



OFFICE OF ADMISSIONS AND REGISTRATION  
**FLORIDA RESIDENCY CHECKLIST**

Student Name: \_\_\_\_\_ EMPL ID# \_\_\_\_\_

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

The State of Florida requires both immigration documents and residency documents to establish Florida residency for tuition purposes.

- **U.S. Immigration Documents-** Students and persons claiming residency if they are not US citizens.
- **Florida Residency Documents- Minimum of two Florida documents required** dated one year before the first day of the term. At least one of the documents submitted must be from the first group. Three documents required for reclassification.

**Dependent Status** - Students under 24 years

**Independent Status** - Students age 24 and over. Students who claim to be “independent” and are under the age of 24 must provide documents supporting claim.

**ACCEPTED DOCUMENTS**

Picture ID Required

Person Claiming Florida Residency: \_\_\_\_\_ Student \_\_\_\_\_ Parent/Legal Guardian/Spouse

**First Group**

**Second Group**

<input type="checkbox"/> Florida ID or driver’s license	<input type="checkbox"/> Utility bill and proof of 12 consecutive payments
<input type="checkbox"/> Florida vehicle registration	<input type="checkbox"/> Lease agreement and proof of 12 consecutive months of payment (receipts)
<input type="checkbox"/> Florida voter’s registration card	<input type="checkbox"/> Florida professional or occupational license
<input type="checkbox"/> Florida Prepaid recipient card or letter	<input type="checkbox"/> Documents evidencing family ties in Florida
<input type="checkbox"/> Proof of permanent home in Florida (Homestead Exemption, warrantee deed, or multiple years lease contracts)	<input type="checkbox"/> Florida incorporation
<input type="checkbox"/> Florida H.S. Transcripts for multiple years if Florida HS Diploma/GED was earned within the last 12 months	<input type="checkbox"/> Membership in FL-based charitable organizations
<input type="checkbox"/> Proof of full-time employment in Florida (at least 30 hours per week for a consecutive 12 month period)	<input type="checkbox"/> Declaration of domicile in Florida

Staff Assisting: \_\_\_\_\_ Date: \_\_\_\_\_