



**APPLICATION FOR  
OHIO RESIDENT  
RECLASSIFICATION  
FOR TUITION PURPOSES**

REGISTRAR'S OFFICE  
College Hall - Zanesville Campus

# Zane State College

## Guidelines for Applying for State of Ohio Residency

As a State of Ohio assisted institution, Zane State College is obligated to comply with the law established by the Ohio legislature and charged to the chancellor of the Ohio Board of Regents in regard to verifying residency status and assessing tuition costs for each student.

A student's request for residency change is reviewed in accordance with the *Ohio Student Residency Subsidy and Tuition Surcharge Guidelines (Ohio Administrative Code, Section 3333.1.10)*. Information requested is necessary to satisfy state auditors upon their review of the applicant's file.

Please note that students are expected to make full payment (including non-resident fees) by their appropriate payment due date. Payment deadlines cannot be waived or extended while a student's residency is being reviewed.

### **PROCEDURES:**

If you are a new, current or former student appealing your nonresident status at the time of your admission, you should apply for resident reclassification at the Registrar's Office in College Hall.

**IMPORTANT: Retroactive residency determinations cannot be made for tuition surcharge purposes.**

Read the attached "*Rules of Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes*" carefully to determine the guideline for which you are requesting residency.

Complete the attached "*Request to Change Residency Status for Tuition Purposes*" form and attach the required documentation. Failure to provide all required documentation and notarization will delay consideration, as your application will be returned to you. The completed form and all supporting documents must be returned to the Registrar's Office by the following application deadlines in order to be reviewed for the desired term:

**Fall Term - August 1**  
**Spring Term - December 1**  
**Summer Term - May 1**

## Completing the Application

- Type or legibly print all answers to questions. Illegible information will delay processing.
- **Fill in the appropriate information and submit required documentation.** Bring original documents for verification (i.e.; driver's license, marriage license). These will be photocopied in the Registrar's Office.
- **Document your residence** beginning one year preceding the date you began living in Ohio through the present.
- **Explain and document your sources of support.** Indicate all persons who claimed you on their past year's federal income tax return(s). If you claimed yourself, write "self." If claimed by anyone else, please indicate their place of residence and whether or not they will continue to claim you this coming year. *Students 25 years of age and under must provide a copy of their parents' most recent federal income tax return, showing the dependent section.*
- **Fill in the total amounts of your income and expenses for the 12-month period immediately preceding** the term for which you are requesting reclassification. While completing Section 11, keep in mind that documentation must be submitted for all sources of financial support you received, used, or anticipate using or receiving during this 12-month period.

To verify your financial support, you may submit any combination of the following documents:

- **Employment:** Copies of W-2 forms for the past year's earnings, most recent pay stubs for the current year (if they show your full name and year-to-date earnings), letter(s) from employer(s) on official letterhead stationery (or notarized) indicating the dates of your employment and your total earnings for the 12-month review period, or payroll statements if they are readily identifiable.
- **Savings:** If you have used savings that are in *your name* that you acquired prior to the 12-month period of review, submit a copy of your bank statement from the start of your 12-month review period, a copy of the statement from a year prior to that **and** a copy of your most recent bank statement. The difference between the beginning and ending balance during your 12-month review period can be used as a source of income. Documentation is required to verify the source(s) of your savings if acquired recently, or deposits to existing accounts if made within the 12-month review period.
- **Scholarships and Grants:** List any scholarships and grants you received during the 12-month review period and *provide copies of your award letter(s)*. If you received the scholarship/grant from an out-of-state source, submit a copy of the application instructions or a letter from the grantor that verifies whether or not you were required to be a resident of a particular state to receive the funds.
- **Loans:** If you have incurred loans directly in *your name* during the 12-month review period, list the total amount of the loans. For documentation, *please provide copies of*

*your award letters and disbursement dates.* If you received a loan from an out-of-state source, submit a copy of the application instructions or a letter from the lender that verifies whether or not you were required to be a resident of a particular state to receive the funds.

