

# OHIO IN-STATE RESIDENCY APPLICATION

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Rev 20140905



THE UNIVERSITY OF  
**TOLEDO**  
1872

Office of the Registrar

Main Campus  
Rocket Hall, Room 1800  
Mail Stop 322  
Toledo, OH 43606-3390  
Phone: 419.530.4844  
Fax: 419.530.4828  
registrar@utoledo.edu

Ohio Law authorizes The University of Toledo to request information necessary in determining the applicant's residence status. This application form has been designed to collect the information necessary for the Residency Officer's evaluation. An application will only be considered when all required information has been submitted. It is recognized that some of the information is confidential, and the Office of the Registrar will hold such information in confidence; this application will become a part of your official student record to comply with the Ohio Boards of Regents Enrollment Audit policies and procedures.

No retroactive reclassification will be granted and it is not possible for an exemption of the tuition surcharge to be made because of a pending application. Therefore, pay all fees in full and on time to avoid incurring late payment fees. If Ohio in-state residency is granted, you will receive an adjustment in fees assessed for the term in which reclassification becomes effective, if eligible, you will receive a refund. Please note, any reclassification may change your financial aid eligibility and result in a refund owed back to The University of Toledo.

Selective Service: Section 3345.32 of the Ohio Revised Code requires that all male students at any state college or university between the ages of 18 and 26 who are Ohio residents must register with the Selective Service System and file a statement of their selective service status. Failure to do so will result in a non-resident tuition surcharge.

Applications are due prior to the beginning of the term in which the reclassification is requested, preferably 30 calendar days or more. Applications submitted once the term begins will not be considered for that term.

Submit this application by any of the following methods:

**In-Person  
Main Campus**  
Rocket Solution Central  
Main Campus  
Rocket Hall Room 1200

**In-Person  
Health Science Campus**  
Student Service Center  
Health Science Campus  
Mulford Library 1st floor

**Mail**  
Office of the Registrar  
2801 W. Bancroft MS 322  
Toledo, OH 43606

**Fax**  
Office of the Registrar  
419.530.4828

## 1 Identification

Name: \_\_\_\_\_  
LAST FIRST MIDDLE (MAIDEN)

Rocket #: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

Marital Status:  SINGLE  
 MARRIED \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

Name of Spouse: \_\_\_\_\_

Are you a University employee, a spouse or dependent upon a University employee?  NO  YES

Name of Employee: \_\_\_\_\_

Employee Rocket #: \_\_\_\_\_

*Provide letter from UT Human Resource Department*

## 2 State of residence for preceding 12 months

Have you been living in the State of Ohio for each of the preceding consecutive 12 months?  NO  YES

Date you began living in Ohio. \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR

Have you been out of the state of Ohio for 2 or more consecutive weeks during the preceding 12 months?  
 NO  YES

IF YES, STATE BEGIN AND END DATES YOU WERE AWAY

IF YES, STATE REASON (e.g. vacation, internship, employment)

## 3 Current Address/Phone

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## 4 Permanent Address/Phone

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## 5 Other Addresses for previous 12 months

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

From/To Dates: \_\_\_\_\_

LIST ADDITIONAL ADDRESSES ON A SEPARATE PIECE OF PAPER

## 6 Term requesting reclassification

Summer  Fall  Spring Year: \_\_\_\_\_

## 7 Resident for all other legal purposes

I am registered to vote in Ohio.

NO  YES *attach proof of voter registration*

I have a valid Ohio driver license.

NO *attach copy of State ID*  YES *attach copy*

I own a motor vehicle registered in Ohio.

NO  YES *attach copy of vehicle registration*

My reason for coming to Ohio is: \_\_\_\_\_

attach additional information separately if necessary

## 8 Citizenship

I am a United States citizen.

NO  YES

I was born in the United States.

NO  YES *attach copy of birth certificate*

I carry a lawful permanent resident alien card.

NO  YES *Original must be witnessed when application is submitted*

If no, Visa classification is: \_\_\_\_\_  
Must meet immigration status to qualify

## 9 Income Tax

Have you filed personal income tax returns during the preceding 12 months?

NO  YES \_\_\_\_\_  
TAX YEAR

Attach a copy of your most recent STATE AND FEDERAL INCOME TAX RETURNS, regardless of the state, or a notarized statement certifying you were not required to file income taxes.

