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The Ohio State University Applying for Residency Guidelines

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.

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)

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.

Minimum Documentation required:

- A. Submit a sworn affidavit from the Ohio parent/ legal guardian, which includes the following information:
 1. Student's name and last four digits of social security number.
 2. Dates parent/legal guardian has lived in Ohio.
 3. Number of years parent has paid taxes in Ohio.
 4. Whether or not at least one parent has claimed the student as a dependent for tax purposes in the previous year.
- B. Submit a copy of parent/legal guardian's federal tax return showing the student was claimed as a dependent in the most recent tax year.

□ C(2)

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.

- The student is expected to live in Ohio for a full, 12 consecutive months immediately preceding the quarter for which s/he is applying for residency. The expectation is that the student should not be absent from the state any longer than December break, spring break, and 3 weeks during the summer.
- The student should demonstrate his/her intent to become an Ohio resident by transferring any applicable items of registration to Ohio such as a driver's license, automobile registration, and voter registration.
- The student must demonstrate that during the 12-month period while establishing residency, he or she has had sufficient Ohio-based income to meet all expenses without the need of money from outside the State of Ohio. Documentation of income sources used during the 12-month period is required.

Minimum Documentation required:

- A. To be reviewed for regular residency as an independent student, the student must complete the *Request for Resident Classification* application form and submit documentation of his or her income sources.

□ C(3)

A dependent student 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.

Minimum Documentation required:

- A. A statement on company letterhead or a sworn statement from the employer or the employee's representative that includes:
 1. The name of the employed person
 2. Student's name and last four digits of social security number
 3. Date the employment began
 4. Quarter for which the student is applying for residency
 5. Full-time status/yearly wage-salary
- B. 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 sworn affidavit from the owner of the residence certifying that the parent or spouse resides at that residence.
- C. In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) or a copy of the marriage certificate.

Note: Students must apply each quarter for C(3) residency by submitting an employment letter before the appropriate deadline until they have lived in Ohio for 12 consecutive months. When employment is not maintained by the person for which C(3) residency was established, the student will remain classified as a non-resident and will have to apply for reclassification after living in Ohio for 12 consecutive months.

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) (A student must apply each quarter for this status)

A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis (the minimum salary requirement for "self sustaining employment is \$3,600 per 12 week period) 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.

Minimum Documentation required:

- A. Submit a letter from the student's employer on official company stationary or notarized that indicates:
 - 1. Student's name and last four digits of social security number.
 - 2. Quarter for which the student is applying for Conditional Residency.
 - 3. Date employment began.
 - 4. Number of hours student is working per week.
 - 5. Rate of pay per hour
- B. Submit three most recent pay stubs from employer.

□ E(2)

A person 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: Submit either (A) or (B) and then (C) if a dependent

- A. Ohio Home of Record -- enlistment papers, DD214 (discharge papers), State of Legal Residency Form dated at least 12 months prior to intended enrollment, or a letter from the base personnel officer verifying Ohio Home of Record.
- B. W-2 and/or most recent Leave and Earnings Statement (LES).
- C. **(Dependents Only)** In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) or a copy of the marriage certificate.

□ E(3)

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:

- A. A copy of student/parent/legal guardian's current active duty permanent change of station military orders verifying a military transfer.
- B. **(Dependents Only)** In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) or a copy of the marriage certificate.

□ E(4)

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:

- A. Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred.
- B. Copy of the employee's Ohio tax return for the previous tax year.
- C. **(Dependents Only)** In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) or a copy of the marriage certificate.

□ E(5)

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:

- A. Statement from Ohio Bureau of Employment services along with statement from employer(s) verifying the parent/ student has been working in Ohio at least four months during each of the three previous years.
- B. **(Dependents Only)** In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) or a copy of the marriage certificate.

□ E(6)

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:

- A. A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.
- B. **(Dependents Only)** In addition to the above, a letter from the parent verifying the dependent status of the student (See C(1)) or a copy of the marriage certificate.

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(7)**

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:

- A. Copy of court papers verifying the couple has taken legal steps to end the marriage.
- B. Proof of Ohio domicile:
 - 1. Signed copy of rental agreement or lease.
 - 2. Copy of closing statement on a home.
 - 3. 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.
- C. A sworn affidavit from the parents stating the following:
 - 1. The student's name and last four digits of social security number.
 - 2. Whether or not they are providing more than 50% of the financial support for the student.
 - 3. Length of time they have lived in Ohio and paid taxes.
 - 4. Whether they are U.S. citizens, permanent resident aliens, or what their status is in the U.S.

