



All-in-1 Enrollment Services

2121 Euclid Avenue, BH 116
Cleveland, OH 44115

For more information, please visit the website, call, or email:

<https://www.csuohio.edu/registrar/ohio-residency>

CALL: 216-687-5411

EMAIL: allinone@csuohio.edu

Ohio Residency Petition

Instructions: Please read and carefully consider all the questions before answering. This application must be submitted with supporting documents. Determine which exception category (listed on pages 6-8) meets your personal circumstances and provide the information and listed documents for your chosen category. Petitions must be signed with an actual signature (by hand, stylus, or mouse). Petitions may be emailed to allinone@csuohio.edu or submitted in person to BH 116.

All students must complete sections 1 and 2, and then either section 3a or 3b.

Deadline: Petitions and all supporting documents must be received **ON OR BEFORE THE LAST DAY TO WITHDRAW from classes for the semester in which you are petitioning for residency**. Use the published Academic Calendar to find the Last Day to Withdraw, online at <https://www.csuohio.edu/registrar/academic-calendar>.

PLEASE PRINT CLEARLY (*DENOTES A REQUIRED FIELD)

1. Personal Information

*Name (Legal FIRST and LAST names required):

*CSU ID: _____ *Last 4 digits of your Social Security Number: _____

*Date of Birth (mm/dd/yyyy) ____/____/____

*Marital Status (check one): ☐ Single or ☐ Married (Marriage date: Month ____ Year ____)

*Primary Telephone Number: _____

*Email address _____

*Mailing Address: Street: _____

City, State: _____ Zip Code: _____

*First term and year in attendance at CSU: Fall ____ Spring ____ Summer ____

*Term and year for which residency is requested: Fall ____ Spring ____ Summer ____

2. Citizenship/Immigration Status

*Are you a citizen of the United States (check one)? ☐ Yes ☐ No

- *If "No", what type of visa do you hold?

☐ Permanent Resident Alien

Permanent Resident Alien visa number: A-_____ Date issued: ____/____/____

☐ Visa

Visa type: _____ Date issued: ____/____/____

☐ Other: _____

3. Residency Categories

a) State of Ohio higher education residency incentives

C8 – Forever Buckeye (Ohio high school graduates)

C11 – Ohio 4 Year undergraduate college/university graduates immediately entering an Ohio graduate school

Please provide the following in support of the petition:

- Copy of current immigration or Visa status (if non-citizen)
 - For example: I-589, I-797, I-94 etc.
 - Do not provide Employment Authorization Card, as it is not indicative of applicable immigration/visa status.
 - **Refer to the International Student Eligibility & Instructions section of this petition to ensure your status meets eligibility requirements (page 7).**
- Copy of final Ohio high school transcript (C8 only)
- Copy of final Ohio college/university transcript (C11 only)
- Copy of documentation of Ohio domicile
 - Signed copies of rental agreement, lease, and/or county property record for property owned
 - *If student is NOT listed on any of the domicile documents, then a notarized statement from the person with whom he/she is residing is also required*

Student Signature (Categories C8 or C11 only)

With the signing and submission of this document, I hereby verify my status as a bona fide resident of the State of Ohio as defined by the Ohio Department of Higher Education for the purposes of assessing tuition and fees.

Signature: _____ Date ____/____/____

Category C8 and C11 students STOP HERE; all other students, please continue to section 3b.

b) Ohio Department of Higher Education exception category

*Refer to pages 4 - 6 and review the exception categories defined by regulations from the Ohio Revised Code for Ohio Residency for Tuition Purposes.

Determine the category under which you are petitioning for residency and circle it below.

C1 C2 C3 C4 C7 E1 E2 E3 E4 E5 E6 E7 E8

- Please provide the following in support of the petition:
 - Copy of Ohio driver license or Ohio state ID
 - Military Exception Categories (page 7) may not require this item
 - Copy of current immigration or Visa status (if non-citizen)
 - For example: I-589, I-797, I-94 etc.
 - Do not provide Employment Authorization Card, as it is not indicative of an applicable immigration/visa status
 - Refer to the International Student Eligibility & Instructions section of this petition to ensure a status meets eligibility requirements (page 7).
 - Copy of documentation of Ohio domicile for the last 12 consecutive months
 - Signed copies of rental agreement, lease, and/or county property record for property owned.
 - *If student is NOT listed on any of the domicile documents, then a notarized statement from the person with whom he/she is residing is also required*
 - Additional documents specific to the student's chosen exception category. See the required documents for each category on pages 6-8 of this petition.
- Please complete the following:
 - **Ohio Domicile History**
 - *Date present address was established (mm/dd/yyyy): ____/____/____
 - *Date entered Ohio (mm/dd/yyyy): ____/____/____
 - *Domicile history for 24-month period preceding above address:

Prior Address _____

From Month/Year _____ To Month/Year _____

Prior Address _____

From Month/Year _____ To Month/Year _____

If necessary, attach additional domicile history as a separate document.

