



Request for Residency Review

www.ohio.edu/residency

Student Information

Name: _____ OU PID or SSN: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Term and year for which you are seeking reclassification: Fall Semester Spring Semester Summer Semester 20_____

Instructions

1. Please print your current address and contact information in the fields provided above.
2. Read through the classifications (C1-C10) and exceptions (E1-E8) and select the rule that most applies to you and collect the required documentation.
3. Sign and date below and submit this form along with the required documentation to the appropriate office as indicated below:

Undergraduate Students: Undergraduate Admissions, Chubb Hall 120, 1 Ohio University, Athens, OH 45701
admissions@ohio.edu

Graduate/Medical Students: Graduate College, 102 Grosvenor Hall, West Green, Ohio University, Athens, OH 45701
graduate@ohio.edu

Please Note the Following

- 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 applications and supporting documents have a retention period of six years from the term for which you are applying for reclassification. After six years, all documentation must be destroyed and will no longer be available for retrieval. In some cases, you may be asked to resubmit materials validating your eligibility for in-state tuition in the case that your original documentation has been destroyed.
- Residency reclassification is never retroactive to a previous term.
- All documentation must be submitted to the appropriate office prior to the last day to register for the term you are seeking reclassification.

Student Signature

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 below. 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 _____ / _____ / _____

Administrative Use Only

Date Received _____ / _____ / _____ Reviewed by: _____ Date: _____ / _____ / _____

Residency Approved - Effective Term: Fall 20____ Spring 20____ Summer 20____

C1 C2 C3 C4 C5 C6 C7 C8 C9 C10

E1 E2 E3 E4 E5 E6 E7 E8

Residency Denied Reason: _____

Classifications and Exceptions

In order to receive the benefit of in-state tuition, you must show that you meet the qualifications set by the Ohio Department of Higher Education (ODHE) in the Ohio Administrative Code, Chapter 3333-1-10 and Ohio Revised Code, Chapter 3333.31 as outlined in the following classifications and exceptions:

C1 Classification – For students who are financially dependent upon a person living in Ohio

This classification is for a "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.

Required Documentation

A notarized statement from spouse, parent, or legal guardian specifying how long they have been a resident of Ohio. The statement must include the 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.

C2 Classification – For students who are financially independent

This classification is for a "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 of Ohio 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 physical presence and domicile in Ohio for the 12 months preceding the semester they would like to be classified as a resident.

The person must also prove they have transferred all items of registration to Ohio (see required documentation below). 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 semester they would like to be reclassified as a resident.

Required Documentation

A notarized Ohio Residency Petition (available at www.ohio.edu/residency) complete with supporting documentation including, but not limited to: documentation demonstrating sufficient independent financial resources, proof of Ohio domicile for previous 12 months, evidence that you are living as an Ohio resident (driver's license, car registration, voter registration), copy of Ohio income tax return.

C3 Classification – For students who are financially dependent upon a spouse or parent who has relocated to Ohio

This classification is for a "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 who 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 semester 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 C1 if the spouse has lived in Ohio for 12 months.

Employment must be verified every semester under C3.

An employment letter will be required each semester verifying the spouse or parent is still employed with the employer for which they received C3 residency until the spouse or parent has lived in Ohio for 12 consecutive months.

Required Documentation

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.

Students will be classified as non-residents for the semester after they receive C3 residency unless a new employment letter is received by the last day to register for that term.

C4 Classification – For students who are veterans (including their spouse and any dependents)

This classification is for a “A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:

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.”

Required Documentation

Independent (Veteran) Student

1. Certificate of Release or Discharge from Active Duty (DD-214)
2. Proof of Ohio domicile: signed lease or closing statement, or confirmation of on-campus dormitory address

Dependent Student

In addition to the above, submit the following:

1. The dependent(s) of a veteran must provide proof of dependent 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.
2. In cases where the veteran was Killed in Action (KIA), Missing in Action (MIA), or Prisoner of War (POW), only the spouse or dependent need to be domiciled in Ohio. In those cases, the spouse or dependent will provide official documentation of KIA, MIA, or POW status by submitting a DD-214 document.