IF YOU ARE 25 YEARS OF AGE OR UNDER, also attach a copy of the first and signature pages of PARENT(S) or legal guardian(s) STATE AND FEDERAL INCOME TAX RETURNS from the most recent tax year, or a notarized statement certifying they did not declare you as a dependent.

**By signing my name below, I certify and affirm that the information contained in this application and any attached documents are true, complete, and accurate. I understand that any misrepresentation or omission of facts on this application could be cause for denial of Ohio in-state residency status, discipline up to and including expulsion from the University, and/or criminal charges.**

SIGNATURE OF APPLICANT/STUDENT

DATE

### OFFICE USE ONLY

I received this application from the applicant/student and verified that all required documentation was included.

INITIAL

DATE RECEIVED

# OHIO IN-STATE RESIDENCY APPLICATION

## Rules and Additional Supporting Documentation

Ohio in-state residency is first decided during the admission application process. Students who are determined to be non-residents of the state of Ohio are required to pay the out-of-state tuition surcharge. To be reclassified as an Ohio resident, they must prove residency based on the Residency Rule as defined by the [Ohio Revised Code \(3333.31\)](#).

According to the Ohio Administrative Code, the intent of the Residency Rule is *"to exclude from treatment as resident...those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education."*

While withholding Ohio taxes, being a registered Ohio voter, or having an Ohio driver's license are all indications of being an Ohio resident, they may not qualify you as an Ohio resident for tuition purposes. The rules for determining Ohio in-state residency for tuition purposes are established by the [Ohio Board of Regents \(OBR\)](#), which defines residency for tuition purposes.

Students must petition to be reclassified as an Ohio resident by submitting an Ohio In-State Residency Application to the University along with supporting documentation that demonstrates they have established residency in Ohio. The supporting documentation varies depending upon the residency rule under which you apply. Refer to the following rules for detailed descriptions and documentation that is required in addition to that mentioned previously. If you are unsure which type of residency rule applies to your circumstances, please use the Residency Predictor online at <http://www.utoledo.edu/offices/registrar/residency/>.

It is **your responsibility** to understand the residency rules. Review Frequently Asked Questions (FAQ) for answers to commonly asked questions at our website. If you have further questions after reviewing the FAQ, please send your questions via email to [residency@utoledo.edu](mailto:residency@utoledo.edu). **Failure to provide documentation requested on the first page of application and/or support documentation for rule code selected below could result in denial of this application. Be certain to include all relevant documentation when submitting your application.**

## 10 Rule under which you are applying (check one of the following after reviewing the rules below and on the following pages)

- |  |   |
|--|---|
| <input type="checkbox"/> C1 — financially dependent upon an Ohio resident  | <input type="checkbox"/> E3 — active military member stationed and residing in Ohio (or dependent upon)                   |
| <input type="checkbox"/> C2 — financially independent  | <input type="checkbox"/> E4 — Ohio resident transferred outside of the United States by your employer (or dependent upon) |
| <input type="checkbox"/> C3 — dependent upon a spouse/parent/legal guardian with Ohio employment   | <input type="checkbox"/> E5 — migrant worker in Ohio (or dependent upon)  |
| <input type="checkbox"/> C4 — veteran, veteran's spouse or veteran's dependent   | <input type="checkbox"/> E6 — in a community service position (or spouse or dependent upon)                               |
| <input type="checkbox"/> C8 — <i>Forever Buckeye</i> (graduated from an Ohio high school, left Ohio and returned to Ohio)                                  | <input type="checkbox"/> E7 — returning to Ohio due to marital hardship   |
| <input type="checkbox"/> E1 — independent student employed on a full or part time and self-sustaining basis in Ohio, pursuing a part time program of study | <input type="checkbox"/> E8 — member of the Ohio National Guard   |
| <input type="checkbox"/> E2 — Ohio resident on active military duty (or dependent upon)  |   |

**Submit all requested documentation when submitting your application**

### C1 If you are financially dependent upon an Ohio resident...

OBR rules state, *"A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education."*

**Required documentation in addition to that required on the first page of application:** (belonging to the Ohio resident for whom you are dependent)

- A copy of spouse/parent/guardian's Ohio driver's license or State ID. (if dependent upon a spouse, attach copy of marriage certificate)
- Copies of all lease, mortgage agreement, or property deed of spouse, parent, or legal guardian during the past 12 months which includes date of occupancy and signature page
- If you are dependent upon a legal guardian who is an Ohio resident, you must provide proof of dependency.