- **Gifts or Support from Parents, Guardians, Relatives, or Friends:** If relatives or friends who reside in Ohio provided a portion of your financial support, submit a notarized letter from them indicating the dates they have resided in Ohio, the amount and type of financial support they have provided you during the 12-month review period, and whether or not they are citizens or permanent residents of the United States. The letter should also include a statement verifying that the support came from the individual's own financial resources and not from an out-of-state individual. A similar statement should be provided from sources outside Ohio, including the person's state or country of legal residency. *Money from outside Ohio will not be considered as eligible toward Ohio residency. Documentation may also be requested to support the fact that a donor has sufficient financial resources to supply you with the noted assistance.*
- **VA Benefits, Social Security Benefits:** If you have used Veterans Administration, Social Security, unemployment, or welfare benefits, request that those agencies verify, in writing, the amount and type of support you received during the 12-month review period.
- **Other:** List and describe any other income sources used during the 12-month review period. Please provide complete and appropriate documentation for the income source(s).

## **After you complete the application, you must have your request notarized.**

A notarized statement is a written declaration made under oath in front of a notary public. The original notarized statement must be submitted.

Falsification or failure to report information, income, or documentation pertinent to determining your eligibility for residency for tuition subsidy benefits will result in denial.

# ZANE STATE COLLEGE

## RULES OF OHIO STUDENT RESIDENCY FOR STATE SUBSIDY AND TUITION SURCHARGE PURPOSES

*It is the intent of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education. This rule is adopted pursuant to Chapter 119 of the Ohio Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Ohio Revised Code.*

### **\*\*DOCUMENTATION REQUIRED IN THIS LIST IS NOT ALL INCLUSIVE\*\***

Residency Officers are allowed by law to request additional documentation if needed to reach residency determinations.

**The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes, according to section (C) of the Ohio Board of Regents Guidelines:**

#### **C(1) DEPENDENT ON AN OHIO RESIDENT**

**A student who is dependent on at least one parent/legal guardian or spouse who is an Ohio resident. The student must have been a resident of Ohio for 12 consecutive months prior to the start of the term applying for residency.**

##### **Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID card for **BOTH** Student and Parent/Legal Guardian or Spouse valid one year prior to the term for which reclassification is requested
- Current immigration or Visa status (if applicable)
- Student Birth Certificate (or a copy of Marriage Certificate *if residency is based on spouse*)
- Copy of Parent/Legal Guardian's or Spouse's Federal tax return or transcript for most recent tax year showing the student was claimed as a dependent (or filed jointly with spouse) in the most recent tax year
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian or spouse. **\*\*If parent/legal guardian or spouse is not listed, a notarized statement from the person whom he/she is residing with is required**
- Proof of employment for Parent/Legal Guardian or Spouse (letter on company letterhead with employee's name, dates of employment) and **three** most recent paystubs showing income subject to Ohio taxation

#### **C(2) INDEPENDENT STUDENT**

**A student who is totally self-supported within the State of Ohio with funds earned within the state which is subject to Ohio taxation. An independent student cannot receive any financial support from outside the state of Ohio to assist with living expenses. Student must be independent and must live in Ohio for 12 consecutive months immediately preceding the term applying for residency (the student should not be absent from the state any longer than December break, spring break, and three weeks during the summer). If claimed on a parent(s) or legal guardian's federal income tax return, the student is a dependent and residency is determined by the parent's or legal guardian's residency status. Students 25 years of age or younger must provide a copy of their parent(s)/legal guardian's most recent federal income tax return.**

##### **Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID valid one year prior to the term for which reclassification is requested
- Current immigration or Visa status (if applicable)
- Federal Tax Return of Student for most recent tax year(s)
- Federal Tax Return for most recent tax year(s) of Parent/Legal Guardian showing the student was NOT claimed as a dependent in the most recent tax year (**required of students aged 25 or under**)
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
- Proof of financial resources for the past 12 MONTHS
  - o Income includes: employment, unemployment, Social Security/SSI, retirement earnings, state benefits (food stamps, WIC, cash benefits), savings/mutual funds, support from an Ohio resident, financial aid
    - Proof of employment subject to Ohio taxation or other income must be on official letterhead and include **three** most recent paystubs or statements showing income
- Copies of monthly bank statements for the past 12 months for all accounts on which student is named or has access. Provide documentation of all deposits over \$100 (for example, image of cancelled check)

