

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

As a state of Ohio assisted institution, Kent State University 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 committee reviews a student's residency application 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. Students classified as residents for tuition purposes receive the benefit of a state-supported education, funded largely by the taxpayers of Ohio. The guidelines are therefore meant to exclude from residency those who are in Ohio primarily for the purpose of receiving a state-supported education.

Read the following summary of the main ways to establish residency carefully to determine the guideline for which you are requesting residency. (Refer to the complete policy on Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes.) Then, print and complete the Request for Resident Classification for Tuition Purposes Form and attach the required documentation. The Request for Resident Classification for Tuition Purposes must be notarized and returned by published application deadlines.

**(C-1) Dependent Student**– (You are a student whose spouse, or are a dependent student of at least one of whose parent/legal guardian, has been a resident of Ohio for 12 consecutive months prior to the start of the semester you are applying for residency.) If you feel you meet the Ohio Board of Regents Guidelines as the dependent student of an Ohio resident under this rule, you should submit, in addition to the *Request for Resident Classification for Tuition Purposes* application and other appropriate documentation, a notarized letter of support and appropriate documentation from your spouse or parent/legal guardian that contains the following information:

1. Your name and the amount and type of financial support they provided you during this 12-month period.
2. Number of years spouse or parent/legal guardian has lived in Ohio (copies of deeds or rental agreement(s) or lease(s) for the preceding 12 consecutive months).
3. Number of years spouse or parent/legal guardian has paid taxes in Ohio and include a copy of their most recent Ohio income tax return.
4. Whether or not at least one parent/legal guardian has claimed the student as a dependent for tax purposes (copy of most recent federal income tax return showing dependent section). For spouse, provide a copy of the marriage license.

**(C-2) Independent Student**– (You are trying to become an Ohio resident and attend school full-time (parents live outside the state of Ohio.) If you satisfy all of the following criteria you may be classified as a resident upon submission of the *Request for Resident Classification for Tuition Purposes* application and the documentation indicated below. Additional documentation may be required to provide evidence of the independent student status.

1. You must be independent. **If you are claimed on your parent(s) or legal guardian's federal income tax return, you are a dependent and your residency is determined by their residency status. Students 24 years of age or younger must provide a copy of their parent(s) most recent federal income tax return.**
2. You must live in Ohio for a full, 12 consecutive months immediately preceding the semester for which you are applying for residency. The expectation is that you should not be absent from the state any longer than December break, spring break, and three weeks during the summer. You must have a lease, rent receipts or other formal documentation that shows your permanent residence in Ohio.
3. You should demonstrate your 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 one year prior to the semester for which reclassification is desired.
4. You must demonstrate that during the 12-month period while establishing residency, you are totally self-supporting with sufficient income derived from within the state of Ohio and have subjected that income to Ohio taxation, to meet all expenses without the need of money from outside the State of Ohio. You cannot receive any financial support from outside the state of Ohio to assist with payment of tuition, books, room, board, insurance and other living expenses. **Financial Aid that requires you to be a resident of another state or parent PLUS loan money to parents who are not Ohio residents makes you ineligible under C-2 status.** Documentation of your income sources used during the 12-month period and your federal and Ohio tax returns are required.

**(C-3) Dependent Student (Instant Residency)** – (You are the dependent student or spouse of a person who is living and employed on a full-time, self-sustaining basis in Ohio.) An employed person who, as of the first day of a term of enrollment, has established domicile and accepted full-time self-sustaining employment in Ohio, their dependent spouse/children are eligible for instant residency. Graduate Assistantships are not considered as full-time employment. If you are applying for C-3 residency you must complete the Request for Resident Classification for Tuition Purposes application and submit the following documents for review:

1. A letter from the employed person's employer, on company letterhead that indicates:
  - a. Name of the employed person, date their employment began, they are employed full-time, and base salary amount.
2. One of the following to verify that an Ohio domicile has been established by the parent, legal guardian or spouse:
  - a. A copy of the lease under which the parent, legal guardian 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, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian 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, legal guardian or spouse resides at that residence.
3. One of the following to verify that you are dependent upon the full-time employed individual:
  - a. If you are a dependent child, attach copies of your parents' or legal guardian's most recent federal income tax return, showing dependent section. If you are dependent upon a spouse who is employed full-time, submit a copy of your marriage license/certificate.

**(C-4) Ohio GI Promise** – (You are a veteran, or the veteran's spouse or any dependent of the veteran, who meets both of the following conditions.)

- (a) 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.
- (b) 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, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

If you are applying for C-4 residency you must complete the Request for Resident Classification for Tuition Purposes application and submit the following documents for review:

1. A copy of form DD-214, issued to each veteran upon discharge from active duty, documents the length and character of service (type of discharge). In cases where the veteran was KIA, MIA, or POW, a copy of DD1300 Report of Casualty Form will be required.
2. **Veteran's Proof of Ohio Domicile:** Provide proof of domicile in Ohio as of the first day of the term of enrollment by providing a lease, mortgage, or sworn affidavit from landlord/parents/roommate/, etc. stating that the veteran is residing at an address in Ohio. In cases of KIA, MIA, or POW, only the spouse or dependent must be domiciled in Ohio.
3. **One of the following to verify that you are dependent upon the veteran:** If you are a dependent child of the veteran, (Attach a copy of your parents' or legal guardian's most recent federal income tax return, showing dependent section). If you are the spouse of the veteran, submit a copy of your marriage license/certificate.

