



**OHIO**  
UNIVERSITY

# Request for Residency Review

Print your information in the box on the right.

Read the following and select the rule that applies to you and provide the appropriate documentation.

Residency reclassification is never retroactive.

Documents must be submitted to the appropriate office prior to the last day to register for class for the term you wish reclassification.

To be reclassified as an Ohio resident you must demonstrate that you meet all of the criteria in one of the following sections.

Complete the box on the last page, sign and date and submit to the appropriate office.

**Indicate which guideline (C-1 – C-4) or Exception (E-1 – E-8) you are using to establish Ohio residency:**

**C-1 Reclassification - If you are financially dependent upon a person living in Ohio**

The Ohio Board of Regents Guidelines state:

"A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian, has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of the student in an institution of higher education."

This classification is for a person who has been claimed by either a parent or legal guardian as a dependent on that person's Internal Revenue Service tax filing for the previous year and has subjected their income to Ohio Taxation or the spouse of a person who has lived in and paid taxes to Ohio for the previous 12 consecutive months. The person the student is dependent upon must meet the definition of being a resident of Ohio for all legal purposes.

**MUST PRESENT:** A notarized statement from spouse, parent or legal guardian specifying how long they have been a resident of Ohio. Statement must include dependent student's name and Ohio University PID or social security number in the statement. If dependency is upon a spouse include a copy of the marriage certificate.

**C-2 Reclassification - If you are financially independent**

The Ohio Board of Regents Guidelines state:

"A person who has been a resident of Ohio for all other legal purposes for at least 12 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 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."

This classification is for a person who has never been classified as a resident at Ohio University and would like to be reclassified as a resident. This is for a person who is claiming to be financially independent of anyone else unless they have a spouse who is also living in Ohio. A person must prove that they have maintained a

<p><b>Full Legal Name</b> _____</p> <p><small>Please Print</small> Last _____ First _____ Middle _____</p> <p><b>Mailing Address</b> _____</p> <p>City _____ State _____ Zip _____</p> <p style="text-align: right;"><b>OU PID or SSN</b> _____</p>	<p><b>For Office Use Only</b></p> <p>Date Received _____ / _____ / _____ Reviewed By: _____ Date: _____ / _____ / _____</p> <p><input type="checkbox"/> Residency Approved - Effective Term: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____</p> <p><input type="checkbox"/> Residency Denied Reason: _____</p> <p><input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> C4</p> <p><input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7 <input type="checkbox"/> E8</p>
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physical presence and domicile in Ohio for the 12 months preceding the quarter they would like to be classified as a resident. The person must also prove they have transferred all items of registration to Ohio. The person must finally show that they have been financially self-sustaining on eligible Ohio income and have not received financial support from persons or entities outside of Ohio during the 12 months preceding the quarter they would like to be reclassified as a resident.

**MUST PRESENT:** Residency Petition, complete with supporting documents and notarized.

**C-3 Reclassification - If you are financially dependent upon a spouse or parent**

The Ohio Board of Regents Guidelines state:

"A dependent child 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."

This reclassification is for a person who has been claimed for tax purposes in the previous year by a parent or legal guardian and that person has not lived in Ohio for 12 months. The spouse, parent, or legal guardian must have accepted and begun full-time employment and established a domicile in Ohio before the quarter begins in order for the student to qualify.

**Note:** Two part-time jobs or any combination cannot be used to constitute one full-time position. This residency reclassification is based upon one full-time employment position.

If you are currently enrolled and your spouse has not lived in Ohio for 12 months, you cannot apply for this reclassification. The spouse must begin employment before your initial term of enrollment.

Students who marry an Ohio resident after their initial enrollment apply under C-1 if the spouse has lived in Ohio for 12 months.

Employment must be verified every quarter under C-3.

An employment letter will be required each quarter verifying the spouse or parent is still employed with the employer for which they received C-3 residency until the spouse or parent has lived in Ohio for 12 consecutive months.

**Students will be classified as non-residents for the quarter after they receive C-3 residency unless a new employment letter is received by published deadlines.**

**MUST PRESENT:** Documentation of full-time employment and domicile shall include both of the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative, certifying that the parent or spouse of the student is employed full-time in Ohio. Statement must include parent/spouse and student relationship, student's name and Ohio University PID or social security number in document.
2. A copy of the lease under which the parent 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 or spouse is the owner and occupant; or if the parent 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 or spouse resides at that residence.