○ **State Identification**

- *Do you have an Ohio driver license or Ohio state ID (check one)? ☐ Yes ☐ No
- *Do you have a driver license or state ID from any other state (check one)? ☐ Yes ☐ No
 - If “Yes”, where? _____

○ **Income, Financial Support and Expenses**

- *Are you personally responsible for all your monthly expenses (check one)? ☐ Yes ☐ No
- If “Yes”, please list your monthly expenses that only you pay:
 - Rent/Mortgage: _____
 - Utilities: _____
 - Food/Necessities: _____
 - Auto payments/Insurance: _____
 - Other / Miscellaneous: _____
 - Total monthly expenses:** _____

*List all sources of income and financial support received during the 12-month period preceding the start of the semester for which you are petitioning for residency (e.g. employment, spouse’s employment, parental contribution, loans, savings, financial aid, etc.). Please be prepared to document your income sources, which could include bank statements, paystubs, letters from employers, financial aid award letters, etc.

○ **Tax History**

- *Have you filed an Ohio personal income tax return for the past 12 months (check one)?
☐ Yes ☐ No
- *Who claimed you as an exemption on the past year’s federal income tax return (check one)?
☐ Yourself ☐ Another Person

- *If “Another Person” please provide the following information:

○ Relationship to You (check one): ☐ Parent ☐ Spouse

○ Name: _____

○ Address: _____

○ Will this person claim you on next year’s tax return (check one)?

☐ Yes

☐ No

Student Signature (Categories C1, C2, C3, C4, C7, E1, E2, E3, E4, E5, E6, E7, or E8 only)

With the signing and submission of this document, I hereby verify my status as a bona fide resident of the State of Ohio as defined by the Ohio Department of Higher Education for the purposes of assessing tuition and fees.

Signature: _____ Date ____/____/____

Please Note: Additional information or documentation may be requested by the university after the initial review is complete.

See following pages for information and residency categories, and required documents

Information on Residency Categories and Required Documents

OHIO DEPARTMENT OF HIGHER EDUCATION EXCEPTION CATEGORIES & CORRESPONDING REQUIRED DOCUMENTS

C1: STUDENTS DEPENDENT ON A PARENT, SPOUSE, or LEGAL GUARDIAN WHO IS AN OHIO RESIDENT

- Copy of Ohio driver license or state of Ohio ID card of parent, spouse, or legal guardian.
 - Copies of current immigration or Visa status for parent, spouse, or legal guardian.
- Copy of marriage certificate (if residency is based on spouse).
- Copy of parent, spouse, legal guardian Ohio tax return and Federal tax return for most recent tax year(s) showing student as a dependent.
- Proof of parent, spouse, or legal guardian's employment (copies of most recent pay stubs - last 4 weeks is sufficient).

C2: INDEPENDENT STUDENTS

- Copy of student's Ohio tax return and federal tax return for most recent tax year(s)
- If the student is 25 years of age, or younger, then, a copy of parent or legal guardian federal tax return for most recent tax year(s) showing the student is NOT claimed as a dependent.
- Proof of student's employment (most recent pay stubs - last 4 weeks is sufficient).

TEMPORARY & PROVISIONAL RESIDENCY EXCEPTION CATEGORIES

This section of temporary residency exception categories requires a new petition for permanent residency once the student and the person to whom they are financially dependent have lived in Ohio for 12 months and in some cases, requires recertification every semester.

C3: TEMPORARY RESIDENCY - STUDENTS DEPENDENT UPON A PARENT, SPOUSE, or LEGAL GUARDIAN THAT IS EMPLOYED FULL-TIME IN OHIO

- Copy of parent or spouse's Ohio driver license or Ohio state ID
- Letter from the student's parent/spouse's employer, printed on that organization's letterhead stationery, affirming their full-time employment and specifying of transfer or hiring
- Copy of parent/spouse's pay stub showing year-to-date earnings and Ohio tax withholding
- Copy of marriage certificate (if residency is based on spouse)
- Copy of parent/spouse's federal & state tax returns for the most recent tax year

E1: PROVISIONAL RESIDENCY - GAINFUL EMPLOYMENT IN OHIO WHILE PURSUING A PART-TIME EDUCATIONAL PROGRAM

- Letter from the student's employer, printed on that organization's letterhead stationery, affirming their employment and specifying student's date of hire, current salary, and the minimum number of hours they are required to work each week
- Copy of student's most recent pay stubs from all employers showing year-to-date earnings and Ohio tax withholding

E4: OHIO RESIDENTS TRANSFERRED OUT OF THE US BY THEIR EMPLOYER

- Letter from employer, printed on that organization's letterhead or business stationery, affirming that the employee was an Ohio resident at the time of the transfer, date employee was transferred outside of the United States, anticipated date of return to the United States/duration of assignment, and employer contact information
- Copy of employee's federal & state tax returns for the most recent year
- Copy of marriage certificate (if residency is based on spouse)

E5: MIGRANT WORKERS

- Letter from the Ohio Department of Job and Family Services verifying that the migrant worker has been working in Ohio at least four months during each of the previous three years
- Copy of employee's federal & state tax returns for the most recent year

- Copy of marriage certificate (if residency is based on spouse)

E6: OHIO RESIDENTS WHO ARE COMMUNITY SERVICE WORKERS

- Copy of tax form for the year prior to entering the community service organization and a letter from the community service organization verifying the start and end dates in the program (VISTA, AmeriCorps, City Year, Peace Corps, Teach for America)
- Copy of employee's federal & state tax returns for the most recent tax year
- Copy of marriage certificate (if residency is based on spouse)

E7: TEMPORARY RESIDENCY - MARITAL HARDSHIP (This category of temporary Residency requires recertification every semester.)