□ **E(8)**

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:

- A. Copy of enlistment papers or a letter from the base personnel officer verifying service in the Ohio National Guard.
- B. **(Dependents Only)** In addition to the above, a letter from the parent verifying the dependent status of the student (See **C(1)**) or a copy of marriage certificate.

□ **E(9)**

A person who is eligible, or whose benefits have been exhausted or have expired, for benefits under the Post 9/11 Veterans Educational Assistance Act of 2008 or any prior federal act establishing veteran's educational benefits, who has been honorably discharged or released from service, who, as of the first day of a term of enrollment, is domiciled in Ohio and during the first twelve months of domicile in this state immediately preceding enrollment completed an approved community service position or during the course of study accepts a community service position approved by the Chancellor or participates in an internship or cooperative education program established by the Chancellor or the college or university to which the person has been accepted, and his or her spouse and 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:

- A. Eligibility for VA Educational Benefits – A copy of the veteran's award letter verifying eligibility for VA educational benefits.
- B. Proof of Ohio Domicile - A copy of a lease under which the veteran is the lessee and occupant of the rented residential property in the state, a copy of the closing statement on residential real property located in Ohio of which the veteran is the owner and occupant, or if the veteran is not a 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.
- C. Proof of Community Service, Internship, or Co-op participation (*minimum of 10 hours*) –
 - 1. Community Service: A signed statement on letterhead stating how the veteran contributed to their cause or what the veteran has pledged to contribute to their cause.
 - 2. Internship: Please see a Residency Counselor
 - 3. Co-op: Please see a Residency Counselor
- D. **(Dependents Only)** In addition to the above, please submit the following:
 - 1. Proof of the veteran's enrollment in an Ohio institution of higher education – Please submit an Enrollment Verification from the institution verifying the veteran's enrollment. This is NOT necessary if the veteran is enrolled at The Ohio State University.
 - 2. A letter from the veteran verifying the dependent status of the student (See **C(1)**) or a copy of the marriage certificate.

□ **Senate Bill 53**

In-state tuition rates and subsidies can be granted to residents of contiguous states who are employed in Ohio and whose employers contract to pay their tuition and fees. (In order to qualify for residency for tuition surcharge purposes, third party billing must be established between Ohio State University and the Ohio based employer.)

Minimum Documentation required:

- A. A sworn statement from the employer or the employer's representative on company letterhead certifying that the student is employed full-time in Ohio.

Residency and Immigration Status:

For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States. If a person is financially independent, they must be a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, L, O, P, R, TC, TD or TN visa to be eligible for review as an in-state resident for tuition purposes. If a student is financially dependent upon a spouse or parent, the person they are dependent upon must also must be a U.S. citizen, Permanent Resident Alien, Political Asylee or Political Refugee, or hold an A, E, G, H, I, L, O, P, R, TC, TD or TN visa in order for the student to qualify to be reviewed for in-state residency. Students who hold a B, F, J, or M visa are not eligible to establish Ohio residency unless they are financially dependent upon a spouse or parent who is a bona fide Ohio resident. (See also note below) This is defined as a person who meets the criteria established in the Ohio Board of Regent's Guidelines and is also a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, L, O, P, R, TC, TD or TN visa. (NOTE: This change was made by the Ohio Board of Regents and is effective July 28, 2003.) Students who are financially independent and whose immigration status is pending are eligible to establish Ohio residency only if their most recent immigration status was eligible to establish Ohio residency.

Note: If a student is a dependent of a bona fide Ohio resident and the student's current visa type is B, F, J, or M, they 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 on. (For example: a student is in the U.S. on an F-1 visa and marries an Ohio resident who is in the U.S. on an H1B visa, then the student must be in the process of adjusting to an H4 status.) Please contact the Registrar's office if you have any questions.

Application materials and all appropriate documentation must be submitted to the Office of the University Registrar by the following deadline dates in order to be reviewed for the desired quarter:

Autumn Quarter: July 1 thru the 1st Friday of the quarter **Winter Quarter:** October 15 thru the 1st Friday of the quarter
Spring Quarter: January 15 thru the 1st Friday of the quarter **Summer Quarter:** April 15 thru the 1st Friday of the quarter

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. Further residency information can be found on our website located at: <http://www.ureg.ohio-state.edu>.

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