



Cleveland State University

Residency Petition for Tuition Purposes

PROCEDURES

Any student classified as a nonresident of the state of Ohio for tuition purposes may apply for resident status by submitting this Petition for Residency. 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 Purposes.

THE INTENT OF THE GUIDELINES IS TO EXCLUDE FROM RESIDENCY THOSE PERSONS WHO ARE PRESENT IN THE STATE OF OHIO PRIMARILY FOR THE PURPOSE OF RECEIVING THE BENEFIT OF A STATE-SUPPORTED EDUCATION.

TUITION: 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 purposes. Please file early because it can take 3-4 weeks to process a residency petition. You will need to submit only pages 2 through 4.

INSTRUCTIONS FOR COMPLETING THE RESIDENCY PETITION FOR TUITION PURPOSES

Carefully read all instructions before completing the form. Complete and submit all parts of the application. This form is considered an official document.

Type or legibly print all answers to questions 1 through 14. The numbers below correspond to appropriate items.

- 1-6.** Fill in the appropriate information and attach documentation.
- 7-9.** Explain and document all sources of your support. The minimum documentation required for common sources of income is listed below.

Additional documentation may be requested. Submit all documents that apply to your case.

- **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 period of review, 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 period of review. Documentation is required to verify all source(s) of your existing savings, or deposits to existing accounts.
- **Scholarships and Grants:** List any scholarships and grants you received during the preceding 12-month period of review 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 period of review, 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.
- **Parental Contribution:** If your parents 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 period of review, 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.
- **VA Benefits, Social Security Benefits:** If you have used Veterans Administration, Social Security, unemployment, or welfare benefits, those agencies must verify, in writing, the amount and type of support you received during the 12-month period of review.
- **Other:** List and describe any other income sources used during the 12-month period of review. Please provide complete and appropriate documentation for the income source(s).

Provide all documentation from all sources of financial support you received, used, or anticipate using or receiving during this 12-month period.

- 10.** Attach copies of lease and/or mortgage agreement(s) for all residence(s) during the past 12 month period. Fill in the total amounts of your income and expenses for the 12-month period immediately preceding the semester for which you are requesting in-state tuition.
- 11.** Indicate all persons who claimed you on their past year's federal income tax return(s). If you claimed yourself, answer "yes" in the first question and attach copy of tax form. For any case, you must attach a copy of the federal income tax return from the last calendar year. Students under 24 years of age must provide a copy of their parents' most recent federal income tax return, showing the dependent section.



Cleveland State University Residency Petition for Tuition Purposes

Date of Application: ___ / ___ / ___ Which semester are you petitioning for: _____

1. Identification

Name: _____ CSU ID: _____ SSN: _____
First M.I. Last

Address: _____

Date of Birth: ___ / ___ / ___ Place of Birth (city & state): _____

Gender: F ___ M ___ Length of residence in Ohio: From: _____ To: _____

2. Marital Status:

Single: _____
Married: _____ Date of Marriage: ___ / ___ / ___

3. Student Enrollment:

Full-time: _____
Part-time: _____

Law and Undergraduate students:
Full-time = 12 credit hours or more per semester
Part-time = 11 credit hours or less per semester

Graduate Students (Masters and Doctorate Programs):
Full-time = 08 credit hours or more per semester
Part-time = 07 credit hours or less per semester

4. Ohio Board of Regents Residency Rules

Select the rule or exception you qualify for at the time of this application. Please give a short explanation why.

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

5. Citizenship:

Are you a citizen of the United States of America?
Yes ___ No ___ If not, specify _____
Type of Visa: _____

6. Resident for all other legal purposes, A copy must be included:

Registered to vote? Yes ___ No ___
Do you have an Ohio driver's license? Yes ___ No ___
Do you own a car? Yes ___ No ___
Do you have an Ohio car registration? Yes ___ No ___

7. Financial Support

Are you self-supported? Yes ___ No ___ If yes, please skip to section 8. If not, please indicate source of support:

Name: _____

Address: _____

Relationship with the applicant: _____ Go to section 9.