C5 Classification – For students who are qualified military veterans and are using military educational benefits

This classification is for “A veteran who is the recipient of federal veterans' benefits under the ‘All-Volunteer Force Educational Assistance Program,’ 38 U.S.C. 3001 et seq., or ‘Post-9/11 Veterans Educational Assistance Program,’ 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:

1. The veteran served at least ninety days on active duty.
2. The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
3. The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.”

Required Documentation

1. Proof of Ohio domicile: signed lease or closing statement, or confirmation of on-campus dormitory address.
2. A copy of the veteran’s Certificate of Eligibility (COE) and Enrollment Certification Form (22-1999), both of which are available through Ohio University’s Veterans and Military Student Services Center.

Students will be classified as non-residents for the semester after they receive C5 residency unless a new residency review form and required documentation is submitted by the last day to register for that term.

C6 Classification – For students who are using transferred military education benefits

This classification is for “A person who is the recipient of the federal Marine Gunnery Sergeant John David Fry scholarship or transferred federal veterans' benefits under any of the programs (C5) of this rule, if the person meets both of the following criteria:

1. The person enrolls in a state institution of higher education.
2. The person lives in the state as of the first day of a term of enrollment in the state institution of higher education.

Note: In order to qualify under C6 of this rule, the veteran's period of active duty must have been at least ninety days.”

Required Documentation

1. Proof of Ohio domicile: signed lease or closing statement, or confirmation of on-campus dormitory address.
2. A copy of the veteran’s Certificate of Eligibility (COE) and Enrollment Certification Form (VA Form 22-1999), both of which are available through Ohio University’s Veterans and Military Student Services Center.

Students will be classified as non-residents for the semester after they receive C6 residency unless a residency application and required documentation is submitted by the last day to register for that term.

C7 Classification – For students who are qualified military service members and veterans using educational assistance under Chapter 31 - Vocational Rehabilitation and Employment (VR&E) or under Chapter 35 – Survivors’ and Dependents’ Education Assistance

This classification is for “individuals using educational assistance under Chapter 31, Vocational Rehabilitation and Employment (VR&E)”, if the person meets both of the following criteria:

1. The person enrolls in a state institution of higher education that is receiving federal funds.
2. The person lives in the state as of the first day of a term of enrollment in the state institution of higher education.

Required Documentation

1. Proof of Ohio domicile: signed lease or closing statement, or confirmation of on-campus dormitory address.
2. A copy of the veteran’s Certificate of Eligibility (COE) and Enrollment Certification Form (VA Form 22-1999) or VA Form 28-1905 – Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status. Forms are available through Ohio University’s Veterans and Military Student Services Center.

Students will be classified as non-residents for the semester after they receive C7 residency unless a residency application and required documentation is submitted by the last day to register for that term.

C8 Classification – For students who graduated from an Ohio high school (Forever Buckeye)

This classification is for “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, unless the person is in the United States on a student visa and has not petitioned for a change in status.”

Required Documentation

1. An official copy of your Ohio high school transcript or verification of your graduation on the high school's letterhead stationery. Students who received a GED will not qualify under this provision. (Note: a copy of your high school diploma is not sufficient proof of high school graduation). You may be asked to provide additional documentation confirming Ohio resident status for the time period that you graduated from high school.
2. A copy of your current lease, mortgage statement or housing contract documenting that you have established permanent domicile in Ohio prior to the first day of the academic term for which you have applied for reclassification.

C9 Classification – For students who have been awarded a certificate of high school equivalence by the State of Ohio.

This classification is for “a person who enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment, unless the person is in the United States on a student visa and has not petitioned for a change in status and the person meets all of the following criteria:

1. The person officially withdrew from a school in this state while the person was a resident of this state for state subsidy and tuition surcharge purposes;
2. The person has not received a high school diploma or honors diploma awarded under section 3313.61, 3313.612, or 3325.08 of the Revised Code or a high school diploma awarded by a school located in another state or country; and
3. The person while a resident of this state for state subsidy and tuition surcharge purposes, both took a high school equivalency test and was awarded a certificate of high school equivalency.”

Required Documentation

1. A signed withdrawal form from the last secondary school you attended. If you are unable to submit a signed withdrawal form because your community school is closed, you may submit a letter stating the name of the last school you attended and your last date of attendance.
2. An official copy of your Ohio High School Equivalence transcript. (Note: a copy of your high school equivalence diploma is not sufficient proof of completion). You may be asked to provide additional documentation confirming Ohio resident status for the time period that you completed your high school equivalence diploma.
3. A copy of your current lease, mortgage statement or housing contract documenting that you have established permanent domicile in Ohio prior to the first day of the academic term for which you have applied for reclassification.