### C2 If you are financially independent...

OBR rules state, *"A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."*

**Required documentation in addition to that required on the first page of application:**

- Copy of lease, mortgage agreement, or property deed of the student during the past 12 months which includes date of occupancy and signature page
- Proof of financial independence, such as but not limited to...
  - Copy of your current pay stub, bank statements, utility bills, detail of state assistance, your most recent state and federal personal income tax returns, or a notarized statement certifying you were not required to file income taxes
  - If you are 25 years of age or under, a copy of the first and signature pages of your parent(s) or legal guardian's state and federal income tax returns, or a notarized statement certifying they did not declare you as a dependent.

### C3 If you are dependent upon a spouse, parent, or legal guardian with Ohio employment...

OBR rules state, *"A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates."*

**Required documentation in addition to that required on the first page of application:**

- A sworn statement from the employed persons employer on company letterhead indicating name of employee, date employment began, full-time status and salary amount
- A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.
- If dependent is spouse of Ohio resident, a copy of the marriage certificate.

# OHIO IN-STATE RESIDENCY APPLICATION

## C4 If you are a veteran, veteran's spouse or veteran's dependent...

(Ohio GI Promise)

OBR rules state, "A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:

- (a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
- (b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division."

### INFORMATION REGARDING VETERAN BENEFITS IS AVAILABLE FROM THE MILITARY SERVICE CENTER

#### Required documentation:

- A copy of the veteran's DD214 or DD1300.
- If the student is the spouse of the veteran, a copy of the marriage certificate.
- A copy of lease, mortgage agreement, or property deed which includes date of occupancy and signature page as of first day of enrollment or sworn affidavit from landlord/roommate/parent stating veteran is residing at address in Ohio.

## C8 If you graduated from an Ohio high school, left Ohio and returned to Ohio...

(Forever Buckeye)

OBR rules state, "The rules of the chancellor for determining student residency shall grant residency status to a person who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from a high school in this state or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment."

#### Required documentation:

- A copy of your Ohio high school transcript or a verification of your graduation on the high school's letterhead stationery.  
Note: A copy of your high school diploma is not sufficient proof of high school graduation. A GED is not eligible under Forever Buckeye
- A copy of a lease, mortgage agreement or property deed which includes date of occupancy reestablishing residency in Ohio
- If you are not a U.S. citizen, you must attach a copy of supporting documents establishing your current immigration or Visa status.

## E1 If you are an independent student employed in Ohio full or part time, pursuing a part time program of study...

OBR rules state, "A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is **pursuing a part-time program of instruction** at an institution of higher education shall be considered a resident of Ohio for these purposes."

#### Required documentation in addition to that required on the first page of application::

- An original letter from your employer on company letterhead indicating date employment began, number of hours working per week, rate of pay, most recent pay stub
- Year to date pay stub of income earned from employment (only taxable income is considered). Financial aid, savings or VA/ social security benefits can not be considered as income
- A copy of lease, mortgage agreement, or property deed which includes date of occupancy and signature page

## E2 If you are, or are dependent upon, an Ohio resident on active military duty...

OBR rules state, "A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile."

### INFORMATION REGARDING VETERAN BENEFITS IS AVAILABLE FROM THE MILITARY SERVICE CENTER

#### Required documentation:

- If the student is the spouse of the service member, who is an Ohio resident, a copy of the marriage certificate
- Verification of Ohio as Home of Record (examples include enlistment papers or a letter from the base personnel officer verifying HOR)
- A copy of Ohio income taxes have been paid 12 months prior to enrollment or copy of Leave and Earning Statement proving Ohio taxes being withheld from military pay

## E3 If you are, or are dependent upon, an active service member stationed and residing in Ohio...

OBR rules state, "A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes."

### INFORMATION REGARDING VETERAN BENEFITS IS AVAILABLE FROM THE MILITARY SERVICE CENTER

#### Required documentation:

- A copy of current military orders verifying that the service member is stationed in Ohio
- A copy of the marriage certificate of the spouse of the Ohio resident service member

## E4 If you are, or are dependent upon, an Ohio resident transferred outside of the United States by your employer...

OBR rules state, "A person who is transferred by his employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment."

