months. (Required: High school transcript showing dates attended and date of graduation)
- Proof of homestead exemption for the most recent tax year (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- 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 a 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 full-time employment in Florida for at least 30 hours per week for the last 12 consecutive months (Required: letter on company letterhead verifying current status, start date, and number of hours worked per week)
- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes. (Required: Copy of declaration of domicile.)
- Current Florida Professional or Occupational License (Required: copy of the current license)
- Florida incorporation. (Required: copy of proof of Florida incorporation.)
- Document evidencing family ties in Florida.
- Proof of membership in a Florida-based charitable or professional organization.. (Required: copy of a membership card from a Florida-based charitable or professional organization)
- Lease Agreement and verified payments for the last 12 consecutive months (Required: copy of lease or rental agreement and receipts to verify payment)
- Utility bills (gas, water or electric) and verified payments for the last 12 consecutive months. (Required: copy of the last 12 months of statements or letter from utility company indicating current status and connection date)
- I am unable to select any of the other choices. (Required: I will provide other documentation that supplies the needed proof of 12 months residency in the state of Florida.)

## Section 6: Verification

Read through the verification page and agree to the statement

Admissions Forms

### Florida Residency Declaration

Section 6: Verification  
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**Statement**  
This declaration and any required documentation must be submitted prior to the Proof of Florida Residency deadline for the term for which Florida residency is being sought.  
I understand that if false or fraudulent statements are submitted in connection with documentation to establish residency, tuition and fees will be recalculated at the non-residency rate and the student will be responsible for paying the additional monies due.

**RESIDENCY DECLARATION:**  
I 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 sections 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.

1. I have read and understood the above statement and I agree.

\*Required  
 Yes

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## Review & Submit

Review all of your selections on this last page. If you want to make any changes, click on ‘previous page’ until you get to the page you want to edit. Once you are satisfied with the form, enter your email in the ‘Submit your Form’ section, so you will get a confirmation email that you have successfully submitted the form. Then, click ‘Submit’

**Submit Your Form**  
You must correct the errors in the list above before you can submit your form.  
Send an email acknowledgment of this submission to this email address: (This email address is required for communication.)

## **Residency Documents**

Once you have successfully submitted your residency declaration, you will need to provide Admissions and Enrollment Services copies of the documents you indicated on the declaration. A list of those documents can be found under the ‘Residency & Transcripts Requirements’ box within the Admissions Status tab.

Ways you can provide the documents to us:

- Email them to [admissions@cf.edu](mailto:admissions@cf.edu)
- Drop them off at a campus nearest you
- Mail them to the address below:
  - College of Central Florida  
Attn: Admissions  
3001 SW College Road  
Ocala, Florida 34474

## Non-Florida Residency Declaration Steps

### Section 1: Non-Florida Resident Declaration

#### Agree to the statement

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### Non-Florida Residency Declaration

Section 1: Non-Florida Resident Declaration

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**Non-Florida Resident Declaration**  
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.

1. I agree with the above statement.

\*Required

Yes

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### Review & Submit

Once you are satisfied with the form, enter your email in the 'Submit your Form' section, so you will get a confirmation email that you have successfully submitted the form. Then, click 'Submit'

**Submit Your Form**

You must correct the errors in the list above before you can submit your form.

Send an email acknowledgment of this submission to this email address: (This email address is required for communication.)