**C-4 Reclassification – If you are a qualified military veteran: Effective April 7, 2009**

The Ohio GI Promise was created by an Executive Order issued by Governor Ted Strickland. The Executive Order granted authority to the Chancellor of the Ohio Board of Regents to deem qualified veterans as Ohio residents for the purpose of qualifying for in-state tuition rates.

The C-4 Reclassification applies to a veteran of the United States military who:

- 1) Has been honorably discharged or medically separated from service with at least one year of service. Veteran dependents also are eligible if the veteran was killed (KIA), declared missing in action (MIA) or a prisoner of war (POW). Eligibility should be documented by form DD-214.
- 2) Who has established domicile in Ohio as of the first day of enrollment. In cases where the veteran was KIA, MIA or POW, only the dependents need be domiciled in Ohio.

**MUST PRESENT:**

**Independent student:**

1. **Eligibility** – The DD 214 is the best means of determining a veteran's length and character of service.
2. **Proof of Ohio Domicile:**
  - a) A copy of a lease under which **the veteran** is the lessee and occupant of the rented residential property in the state
  - b) A copy of the closing statement on residential real property located in Ohio of which **the veteran** is the owner and occupant
  - c) If the veteran is not a the lessee or owner of the residence in which he or she has established domicile, a sworn affidavit from the owner of the residence stating the date **the veteran** began residing at that residence.

**Dependent student:** In addition to the above, submit the following:

1. The dependant(s) of a veteran must provide proof of dependant status as provided by the veteran parent's IRS tax filing for the previous year or a copy of the marriage certificate if the dependent student is the spouse of the veteran. Statement must include dependent student's name and social security number in the statement.
2. In cases where the veteran was Killed in Action (KIA), Missing in Action (MIA), or Prisoner of War (POW), only the spouse or dependant need to be domiciled in Ohio. In those cases the spouse or dependant will provide official documentation of KIA, MIA, or POW status by submitting a DD 214 document.

**E-1 Reclassification – If you are an employed part-time student**

The Ohio Board of Regents Guidelines state:

"A person who is living and gainfully employed on a full-time or part-time 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."

E-1 residency applies to persons who are residing and are gainfully employed on a self-sustaining basis in Ohio and who are pursuing a part-time program of instruction. E-1 residency generally pertains to persons who have resided in Ohio less than 12 consecutive months and have moved to Ohio for employment purposes. However, it may also include non-resident students who have lived in Ohio more than 12 months and are working to financially emancipate themselves from non-Ohio parents.

The employment must begin and be self-sustaining before the first day of the quarter a person seeks to qualify for E-1 residency. Other sources of income such as loans cannot be considered as income contributing to a student's self-sustaining status.

Students who have received E-1 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C-2.

**Note:** Students must apply every quarter for E-1 classification.

**MUST PRESENT:** Residency Petition, complete with supporting documents and notarized. Must meet all requirements with the exception of living in Ohio for the previous 12 consecutive months.

**E-2 Reclassification – If you or your parent or spouse are active duty military**

The Ohio Board of Regents Guidelines 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 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."

This residency exception is for a person who entered active duty military status as a resident of Ohio and is returning to Ohio after being discharged. This residency exception is also for a person who entered active duty military status as a resident of Ohio and their spouse or dependent child would like to return to Ohio and attend Ohio University while they are still on active duty military and not living in Ohio.

**MUST PRESENT: Dependent student:** Copy of parent's current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation. Must be accompanied with letter from parent listing student's name and Ohio University PID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

**Independent student:** Copy of current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation.

**E-3 Reclassification – If you or your parent or spouse are active duty military and stationed in Ohio**

The Ohio Board of Regents Guidelines state:

"A person on active duty status in the United States military who is both stationed and residing in Ohio (and their dependents) shall be considered a resident of Ohio for tuition purposes."

This residency exception is for a person, or their spouse, or their dependent child, who is stationed in Ohio on active duty military.

**MUST PRESENT: Dependent student:** Copy of parent's official military orders showing current active duty status in Ohio. Must be accompanied with letter from parent listing student's name and Ohio University PID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

**Independent student:** Copy of official military orders showing current active duty status in Ohio.

**E-4 Reclassification – If your parents or spouse are Ohio residents and transferred outside of the United States**

The Ohio Board of Regents Guidelines state:

"A person who is transferred by their 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 their dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled their tax liability to the State of Ohio for at least the tax year preceding enrollment."