C10 Classification – If you, parent, or spouse are active duty and stationed outside of Ohio

This classification is for “a service member who is on active duty and to the service member's spouse and any dependent of the service member while the service member is on active duty. In order to qualify, the rules require the student seeking in-state tuition rates to live in the state as of the first day of a term of enrollment in the state institution of higher education, but shall not require the service member or the service member's spouse or dependent to establish domicile in this state as of the first day of a term of enrollment in a institution of higher education.”

Required Documentation

Independent (Veteran) Student

1. Proof of Ohio domicile effective the first day of term enrollment: signed lease or closing statement, or confirmation of on-campus dormitory address, or 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.
2. Copy of official military orders showing current active duty status.

Dependent Student

1. Proof of Ohio domicile effective the first day of term enrollment: signed lease or closing statement, or confirmation of on-campus dormitory address, or 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.
2. Copy of parent/spouse's official military orders showing current active duty status. Must be accompanied with a 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.

E1 Exception – If you are an employed part-time student

The Ohio Department of Higher Education guidelines state: "A person who is living and is 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."

E1 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 semester a person seeks to qualify for E1 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 E1 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C2.

Required Documentation

A notarized Ohio Residency Petition, complete with supporting documents. Students must meet all requirements with the exception of living in Ohio for the previous 12 consecutive months, including but not limited to: proof of Ohio domicile, evidence that you are living as an Ohio resident (driver's license, car registration, voter registration), proof of employment and sufficient income to be self-sustaining.

Students must apply every semester for E1 classification.

E2 Exception – If you or your parent or spouse are active duty military

The Ohio Department of Higher Education 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.

Required Documentation

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.

Dependent Student

Copy of parent's current official military records showing Ohio as "Home of Record" (HOR) and 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.

E3 Exception – If you or your parent or spouse are active duty military and stationed in Ohio

The Ohio Department of Higher Education 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.

Required Documentation

Independent (Veteran) Student

Proof of Ohio domicile. Copy of official military orders showing current active duty status in Ohio.

Dependent Student

Proof of Ohio domicile. Copy of parent/spouse's official military orders showing current active duty status in Ohio. Must be accompanied with a 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.

E4 Exception – If your parent or spouse is an Ohio resident and transferred outside of the United States

The Ohio Department of Higher Education 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.

Required Documentation

Independent Student

Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred. Copy of the employee's 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 a parent or spouse listing the 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.

E5 Exception – If you or your parents are migrant workers

The Ohio Department of High Education 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.

Required Documentation

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.

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 a 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.

E6 Exception – If you or your parent or spouse are involved in community service

The Ohio Department of Higher Education 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 VISTA, AmeriCorps, City Year, the Peace Corps, Teach for America or any similar program as determined by the Ohio Department of Education; or 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.

Required Documentation

Independent Student

A sworn statement from the community service group or a signed statement on letterhead verifying Ohio as the home of record for the individual and documentation of re-establishment of residence in Ohio.

Dependent Student

In addition to the above, a letter from a 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.

E7 Exception – If you return to Ohio due to marital hardship

The Ohio Department of Higher Education 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 re-establishes 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.

Required Documentation

1. Copy of court papers verifying the couple has taken legal steps to end the marriage.
2. Proof of Ohio domicile of the parent/guardian, and of the returning adult dependent: signed lease or closing statement, or confirmation of on-campus dormitory address, or 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 parent/guardian stating all of the following:
 - a. The student's name and Social Security number
 - b. Whether or not the parent/guardian is providing more than 50% of the financial support for the student
 - c. Length of time the parent/guardian has lived in Ohio and subjected their income to Ohio taxation
 - d. Whether the parent/guardian is a United States citizen, permanent resident alien, or what their status is in the United States

E8 Exception – If you or your parent or spouse serve in the Ohio National Guard

The Ohio Department of Higher Education 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."

Required Documentation

Independent (Veteran) Student

A copy of enlistment papers (DD Form 4/1) 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 a 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.