**C(3) DEPENDENT OF A PERSON EMPLOYED FULL-TIME IN OHIO**

A student who is dependent on a spouse or parent/legal guardian who has established domicile and accepted full-time self-sustaining employment in Ohio, is eligible for instant residency on the first day of a term of enrollment. This classification is provisional and tuition is based on the spouse or parent/legal guardian's employment. Copies of paystubs must be submitted at the beginning of every semester to verify continued employment in the state of Ohio.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID card for BOTH Student and Spouse or Parent/Legal Guardian
- Current immigration or Visa status for BOTH Student and Spouse or Parent/Legal Guardian (if applicable)
- Student Birth Certificate (or a copy of Marriage Certificate *if residency is based on spouse*)
- Federal Tax Return for most recent tax year(s) of Spouse or Parent/Legal Guardian showing the student was claimed as a dependent in the most recent tax year.
- Proof of Ohio Domicile
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian or spouse. **\*\* If parent/legal guardian or spouse is not listed, a notarized statement from the person whom he/she is residing with is required**
- Proof of employment for Spouse or Parent/Legal Guardian (letter on company letterhead)
  - o Letter must contain: Name of the employed person, date employment began, verification of full-time employment, and base salary amount
- Copy of three most recent paystubs indicating income subject to Ohio taxation (**must be submitted EVERY SEMESTER** until 12 consecutive months of residency is established; application will then be made for C(1))

**C(4) OHIO GI PROMISE**

A student who is a veteran, or the spouse or dependent of a veteran, who meets **both** of the following conditions:

- 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.
- 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.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- Military DD-214 member 4 documenting Honorable Discharge or Medical Separation
  - o If the veteran was KIA, MIA, or POW, a copy of DD1300 Report of Casualty Form will be required
- Proof of Ohio Domicile as of the first day of a term of enrollment
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
  - o In cases of KIA, MIA, or POW, only the dependent must be domiciled in Ohio
- Additional documentation for dependents:
  - o Spouse: Marriage Certificate as proof of marriage
  - o Dependent child: A copy of veteran's Federal Tax Return for the previous year

**C(5) VETERANS EDUCATIONAL ASSISTANCE PROGRAMS**

A student who is a veteran that is the recipient of federal veterans' benefits under the "All-Volunteer Force Educational Assistance" program or "Post 9/11 Veterans Educational Assistance" program or any successor program, if the veteran served at least 90 days on active duty and has established domicile in the state of Ohio as of the first day of term of enrollment in an institution of higher education.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- Military DD-214 service 2 or member 4/Certificate of Eligibility
- Proof of Ohio Domicile as of the first day of a term of enrollment
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**

**C(6) MARINE GUNNERY SGT. JOHN DAVID FRY SCHOLARSHIP**

**A student who is a veteran that is the recipient of the federal “Marine Gunner Sergeant John David Fry” scholarship or transferred federal veterans’ benefits to spouse or dependent, if all the following criteria are met:**

- The veteran served at least 90 days on active duty
- 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.

**Minimum Documentation required:**

- Ohio Driver’s License or State of Ohio ID
- Military DD-214 service 2 or member 4 and Certificate of Eligibility
- Proof of Ohio Domicile as of the first day of a term of enrollment
  - Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
- Additional documentation for dependents:
  - Spouse: Marriage Certificate as proof of marriage
  - Dependent child: A copy of veteran’s Federal Tax Return for the previous year

**C(7) VOCATIONAL REHABILITATION AND EMPLOYMENT**

**A student who is the recipient of federal veterans’ educational assistance under “Vocational Rehabilitation and Employment” who is enrolled in a state institution of higher education and is living in the state of Ohio as of the first day of term of enrollment. This classification does not include a student who is a veteran not living in Ohio.**

**Minimum Documentation required:**

- Ohio Driver’s License or State of Ohio ID
- Military DD-214 service 2 or member 4 and Certificate of Eligibility
- Proof of Ohio Domicile
  - Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**