**(C-5) Forever Buckeye** – (For students who have graduated from an Ohio high school while living in Ohio and have established a current residence in Ohio.) 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 or earned Ohio certificate of high school equivalence, 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. **Complete the Forever Buckeye Ohio Residency Application and submit both of the following:**

1. A copy of your Ohio high school transcript or a verification of your graduation on the high school's letterhead stationery. Or
2. Copy of Ohio certificate of high school equivalence, Diploma and transcript.
3. Proof of Ohio Domicile: Provide documentation that shows your permanent residence in Ohio such as, a lease, rental agreement, or mortgage.

**(E-1) Conditional Residency**—(You are 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.) You must be able to demonstrate that you are self-supporting based solely on your current employment income. In determining whether or not you qualify for Conditional Residency, financial aid, savings, or other sources of income (i.e. VA benefits, social security) **cannot** be considered as income contributing to your self-supporting status, but can be used over and above the amount necessary to meet expenses. As a conditional resident, you may not register for more than 11 hours (undergraduate student) or 7 hours (graduate student), or you will be billed as a nonresident for all hours. **If you want to apply for Conditional Residency you should complete a *Request for Resident Classification for Tuition Purposes* application and submit the following:**

1. **Submit a letter from your employer on their official company letterhead that indicates:** date your employment began, number of hours per week you work and your rate of pay per hour, week or year. Also provide a copy of your most recent pay stub.
2. **Proof of Ohio Domicile:** Provide documentation that shows your permanent residence in Ohio such as, a lease, rental agreement, or mortgage.

**(E-2) Military Exception**-- A person who enters and remains upon active duty status in the U.S. military while a resident of Ohio for all other legal purposes (and his or her dependents) shall be considered a resident of Ohio for tuition purposes as long as Ohio remains the state of that person's domicile. Complete a *Request for Resident Classification for Tuition Purposes* application and submit the following:

1. Verification of Ohio Home of Record – acceptable documents include: enlistment papers, DD214 (discharge papers), State of Legal Residency Form dated at least 12 months prior to intended enrollment, a letter from the base personnel officer verifying your HOR, most recent Leave and Earnings Statement (LES) or most recent W-2.

**(E-3) Military Exception**-- A person on active duty status in the United State military who is both stationed and residing in Ohio (and his or her dependents) shall be considered a resident of Ohio for tuition purposes. To apply, complete a *Request for Resident Classification for Tuition Purposes* application and submit a copy of your current military orders verifying that you are stationed in Ohio.

For dependent students under either type of military exception, complete a *Request for Resident Classification for Tuition Purposes* application and submit the document(s) requested above and verification of your dependent status. For a dependent child, submit a letter from your parent that indicates whether or not you have been claimed as a dependent for tax purposes (copy of most recent federal income tax return, showing dependent section). For a dependent spouse, submit a copy of the marriage license/ certificate.

**(E-4)**– A person who is transferred by his or her employer beyond the territorial limits of the 50 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 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. Complete a *Request for Resident Classification for Tuition Purposes* application and submit the document(s) requested below:

1. A statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred.
2. A copy of the employees' Ohio tax return for the previous tax year.
3. For a dependent child, submit a letter from your parent that indicates whether or not you have been claimed as a dependent for tax purposes (copy of most recent federal income tax return, showing dependent section). For a dependent spouse, submit a copy of your marriage license/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 person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment. Complete a *Request for Resident Classification for Tuition Purposes* application. A **dependent student** must provide letter from employer(s) verifying your parent has worked in Ohio at least four months during each of the three previous years, Certificate of Eligibility from Ohio Migrant Education Center that certifies dates of employment or dependence (if necessary); or letter from Ohio Department of Jobs and Family Services Office of Migrant Services / Workforce Development, along with a copy of your parents' most recent federal income tax return, showing the dependent section. An **independent student** must provide letter from employer(s) verifying you have worked in Ohio at least four months during each of the three previous years; Certificate of Eligibility from Ohio Migrant Education Center that certifies dates of employment or dependence (if necessary); or letter from Ohio Department of Jobs and Family Services Office of Migrant Services / Workforce Development.

**(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 as residents of Ohio while in service and upon completion of service in the community service position (VISTA, AmeriCorps, City Year, Peace Corps or working for an elected or appointed public official for a period of time not exceeding 24 consecutive months). Complete a *Request for Resident Classification for Tuition Purposes* application and provide supporting documentation, which includes but is not limited to, an Ohio driver's license, your prior and current residence in Ohio and proof of community service.

**(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. You should submit, in addition to the *Request for Resident Classification for Tuition Purposes* application and other supporting documentation, a notarized letter of support and appropriate documentation from your parent or legal guardian that contains the following information:

1. Your name, social security number and the amount and type of financial support they provide you.
2. Number of years parent or legal guardian has lived in Ohio (copies of deeds or rental agreement(s) or lease(s) for the preceding 12 consecutive months).
3. Number of years parent/legal guardian has paid taxes in Ohio and include a copy of their most recent Ohio personal income tax return.