This residency exception is for a person, or their spouse, or their dependent child, who would like to return to Ohio and attend Ohio University when they have not lived in Ohio for the previous 12 consecutive months.

**MUST PRESENT: Independent student:** Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred. Copy of the employees' Ohio tax return for the previous tax year.

**Dependent student:** The documents listed above for an Independent student must also be accompanied with letter from parent or spouse listing student's name and Ohio University PID or social security number and dependent status. If dependency is upon a spouse include a copy of the marriage certificate.

**E-5 Reclassification – If you or your parents are migrant workers**

The Ohio Board of Regents Guidelines state:

"A person who has been employed as a migrant worker in the State of Ohio and their dependents shall be considered a resident for these purposes provided such a person has worked in Ohio at least four months during the three years preceding the proposed enrollment."

This residency exception is for a person, or their spouse, or their dependent child who would like to attend Ohio University and they have not lived in Ohio for the previous 12 consecutive months.

**MUST PRESENT: Dependent student:** Statement(s) from employer(s) verifying the parent has worked in Ohio at least four months during each of the three previous years. Must be accompanied with letter from parent listing student's name and Ohio University PID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

**Independent student:** Statement(s) from employer(s) verifying the student has worked in Ohio at least four months during each of the three previous years.

**E-6 Reclassification – If you or your parents or spouse are involved in community service**

The Ohio Board of Regents Guidelines 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 residents of Ohio while in service and upon completion of service in the community service position."

This residency exception is for a person, or their spouse, or their dependent child who was a resident of Ohio and took a position working for: (A) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or (B) an elected or appointed public official for a period of time not exceeding 24 consecutive months. The person now wishes to return to Ohio and be classified as a resident for tuition purposes.

**MUST PRESENT: Independent student:** A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.

**Dependent student:** In addition to the above, a letter from parent verifying the dependent status of the student listing student's name and Ohio University PID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

**E-7 Reclassification – If you return to Ohio due to marital hardship**

The Ohio Board of Regents Guidelines 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 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."

This residency exception is for a person or their dependent child who returns to Ohio and has legally separated from their spouse and is now provided with more than 50% of their support from a parent who is a bona fide Ohio resident.

**MUST PRESENT:**

1. Copy of court papers verifying the couple has taken legal steps to end the marriage.
2. Proof of Ohio domicile: **(one of the following)**
  - a. Signed copy of rental agreement or lease
  - b. Copy of closing statement on the house you live in
  - c. If living with someone, a sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there
3. A sworn affidavit from the parents stating all of the following:
  - a. The student's name and social security number
  - b. Whether or not they are providing more than 50% of the financial support for the student
  - c. Length of time they have lived in Ohio and subjected their income to Ohio taxation
  - d. Whether they are United States citizens, permanent resident aliens, or what their status is in the United States.

**E-8 Reclassification – If you or your parent or spouse serve in the Ohio National Guard**

The Ohio Board of Regents Guidelines state:

"A person who is a member of the Ohio National Guard, and his or her spouse or dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard."

**MUST PRESENT: Independent student:** A copy of enlistment papers or a letter from the base personnel officer verifying service in the Ohio National Guard.

**Dependent student:** In addition to the above, a letter from parent verifying the dependent status of the student listing student's name and Ohio University PID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

I submit this Request for Residency Review form along with the appropriate supporting documents and request Ohio residency for university fee purposes based on the guideline selected above.

I understand that all male, Ohio residents between the ages of 18 and 26 must submit the Statement of Draft Registration Compliance and failure to return the form or to verify selective service registration for those who are required to do so will result, as the law stipulates, in the assessment of the out-of-state surcharge and the loss of financial aid.

Residency reclassification is never retroactive. Documents must be submitted to the appropriate office prior to the last day to register for class for the term you wish reclassification.

I am requesting Ohio residency reclassification for:  Fall  Winter  Spring  Summer Quarter 20\_\_\_\_

Name \_\_\_\_\_ OU PID or SSN \_\_\_\_\_  
Last First Middle/Maiden

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I certify that the information submitted within this document and all supporting documents is complete and accurate. I understand that submission of inaccurate information is sufficient cause for denial of residency and dismissal from Ohio University.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Submit this form and all supporting documents to:**

**Undergraduate Students:**

Undergraduate Admissions  
120 Chubb Hall  
Athens, Ohio 45701  
740-593-4100

**Graduate/Medical Students:**

Graduate Studies  
220 Research & Tech Center  
Athens, Ohio 45701  
740-593-2800