**C(8) FOREVER BUCKEYE**

**A student who graduated from an Ohio high school or completed the final year of instruction at home while a resident of Ohio and who has established a current residence in Ohio. Forever Buckeye does not apply to students who obtained a GED.**

**Minimum Documentation required:**

- Ohio Driver’s License or State of Ohio ID
- Current immigration or Visa status (if applicable)
- Proof of Ohio Domicile
  - Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
- Official Ohio high school transcript or a verification letter of graduation on the high school’s letterhead in a sealed envelope (NOTE: A copy of your high school diploma is not sufficient proof of high school graduation. **A GED does not qualify for C(8) residency classification**)
- Proof of Ohio residency while a high school student (if home address is not provided on the high school transcript)

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes, according to section (E) of the Ohio Board of Regents Guidelines:

**E(1) GAINFUL EMPLOYMENT IN OHIO PURSUING A PART-TIME PROGRAM**

A student who is independent, living and gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and pursuing a part-time program of instruction. The minimum salary requirement for "self sustaining employment" in Ohio is \$3,600 per 12 week period. This classification is provisional and a student must apply each semester for this status until the 12 month criteria has been met.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- Current immigration or Visa status (if applicable)
- Proof of Ohio Domicile
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
- Three most recent pay stubs showing earnings of at least \$300 per week subject to Ohio taxation (**MUST BE SUBMITTED EACH SEMESTER** until 12 consecutive months of residency is established and re-application can be made for C(1))
- Letter from the student's employer on official company letterhead or notarized statement that indicates:
  - o Student's name and last four digits of social security number
  - o Term for which the student is applying for E(1) Residency
  - o Date employment began
  - o Number of hours student is working per week
  - o Rate of pay per hour

**E(2) OHIO RESIDENT ON ACTIVE DUTY IN THE MILITARY**

A student 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.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- Military LES (Leave and Earning statement) showing Ohio as home of Record
- Dependents Only:**
  - o **SPOUSE:** Marriage Certificate as proof of marriage
  - o **DEPENDENT CHILD:** Veteran's federal Tax Return for the previous year

**E(3) ACTIVE DUTY MILITARY STATIONED IN OHIO**

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

**Minimum Documentation required:**

- Valid, government issued photo identification
- Military active duty orders verifying station in Ohio
- Proof of Ohio Domicile
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
- Dependents Only:**
  - o **SPOUSE:** In addition to above, Marriage Certificate as proof of marriage
  - o **DEPENDENT CHILD:** In addition to above, Veteran's Federal Tax Return for the previous year



**E(4) OHIO RESIDENT TRANSFERRED OUT OF THE U.S. BY THEIR EMPLOYER**

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 and 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.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- 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
- Dependents Only**
  - o **SPOUSE OR DEPENDENT CHILD:** In addition to the above, a notarized letter from the spouse, parent or legal guardian that includes the following:
    - Student's name and social security number
    - Dates spouse, parent or legal guardian has lived in Ohio
    - Number of years spouse, parent or legal guardian has paid taxes in Ohio
    - Whether or not at least the spouse or parent/legal guardian has claimed the student as a dependent for tax purposed in the previous year. Attach a copy of Federal Tax Return.
  - o **SPOUSE:** Marriage Certificate as proof of marriage

**E(5) MIGRANT WORKERS**

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 a person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

**Minimum Documentation required:**

- Statement from Ohio Department of Job and Family Services verifying the parent/spouse/student has been working in Ohio at least four months during each of the three previous years
- Dependents Only**
  - o In addition to the above submit a notarized statement from the spouse or parent/legal guardian living in Ohio that includes the following:
    - Student's name and social security number
    - Dates spouse, parent or legal guardian has lived in Ohio
    - Number of years spouse or parent/legal guardian has paid taxes in Ohio
    - Whether or not at least the spouse or parent/legal guardian has claimed the student as a dependent for tax purposed in the previous year; attach a copy of Federal Tax Return
  - o **SPOUSE:** Marriage Certificate as proof of marriage

**E(6) OHIO RESIDENTS WHO ARE COMMUNITY SERVICE WORKERS**

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.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- Current immigration or Visa status (if applicable)
- A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual
- Dependents Only**
  - o In addition to the above, a notarized statement from the spouse, parent or legal guardian that includes the following:
    - Student's name and social security number
    - Dates spouse, parent or legal guardian has lived in Ohio
    - Number of years spouse, parent or legal guardian has paid taxes in Ohio
    - Whether or not at least the spouse or parent/legal guardian has claimed the student as a dependent for tax purposed in the previous year. Attach a copy of Federal Tax Return.
  - o **SPOUSE:** Marriage Certificate as proof of marriage

**E(7) MARITAL HARDSHIP**

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.

