Documents that may be used to qualify for Florida Residency for In-state Tuition

If an applicant qualifies for a residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the applicant.

If an applicant does not qualify for a residency exception or qualification (i.e., Florida Prepaid beneficiary, Military, etc), he/she will have to submit documentation that he/she (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. **At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period.** At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. **Additionally, there must be an absence of information that contradicts the applicant’s claim of residency.**

**First Tier (at least one of the two documents submitted must be from this list)** Must show an issue date 12 months prior to the start of the term.

- A Florida voter’s registration card. The card must be dated at least 12 months prior to the term start date. If you misplaced your card call the Supervisor of Elections Office at 305-292-3416. They can fax proof to us at 305-292-5163.
- A Florida driver’s license (if known to be held in another state previously, must have relinquished) **OR** a State of Florida identification card (if evidence of no ties to another state). The license must be dated at least 12 months prior to the term start date. If renewed recently, you will need a history print out from the DMV.
- A State of Florida identification card.
- A Florida vehicle registration. The registration must be dated at least 12 months prior to the term start date.
- Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual’s parent if the individual is a dependent child. Purchase date must be 12 months prior to the start of the term date.
- Proof of a homestead exemption in Florida. Copy of last year’s tax bill showing Homestead Exemption.
- 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.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period. **Must provide a letter on company letterhead stating the date employment began, that you are currently working, and include supervisor contact information.**
- If you are not working you can use proof of receiving benefits from a Florida agency or public assistance program (a history printout, for example, showing the receipt of food stamps or social security).

**Second Tier (may be used in conjunction with one document from First Tier)** Must show an issue date 12 months prior to the start of the term.

- A declaration of domicile in Florida. The issue date of this document must be 12 months prior to the term start date and sworn and subscribed as noted by the Clerk of Circuit Court.
- A Florida professional or occupational license.
- Florida incorporation.
- Proof of membership in a Florida-based charitable or professional organization.
- 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.

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

<table>
<thead>
<tr>
<th>Hunting/fishing licenses</th>
<th>Library card</th>
<th>Concealed weapons permit</th>
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<tbody>
<tr>
<td>Passport</td>
<td>Shopping club/rental cards</td>
<td>Birth certificate</td>
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**RECLASSIFICATION:** Per Florida State Statute 5.2, Documentary Evidence – A student, or his or her parent if that student is a dependent, may become eligible for reclassification by presenting a minimum of three (3) documents.