

RESIDENCY for US non-Florida students (does not apply to International Students)

Out-of-state U.S. citizens are responsible for declaring Florida residency after their first full calendar year of enrollment. This process **MUST** be initiated prior to the first day of the students first semester. Students who are eligible for Florida residency and have not declared will have their out-of-state waiver cancelled by the College of Arts and Sciences. Consult with the department Academic Coordinator about general questions regarding the residency process.

Procedures for reclassification of residency include:

1. Evidence of legal ties to the State of Florida:
 - a. Declaration of Domicile (**REQUIRED**) obtainable in person from the Clerk of the Circuit Court in the County Court House of the Florida County in which the student claims permanent domicile. (The fee in Leon County is currently \$15.00.) **Note:** This document **must** be filed prior to the first day of classes for which you have been admitted to Graduate School.
2. Copies of driver's license, voter and vehicle registration (if you own a vehicle). Legal ties with a previous state of residence must be switched to Florida at the time of filing your Declaration of Domicile. In other words, **all** legal ties must be established in Florida prior to the first day of classes for which you have been admitted to Graduate School.
3. Official confirmation of Graduate Assistantship by the School or College with which you have been on appointment. The graduate assistant verification form must be completed by your department representative.
4. Proof of twelve months' continuous physical presence in Florida; immediately prior to the first day of classes for the semester you wish to apply for residency. Documentation may include: Florida lease agreements, utility bills, bank records, etc.
5. Submit an official application for reclassification of residency, with required documentation, prior to the first day of classes for the semester you wish to claim Florida residency. Note: Applications will be accepted no earlier than one (1) month prior to the first day of classes.
6. Graduate students not on assistantship during their first year of enrollment and Undergraduate students should contact the Registrar's Office as soon as possible, as this information does not apply.

If you have questions or need more information, please contact:

Florida State University
Office of Admissions and Records
A3900 University Center
282 Champions Way
P.O. Box 3062480
Tallahassee, Fl 32306-2480

Contact: Enrollment Management Specialist
PHONE: (850) 644-1050 FAX: (850) 644-1597