**Minimum Documentation required:**

- Ohio Driver's License or State of Ohio ID
- Current immigration or Visa status (if applicable)
- Court papers verifying the couple has taken legal steps to end the marriage
- Proof of Ohio Domicile
  - o Signed copies of rental agreement, lease, and/or HUD settlement statement of property. **\*\*If student is not listed, a notarized statement from the person whom he/she is residing with is required (student name, address, and dates of residence must be included in statement)**
- A notarized statement from the parent or legal guardian stating the following:
  - o The students name and last four digits of social security number
  - o Whether or not they are providing more than 50% of the financial support for the student
  - o Length of time they have lived in Ohio and paid taxes
  - o Whether they are U.S. citizens or current immigration/visa status

**E(8) OHIO NATIONAL GUARD**

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 the Ohio National Guard.

**Minimum Documentation required:**

- Valid, government issued identification for student and spouse
- Enlistment papers (DD Form 4/1) or a letter from the base personnel officer verifying service in the Ohio National Guard.
- Additional documentation for dependents:**
  - o **SPOUSE:** Marriage Certificate as proof of marriage
  - o **DEPENDENT CHILD:** Veteran's Federal Tax Return for the previous year

**IMMIGRATION STATUS**

Immigrants or persons not subject to removal with a status of LPR, CFAS, Asylee, Refugee, Parolee, W/H, C. Entrant, SIV, Cuban, or students who hold an A, E, G, H, I, L, O, P, R, TC, TD, TN, U, V visa **may apply to be reviewed** for in-state residency according to the guidelines above.

Persons **who hold B, F, J, K, or M visas are NOT eligible for establishing in-state residency, unless they are financially dependent upon a spouse or parent who is a bona fide Ohio resident.** This is defined as a person who meets the criteria established in the Ohio Department of Higher Education and is also a U.S. citizen, Permanent Resident Alien, Political Asylees, Political Refugee, or holds an A, E, G, H, I, L, O, P, R, TC, TD or TN visa.

Students whose immigration status is pending are eligible to establish Ohio residency only if their most recent immigration status was eligible to establish Ohio residency. "Financially dependent on a parent" is defined as having been claimed on the parent's federal tax return in the most recent tax year. "Financial dependence upon a spouse" is proven with a marriage certificate. In addition, students holding a B, F, J, or M visas and who are financially dependent upon a spouse or parent who is a bona fide Ohio resident must also have applied to adjust their status to permanent resident alien in order to qualify for the in-state tuition subsidy benefit, or they must have applied to adjust their status to match that of the person they are dependent upon. (Example: Student is F1 visa holder and marries Ohio resident with H1B visa, then student must be in process of adjusting to an H4 status.) If a student's immigration status changes after being classified as a resident it may affect their ability to remain classified as a resident. (Example: Student changes from an H visa type to F visa type).

Please contact the Registrar's Office for more information on eligible and non-eligible visa types for the in-state tuition subsidy benefit.



Registrar's Office

APPLICATION FOR OHIO RESIDENT RECLASSIFICATION FOR TUITION PURPOSES

Registrar's Office
1555 Newark Road
Zanesville, Ohio 43701
740-588-1360 - office
740-588-1363 - fax

Full legal name (please print): Last First / Middle Former Name

Social Security Number: Date of birth:

Phone number: E-mail address:

1. Term/Year that you are requesting reclassification as a resident: New student Continuing student

2. Check the one rule among the following Rules of Ohio Student Residency under which you believe you qualify:

- C(1) C(2) C(3) C(4) C(5) C(6) C(7) C(8) E(1) E(2) E(3) E(4) E(5) E(6) E(7) E(8)