**(E-8)**– A person who is a member of the Ohio National Guard, and his or her spouse and dependents shall be considered residents of Ohio while the person is in Ohio National Guard service. To apply, complete a *Request for Resident Classification for Tuition Purposes* application, submit a copy of your enlistment papers. For a dependent child, submit a copy of your most recent federal income tax return, showing dependent section. For a dependent spouse, submit a copy of your marriage license/certificate.

**INTERNATIONAL STUDENTS**– Students who are U.S. citizens, Permanent Resident Aliens, Political Asylees or Political Refugees, or students who hold an A, E, G, H, I, L, O, P, R, TC, TD, TN or V visa **may apply to be reviewed** for in-state residency according to the guidelines above. International Students **who hold B, C, D, F, J, K, M or U 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 Board of Regent's Guidelines and is also a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or holds an A, E, G, H, I, L, O, P, R, TC, TD, TN or V 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, K, M or U 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).

**PROCEDURES**– If you are a new student appealing your nonresident status at the time of your admission, you should apply for residency at your admitting office. Regional Campus students should apply at their campus. Current and former Kent Campus students should apply for residency at the One Stop for Student Services. *Communication regarding the student's residency request will be sent via email using the student's kent.edu address.* Please note that you are expected to make **full payment** (including nonresident fees) by the appropriate payment due date. Payment deadlines cannot be waived or extended while your residency is being reviewed. **Retroactive residency determinations cannot be made for tuition surcharge purposes.**

Application materials and all required documentation **must be submitted by the following deadlines** in order to be reviewed for the desired semester:

**Fall Semester**–July 15

**Spring Semester**– January 5

**Summer Semester**–May 1

Any student denied classification or reclassification may appeal the denial to the Residency Appeals Committee by submitting a written request to the office that reviewed their *Request for Resident Classification for Tuition Purposes* within fourteen calendar days of their denial notification.

**INSTRUCTIONS FOR COMPLETING A  
REQUEST FOR RESIDENT CLASSIFICATION FOR TUITION PURPOSES**

Kent State University  
P.O. Box 5190, Kent, Ohio 44242-0001

Any student classified as a nonresident of the state of Ohio for tuition purposes may apply for resident status by submitting this *Request for Resident Classification for Tuition Purposes*. Each application will be reviewed in accordance with the Ohio Administrative Code 3333-1-10 and the criteria established by the Ohio Board of Regents Guidelines for Residency for State Subsidy and Tuition Surcharge Purposes. **The intent of the guidelines is to exclude from residency those who are in Ohio primarily for educational purposes.**

To qualify for Ohio residency for tuition surcharge purposes, a person is expected to have acted as a citizen of the state in every way by living in Ohio no less than 12 consecutive months immediately preceding enrollment, qualifying and voting in Ohio elections, registering your car in Ohio (if applicable), obtaining an Ohio driver's license (if applicable), and recognizing an obligation to file Ohio tax returns as required.

Students classified as nonresidents at the time of their admission to the university may appeal the classification to the Director of Admissions or appropriate admitting officer. Regional Campus students should apply at their campus. Matriculated students classified as nonresidents may appeal the classification by printing and completing this application and providing the required documentation to the One Stop for Student Services.

Carefully read all instructions before completing the form. After completing the form, you must have your request notarized. Communication regarding the student's residency request will be sent via email using the student's kent.edu address. Failure to provide all required documentation and notarization will delay consideration, as your application may be returned to you. This form is considered a registration document, and any falsification or purposeful omission on this form could be cause for your removal from the university in accordance with the Kent State University *Student Conduct Policy* found in the *University Policy Register*.

Because requests for residency **must be approved prior to the first day of classes of the academic term for which you desire reclassification**, application materials and all appropriate documentation **must be submitted by the following deadlines** in order to be reviewed for the desired semester. **Retroactive residency determinations cannot be made for tuition surcharge purposes.**

Fall Semester: July 15

Spring Semester: January 5

Summer Semester: May 1

Type or legibly print all answers to questions 1 through 11. The numbers below correspond to appropriate items in the form.

- 1.—6. Fill in the appropriate information and attach documentation.
7. List and **provide documentation of your residence(s)** beginning one year preceding the date you began living in Ohio through the present.
8. List and **provide documentation your sources of support.**
9. 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 24 years of age and under must provide a copy of their parents' most recent federal income tax return, showing the dependent section.**
10. Fill in the total amounts of your expenses for the 12-month period **immediately preceding** the semester for which you are requesting reclassification.

After you complete the application, you must have your request notarized. A notary is available in the One Stop for Student Services.

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

- **Employment:** Photocopies 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. (For example, students applying for Fall Semester 2009 should provide a copy of their August 2009, August 2008 and August 2007 savings account statements.)
- **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.
- **Fee Payment Authorization:** List any fee authorizations/waivers received during the 12-month review period. **Please provide a copy of your award letter.**
- **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).

