

E-1 "CONDITIONAL" IN-STATE RESIDENCY

Office of the University Registrar

Guidelines

A student's residency is reviewed in accordance with the Ohio Student Residency for State Subsidy and Tuition Surcharge Guidelines established by the Ohio Board of Regents. Section E-1 of those guidelines states "A person who is living and gainfully employed on a full-time or part-time and 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." This exception to the rules for regular residency is called "conditional" in-state residency.

Conditional in-state residency applies to students who are residing and gainfully employed on a self-sustaining basis (\$3,600 per 12 week period) in Ohio, and who are pursuing a part-time program of instruction. Conditional 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 nonresident students who have lived in Ohio more than 12 consecutive months and who are working to financially emancipate themselves from non-Ohio parents.

For the purpose of review in determining eligibility for conditional in-state residency:

1. "Gainfully employed" shall mean engaged in any income-producing occupation. The assumption shall be that the student's employment income has been subjected to Ohio taxation. If the employment includes "tipped" income for example, all of the employment income must be declared and subject to Ohio taxation to be eligible.
2. The employed student's hours and wages must be at a sufficient level (minimum \$3,600 per 12 week period) before the first day of the quarter, to reasonably justify that the student is financially self-sufficient on the employment income alone. A student must be able to cover all living expenses solely with their employment income to qualify for this form of residency.
3. For conditional residency purposes, a part-time program of instruction shall be defined as eleven or fewer credit hours per quarter at The Ohio State University for undergraduates and 9 or fewer credit hours per quarter for graduate students. Those who schedule more hours in one quarter will be assessed full-time non-resident fees for all hours taken.
4. U.S. citizens, permanent resident aliens, political asylees/refugees, and non-immigrants holding visa types A,E,G,H,I,L,R,TC, or TN are eligible for review. International students holding F or J visa, or those with other temporary visa types that do not grant a current legal status to remain permanently in the United States, are not eligible to establish in-state residency for tuition purposes. Proof of citizenship or immigration status may be requested in addition to verification of employment.
5. In order to qualify for conditional residency, other sources of income such as financial aid (loans, scholarships, grants) or other financial benefits (V.A. benefits, social security) cannot be considered as income contributing to a student's self-sustaining status. A student may receive these additional income sources, but they cannot be utilized to verify the student's eligibility for

conditional residency. Only the student's self-sustaining employment income can be used in the review process for conditional residency.

The Ohio State University

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How to Apply

Students who are either U.S. citizens, permanent resident aliens, political asylees, political refugees, or who hold an eligible non-immigrant visa (A, E, G, H, I, L, R, TC, or TN), and who are employed in Ohio on a full-time or a part-time and self-sustaining basis (earning a minimum of \$3,600 per 12 week period) as of the first day of the quarter may be eligible for "conditional" in-state residency for tuition purposes if they do not meet the criteria for regular in-state residency in Ohio. Conditional in-state residents are assessed the resident rate for part-time enrollment only, not to exceed full-time credit hours per quarter. Undergraduate students cannot exceed 11 credit hours per quarter and graduate/professional students cannot exceed 9 credit hours per quarter. Students must apply every quarter for E-1 residency.

To be reviewed for conditional in-state residency, the employed student should request their employer to send verification of employment to the address indicated below. The employer may either send a signed, dated letter on company letterhead, or a letter that is notarized by a notary public. The letter must specify the following information:

1. The employed student's full name and last four digits of social security number.
2. The quarter for which the student is applying for conditional in-state residency.
3. The average number of hours the student is employed per week.
4. The student's hourly wage or salary.
5. A statement indicating whether or not the student is currently employed.
6. The date the student began employment with the company.

In addition to the letter from the employer, students must also provide their three most recent paystubs to verify the amount of income earned.

PLEASE NOTE: Submission of an employment verification letter does not guarantee conditional residency; it permits the student to be reviewed for eligibility under conditional residency guidelines. Until the student is

determined to be eligible for conditional in-state residency, they are responsible for the appropriate non-resident tuition surcharge. Additionally, a review for conditional residency does not avail the student from making full non-resident tuition payment by the prescribed payment due date. No waiver of tuition fees, late payment fees, or the delay of payments is permitted. The Office of the University Registrar must receive employment verification letters no later than the Friday of the first week of classes to be considered for that quarter. It is the student's responsibility to apply for conditional residency in a timely manner in relation to their payment deadline. E-1 "conditional" residency does not lead to an automatic reclassification as a regular resident (that may take more than part-time hours per quarter at the in-state tuition rate) after living in Ohio for 12 consecutive months. This involves a separate procedure and application.

Section 3345.32 of the Ohio Revised Code requires eligible students to register with the Selective Service System before receiving Ohio in-state tuition benefits. Non-compliance with this law requires that out-of-state tuition be assessed. If required to register, the student should include the Selective Service registration number with the employment verification letter in the event the student is eligible for conditional in-state residency.

Please direct all correspondence to:

The Ohio State University

Office of the University Registrar, ATTN: Residency320 Lincoln Tower, 1800 Cannon Dr., Columbus, OH, 43210

Phone: 614-292-8500, FAX: 614-292-8700