3. Marital Status: Single Married (date):

4. Are you a citizen of the United States? Yes No

If no, please choose one of the following that applies to you:

- Permanent Resident Alien date: Visa number:
Asylee
VISA type: (attach a copy of the visa to this form)

5. In what state are you qualified or registered to vote?

6. Males 18-26 years old, indicate your Selective Service number: N/A
(visit https://www.sss.gov/Home/Verification for SS number look-up)

7. Have you filed an Ohio Income Tax return for the past twelve months? Yes, for year (attach) No

8. Do you have an Ohio Driver's License or State ID? Yes No
Do you own a car that is titled in your name? Yes No
If yes, is it currently registered in Ohio? Yes No
(you may be required to show proof of registration)

9. Beginning with your current residence, list your addresses for the past 12 months. Attach appropriate documentation of Ohio addresses (e.g. lease, closing statement, notarized letter from property owner certifying length of residence). If additional space is needed, attach a separate sheet of paper.

Table with 4 columns: Number and Street, City, State, and ZIP, From (MO/YR), To (MO/YR)



Registrar's Office

**APPLICATION FOR OHIO RESIDENT RECLASSIFICATION  
FOR TUITION PURPOSES**

**Registrar's Office**  
1555 Newark Road  
Zanesville, Ohio 43701  
740-588-1360 – office  
740-588-1363 – fax

10. Upon whom are you dependent for your financial support? Check one of the following:

- Self:** **I am financially independent.**  
*If employed full time, submit an official letter from your employer verifying full time employment and the date you started your employment.*
- Spouse:** **I am financially dependent on my spouse.**
- Parent or Legal Guardian:** **I am financially dependent on a parent or legal guardian.**  
*If dependent on a parent, submit an original copy of your birth certificate.  
If dependent on a legal guardian, submit an original copy of the court document proving legal guardianship.*
  - List city/state where parent/guardian lives: \_\_\_\_\_
  - If in Ohio, list dates in Ohio: from: \_\_\_\_\_ to: \_\_\_\_\_
  - Were you claimed as a tax dependent last year?  Yes  No
  - Do your parents have a PLUS loan to help pay for your educations?  Yes  No

**If you indicated that you are a dependent student, submit documentation showing dependent section of the most recent federal tax return of the person claiming you (or joint return for spouse). You must also provide proof that the person declaring you as a dependent has lived in Ohio for the past 12 months.**

11. Independent students applying for residency rule **C(2) or E(1)** who are **not** employed full time in Ohio must complete this section.
- a. **C(2)** applicants must list all income and expenditures for the past 12-month period preceding the semester of application for residency.
  - b. **E(1)** applicants must list employment income and expenditures since living in Ohio.

You must fully document all sources of financial support by providing original documentation (to be photocopied in the Registrar's Office). If listing financial support under Parent/Guardian, indicate that person's state of residence and length of time lived there. Please be prepared to substantiate with documents, including complete bank statements with proof of deposits over \$100 that are not directly deposited from an Ohio employer.

<b>INCOME</b>	<b>Monthly</b>	<b>EXPENSES</b>	<b>Monthly</b>
Student's employment	\$	Tuition and Fees	\$
Spouse's employment		Books/supplies	
Savings		Rent/Housing	
Scholarships/Grants		Food	
Loans		Utilities	
VA benefits		Travel	
Social Security		Clothing	
Parent/Guardian		Auto Payment/Insurance	
Other		Credit Card	
		Other	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$

**NOTARIZED STATEMENT**

**Do not sign this statement until you are directed to do so by the Notary**

I, \_\_\_\_\_, the undersigned, being duly sworn, depose and say that the foregoing statements and all accompanying documents are true, correct, and complete.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notarized by

\_\_\_\_\_  
Date My Commission Expires

**\*\*IT IS YOUR RESPONSIBILITY TO WITHDRAW FROM YOUR CLASSES  
DURING THE 100% REFUND PERIOD IF YOU CHOOSE NOT TO ATTEND\*\***

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**OFFICE USE ONLY:**

Residency is:     Approved     Denied                      Effective Term: \_\_\_\_\_  
                          Permanent     Conditional

Comments:

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date