



## How to Complete And Submit the Residency Declaration

1. Go to: [www.CF.edu](http://www.CF.edu).
2. Click on the MyCF button (on the top right-hand corner) and log into student portal.
3. If you are having login issues, contact **IT** at 352-854-2322, ext. 1378.
4. Once you have logged in, click the blue tab that says **Admissions Status**.
5. Under **Admissions Forms**, click on the affidavit that applies to you - **Florida Residency Declaration** or
  1. **Non-Florida Residency Declaration**. Read instructions for further information.
    - If a **Florida Resident**, proceed with steps 6-9.
    - If a **Non-Florida resident**, skip to step 9 to sign and submit **Non-Florida Residency Declaration**.
  6. Once you get to the third section (dependency types), read the classification categories and choose the category that applies to you. Click next page and continue filling out the information according to the instructions.
  7. In section five, select only **two** documents from the list. Be sure to enter document information **from the claimant**. Make sure the documents are **at least 12 months old**, from the first day of class, as proof that the claimant has been a Florida resident for at least one year prior to the start of classes.
  8. If you are claiming **Florida resident status**, please submit copies of your selected documents using one of the following methods:
    - Bring copies to the Admissions office at your campus, or
    - Email to [residency@cf.edu](mailto:residency@cf.edu). Email must include **student's name and CF ID number**.
  9. On the last page, sign affidavit with student name and claimant name (if applicable) and click submit.
  10. Contact [residency@cf.edu](mailto:residency@cf.edu), 352-854-2322, ext.1808 or 1669, or stop by your local campus if you have any questions or concerns regarding residency.



## Accepted Residency Documents

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

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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 that is occupied as a primary residence for 12 consecutive months by the individual or by the individual's parent if the individual is a dependent child.
6. 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.)
7. Transcripts from a Florida high school for multiple (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.)

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1. A declaration of domicile in Florida.
2. A Florida professional or occupational license.
3. Florida incorporation.
4. A document evidencing verifiable family ties to a Florida resident, as defined by tuition purposes.
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.

### **Proof of independent status (For students under 24)**

**Required:** W-2 form or most recent tax return for past 12 consecutive months with a total income of at least \$10,700, marriage certificate, **OR** proof of legal dependent other than spouse (birth certificate of legal dependent or most recent tax return listing legal dependent), **OR** Military **AND** the two required residency documents.

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

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1. Hunting/fishing licenses
2. Library cards
3. Shopping club/rental cards
4. Birth certificate
5. Passport
6. Social Security card
7. Florida Concealed Weapons permit
8. Insurance card