In case of legal guardian, submission of court documents will be required to prove guardianship

8. Self-support/Employment Information

Have you been entirely self-supporting the past 12 months? Yes _____ No _____ If yes, please indicate:

Name of employer: _____

Location of employer: _____

Dates employed: From: ____ / ____ / ____ To: ____ / ____ / ____

Additional employers can be entered on additional pages.

Have you been transferred by your employer out of the U.S. while working in the state of Ohio?

Yes _____ No _____ If yes, please indicate:

Dates: From: ____ / ____ / ____ To: ____ / ____ / ____

Attach statement on employer's letterhead indicating the employee was an Ohio Resident at the time of being transferred.

9. Other Sources of Support

Include all money received during the last 12 months and fully document your sources. This includes income by spouses and parents.

Source	Yearly Amount (\$)
a) Employment	_____
b) Savings (attach opening statement)	_____
c) Veteran's Benefits	_____
d) Social Security Benefits	_____
e) Spouse's Employment	_____
f) Parental Contribution	_____
g) Ohio Loans or Grants (attach award letter)	_____
h) Federal or other Loans (attach award letter)	_____
Total	_____

For Parental Contribution, please indicate parents' current address:

Number and street: _____

City, State, Zip Code: _____

Telephone number: _____

10. Address and Living Expenses Information

a) Have you been a resident of Ohio for the preceding 12 months?

Yes _____ No _____ If yes, please indicate

Number and street: _____

City, State, Zip Code: _____

Telephone number: _____

Are you responsible for the rent or purchase of your residence?

Yes _____ No _____ If yes, please specify:

Monthly Rent/Mortgage: \$ _____

Applicant's Share: \$ _____

b) Are you personally responsible for your food and miscellaneous expenses?

Yes _____ No _____ If yes, please complete

Monthly Expenses	Amount (\$)
Food	_____
Clothing	_____
Auto Payments	_____
Auto Insurance	_____
Health Insurance	_____
Recreation	_____
Other	_____
Total	_____

10. Address and Living Expenses Information (cont.)

Indicate below the person responsible for providing living and miscellaneous expenses if other than the person indicated as source of support in Section 7.

Name: _____

Address: _____

Telephone number: _____

Relationship with the applicant: _____

11. Ohio Income Tax

Have you filed an Ohio income tax within the previous 12 months? Yes _____ No _____ If yes, attach copy of form

If not, please answer the following questions:

Did the person you listed as source of support claim you as a dependent last calendar year? Yes _____ No _____ If yes, attach copy of form

Has any other person claimed you as a dependent for income tax purposes for this year? Yes _____ No _____ If yes, attach copy of form

Did the person who is supporting you file an Ohio income tax within the previous 12 months? Yes _____ No _____ If yes, attach copy of form

12. Military Duty

a) Are you, your spouse or your parents on active duty? Yes _____ No _____

If yes, please attach copy of official military orders showing current active duty status in Ohio. In case of dependent students, this document must be accompanied with Statement of Parents or Legal Guardian Form.

b) Have you, your spouse or your parents been discharged from active duty? Yes _____ No _____ If yes, please indicate:

State of residency before being on active duty: _____

Date of discharge: _____

Attach 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.

13. Community Service

a) Have you, your spouse or your parents worked for VISTA, AmeriCorps, City Year, The Peace Corps, or any similar program as determined by the Ohio Board of Regents, while being a resident of the state of Ohio? Yes _____ No _____

b) Have you, your spouse or your parents been elected or appointed public official, while being a resident of the state of Ohio? Yes _____ No _____

If you answer yes to any of the previous questions, please attach a sworn statement from the community service group verifying Ohio home of record for individual. In case of dependent students, this document must be accompanied with Statement of Parents or Legal Guardian Form.

14. Marital Hardship

Have you taken legal steps to end your marriage and reestablished financial dependence upon a parent or legal guardian? Yes _____ No _____

If yes, please attach a copy of court papers verifying the couple has taken legal steps. Also, attach a Statement of Parents or Legal Guardian Form, showing their intention to provide at least 50% of the financial support for the student.

This petition will be returned if not complete and all the documents required are not included. Residency is not retro-active.

Under penalty of falsification (Ohio Revised Code Sections 2921.13), I declare that all of the foregoing statements made in this Residency Petition, including all accompanying statements and documentation, are true, correct and complete.