#### Required documentation in addition to that required on the first page of application:

- An original statement on employer's letterhead indicating the employee was an Ohio resident at the time of transfer
- If the student is the spouse of the Ohio resident, a copy of the marriage certificate

# OHIO IN-STATE RESIDENCY APPLICATION

## E5 If you are, or are dependent upon, a migrant worker in Ohio...

OBR rules state, "A person who has been employed as a migrant worker in the state of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment."

**Required documentation in addition to that required on the first page of application:**

- An original statement from the Ohio Department of Job and Family Services verifying that the parent/student/spouse has been working in Ohio at least four months during each of the previous three years including dates living in Ohio
- If the student is the spouse, a copy of the marriage certificate

## E6 If you are in (or are a spouse or a dependent of someone in) a community service position...

OBR rules state, "A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered a residents of Ohio while in service and upon completion of service in the community service position."

A community service worker is a volunteer or worker for VISTA, AmeriCorps, City Year, Peace Corps, or any similar program as determined by the Ohio Board of Regents; or an elected or appointed public official for a period of time not exceeding 24 consecutive months.

**Required documentation in addition to that required on the first page of application:**

- An original sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual including start and end dates in the program
- If the student is the spouse, a copy of the marriage certificate

## E7 If you returning to Ohio due to marital hardship...

OBR rules state, "A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than fifty per cent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."

**Required documentation in addition to that required on the first page of application:**

- A copy of court papers verifying legal action to end the marriage has been taken
- An original notarized statement from the parent or legal guardian who is now supporting the student, stating the percentage of student's support they are providing is greater than 50% and detailing, length of time they have lived in Ohio, their residency status, and a copy of their federal and Ohio income tax returns from the most recent tax year
- Proof of Ohio Domicile, such as...
  - A copy of lease, mortgage agreement, or property deed of the parent or legal guardian which includes date of occupancy and signature page
  - A sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there

## E8 If you are (or are a dependent or spouse of) a member of the Ohio National Guard...

OBR rules state, "A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio national guard service."

**Required documentation:**

- If dependent is spouse of an Ohio resident, a copy of the marriage certificate
- A copy of enlistment papers or an official letter from the personnel officer verifying enlistment in the Ohio National Guard

## International Students and Immigration Status

Your immigration status and eligibility for the Ohio in-state tuition subsidy benefit is dependent upon several factors. In addition to other residency requirements, a student must meet the following criteria.

**If you are financially independent...**

- you must be a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, L, O, P, R, TC, TD, or TN visa to be considered for Ohio in-state residency
- and hold a B, F, J, M, or U visa, you are not eligible for Ohio in-state residency
- and your immigration status is pending (i.e.: for green card), you are not eligible for Ohio in-state residency unless your most recent immigration status prior to entering pending status, was an eligible status to receive the in-state tuition subsidy benefit. (i.e.: prior status was this visa type: A, E, G, H, I, L, O, P, R, TC, TD, or TN visa)

**If you are financially dependent...**

- the person you are dependent upon must also be a U.S. citizen, Permanent Resident Alien, Political Asylee, or Political Refugee, or hold an A, E, G, H, I, L, O, P, R, TC, TD, or TN visa to be considered for Ohio in-state residency
- and hold a B, F, J, M, or U visa you may qualify for Ohio in-state residency only if you are financially dependent upon a spouse or parent that is a bona fide Ohio resident (*a bona fide Ohio resident is defined as a person who meets the criteria established in the Ohio Board of Regents Rules and is also a U.S. citizen, Permanent Resident Alien, Political Asylee, or Political Refugee, or hold an A, E, G, H, I, L, O, P, R, TC, TD, or TN visa*)
- and the person you are dependent upon is a spouse or parent holding a B, F, J, or M visa, then you are not eligible for Ohio in-state residency

**Required documentation in addition to that required on the first page of application:**

- A copy of the student's entire immigration paperwork, I-94, and visa (*Original must be witnessed when application is submitted*)
- If student is dependent upon a spouse, parent, or legal guardian, a copy of the Visa or Asylee paperwork
- If the student is dependent upon a parent or legal guardian, a copy of the first and signature pages of their Federal and Ohio Income Tax returns.
- If student is 25 years of age or under, a copy of the first and signature pages of your parent(s) or legal guardian(s) state and federal income tax returns, or a notarized statement certifying they did not declare student as a dependent
- If the student is a spouse, a copy of the marriage certificate