- Copy of court papers verifying that legal action to end the marriage has been taken
- Notarized letter that includes the following information: dates you or your parent/legal guardian has lived in Ohio, and the years you or your parent/legal guardian has paid taxes in Ohio
- Copy of parent's/legal guardian's Ohio personal income tax return (pages 1 and 2) for the most recent tax year

EXCEPTIONS FOR MILITARY STUDENTS

C4: VETERANS

- Copy of Ohio driver license or state of Ohio ID card.
- Military DD-214 member 4 to show Honorable Discharge or Medical Separation with 1-Year of Active Service.
- Additional documentation for dependents:
 - SPOUSE: Marriage Certificate as proof of marriage
 - DEPENDENT CHILD: Veteran's Federal tax return or tax return transcript for the previous year.

E2: OHIO RESIDENTS ON ACTIVE DUTY IN THE MILITARY

- Military LES (leave and earning statement) showing Ohio as home of Record.
- Additional documentation for dependents:
 - SPOUSE: Marriage Certificate as proof of marriage.
 - DEPENDENT CHILD: Veteran's Federal tax return or tax return transcript for the previous year.
 - Valid government issued identification for student and spouse (if applicable).

C7: VOCATIONAL REHABILITATION & EMPLOYMENT

- Military DD-214 member 4 to show Honorable Discharge or Medical Separation with 1-Year of Active Service
- Certificate of BVR eligibility.

E3: ACTIVE-DUTY MILITARY STATIONED IN OHIO

- Valid government issued identification.
- Military active-duty orders verifying station in Ohio.
- Additional documentation for dependents:
 - SPOUSE: Marriage Certificate as proof of marriage.
 - DEPENDENT CHILD: Veteran's Federal tax return transcript for the previous year.

E8: OHIO NATIONAL GUARD

- Valid government issued identification for student and spouse.
- A copy of 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:
 - SPOUSE: Marriage Certificate as proof of marriage.
 - DEPENDENT CHILD: Veteran's Federal tax return transcript for the previous year.

INTERNATIONAL STUDENT ELIGIBILITY & INSTRUCTIONS

If the student is financially independent:

The student must be a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, K-3, K-4, L, N, NATO 1-6, O, P, R, S, T, TN, TD, TPS, U, or V visa to be considered for Ohio in-state residency.

- If the student holds a B, C, D, F, J, K-1, K-2, M, NATO 7, Q, or TWOV visa, the student is not eligible for Ohio in-state residency.
- If the student's immigration status is pending (for green card, asylum, or refugee status), the student is not eligible for Ohio in-state residency unless their most recent immigration status prior to entering pending status, was an eligible status to receive the in-state tuition subsidy benefit (prior status was this visa type: A, E, G, H, I, K-3, K-4, L, N, NATO 1-6, O, P, R, S, T, TN, TD, TPS, U, or V visa).

If the student is financially dependent upon a spouse, parent, or legal guardian:

The student must hold an F, K-1, K-2, or M visa and be financially dependent upon their spouse, parent, or legal guardian to be considered for Ohio in-state residency.

- The person the student is dependent upon must be a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, K-3, K-4, L, N, NATO 1-6, O, P, R, S, T, TN, TD, TPS, U, or V visa and be a bona fide Ohio resident (a bona fide Ohio resident is defined as a person who meets the criteria established in the Ohio Department of Higher Education Rules) for the student to be considered for Ohio in-state residency.
- If the person the student is dependent upon holds a B, C, D, F, J, K-1, K-2, M, NATO 7, Q, or TWOV visa, then the student is not eligible for Ohio in-state residency.
- 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.)

Required documentation in addition to that required based upon your checklist category (C1 through E7):

- A copy of the student's entire immigration paperwork, I-94, and visa
- If student is dependent upon a spouse, parent, or legal guardian, a copy of that person's entire immigration paperwork, I-94, and visa, US Passport, or Naturalization certificate
- If the student is dependent upon a parent, spouse, or legal guardian, a copy of that person's most recent federal and Ohio Income Tax returns showing the student claimed as a dependent
- If student is not dependent upon a parent, spouse, or legal guardian, and they are 25 years of age or under
 - Then a copy of the student's parent(s) or legal guardian's federal income tax returns showing the student was not claimed as a dependent
 - If parent(s) or legal guardian are not in the US and are not required to file a US federal income tax return
 - Then a notarized statement or affidavit from the parent(s) or legal guardian stating that they are the parent or legal guardian of the student, their current location and how long they have lived there, the date they were last in the US (if ever), and the details regarding US income and taxation requirements.
- If the student is dependent upon a spouse, a copy of their marriage certificate

Note: 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).