Name: _____ Signature: _____ Date: _____

SUMMARY OF THE OHIO BOARD OF REGENTS RESIDENCY REQUIREMENTS FOR TUITION PURPOSES

As a state of Ohio assisted institution, Cleveland State University is obligated to comply with the law established by the Ohio legislature and charged to the Ohio Board of Regents in regard to verifying residency status and assessing tuition costs for each student. The Residency Officer reviews a student's residency application in accordance with the *Ohio Student Residency Subsidy and Tuition 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.**

RULES AND MINIMUM DOCUMENTATION REQUIRED FOR APPLYING:

C-1: Dependent Student

You are a student whose spouse, or are a dependent student, at least one of whose parent or legal guardian has been a resident of Ohio for 12 consecutive months prior to the start of the semester for which you are applying for residency. If 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 Residency Petition for Tuition Purposes 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, social security number and the amount and type of financial support they provided you during the 12-month period of review.
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 personal 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. If you satisfy all of the following criteria you may be classified as a resident upon submission of the Residency Petition for Tuition Purposes 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 must provide a copy of their parent(s) most recent federal and state income tax return or a notarized statement that they did not claim you.
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 winter break, spring break, and three weeks during the summer. You must have a lease, rent receipts, property settlement or deed, 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 preceding 12-month period of review 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 all your sources of income used during the 12-month period of review 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 and 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 Residency Petition for Tuition Purposes and submit the following documents for review by the established deadline:

1. A letter from the employed person's employer, on company letterhead that indicates: Name of the employed person, date employment began if employed full-time and base salary amount.
2. Documentation that an Ohio domicile has been established by the parent, legal guardian or spouse:
 - a. Copy of deed or property settlement verifying purchase of house in Ohio, or rental agreement or lease.
 - b. Copy of their Ohio Driver's License(s)
 - c. Copy of their Ohio vehicle registration(s)
 - d. Copy of their Ohio voter registration (optional)

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.
 - b. If you are dependent upon a spouse who is employed full-time, submit a copy of your marriage license/certificate.

E-1: PROVISIONAL 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 Provisional 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. Under Provisional Residency, you must be a part-time student. You are limited to 11 credit hours if you are an undergraduate student or a law student and 7 credit hours for a graduate student, or you will be billed as a non-resident for all hours. If you qualify as a Provisional Resident you should complete the Residency Petition for Tuition Purposes and submit the following documents certifying your permanent residence in Ohio, including:

1. One of the following to verify that you have established an Ohio domicile:
 - a. A copy of a rental agreement/lease for the 12 consecutive months of review for an apartment/house, or a copy of the closing statement or deed verifying the purchase of a home.
2. Notarized letter from employer on letterhead stating:
 - a. Date your employment began, number of hours per week you work and your rate of pay per hour, week or year.
 - b. Copy of your most recent pay stub.

E-2: MILITARY EXCEPTION

If you enter and remain upon active duty status in the U.S. military while a resident of Ohio, for all other legal purposes you and your dependents shall be considered a resident of Ohio as long as Ohio remains the state of that person's domicile. Complete the Residency Petition for Tuition Purposes and submit both of 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, or a letter from the base personnel officer verifying your HOR.
2. Documentation verifying that Ohio income taxes have been paid during the 12-month period prior to enrollment – submit your most recent W-2 and/or most recent Leave and Earnings Statement (LES).

E-3: MILITARY EXCEPTION

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. To apply, complete the Residency Petition for Tuition Purposes 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 the Residency Petition for Tuition Purposes 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 the Residency Petition for Tuition Purposes and submit it with 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 employee's 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 the Application for Resident Classification for Tuition Purposes. A dependent student must provide a letter from employer(s) verifying that 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 a 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 the Residency Petition for Tuition Purposes 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 Residency Petition for Tuition Purposes 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 that 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 who is domiciled in Ohio, 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 the Application for Resident Classification for Tuition Purposes, submit a copy of your enlistment papers and documentation of your domicile in Ohio (copy of deed, rental agreement or lease). 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 or TN visa may apply to be reviewed for in-state residency according to the guidelines above. International Students 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 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 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 for tax purposes since birth