

Ohio Residency Application



Cleveland State University
Campus411/All-in-One Enrollment Services

2121 Euclid Ave BH 116
Cleveland OH 44115

FOR INFORMATION, CALL: 216-687-5411

OR EMAIL: allinone@csuohio.edu

INSTRUCTIONS: Please read and carefully consider all of the questions before answering. This application must be submitted with supporting documents as outlined on the checklist.

DEADLINE: PETITIONS MUST BE RECEIVED ON OR BEFORE THE LAST DAY TO WITHDRAW FROM CLASSES FOR THE SEMESTER WHICH YOU ARE PETITIONING FOR RESIDENCY.

PLEASE SEE ACADEMIC CALENDAR FOR DATES : <http://www.csuohio.edu/enrollmentservices/registrar/calendar/>

PLEASE PRINT CLEARLY

*** DENOTES A REQUIRED FIELD**

CSU ID: _____

*NAME (Legal name required):

LAST FIRST MI FORMER NAME

*Last 4 Numbers of Your Social Security Number: _____ *Date of Birth (mm/dd/yyyy): ____/____/____

*Marital Status: Single Married: Month _____ Year _____

*Present Address: _____
NUMBER AND STREET APT NUMBER

CITY STATE ZIP CODE

*Date present address was established (mm/dd/yyyy): ____/____/____

*Date entered Ohio (mm/dd/yyyy): ____/____/____

*Daytime Telephone Number:(____) _____ Evening Telephone Number:(____) _____

*History of residence for 24-month period preceding above address:

<u>Number and Street</u>	<u>City and State</u>	<u>From: Month/Year</u>	<u>To: Month/Year</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Please indicate the year of:

*First term in attendance at CSU Fall ____ Spring ____ Summer ____

*Term for which residency is requested Fall ____ Spring ____ Summer ____

*Do you have an Ohio driver's license or state ID? Yes No

*Do you have a driver's license or state ID from any other state? Yes No

• *If "Yes", where? _____

*Do you own a car? Yes No

*Is it currently registered in Ohio? Yes No

*Are you a citizen of the United States? Yes No

• *If "No", what type of visa do you hold? Permanent Resident Alien Student Other: _____

International Students: Please see the International Student Eligibility & Instructions section on page 6 of this document.

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

*In what state are you registered to vote? _____

*Have you registered to vote outside Ohio within the past 12 months? Yes No

*If "Yes", which state? _____

PLEASE PRINT CLEARLY

***RESPONSE REQUIRED**

*List all sources of financial support received during the 12-month period preceding the start of the semester for which you are applying for residency (e.g. employment, spouse's employment, parental contribution, loans, savings, financial aid, etc.). Please be prepared to substantiate with documents, including bank statements, paystubs, letters from employer, financial aid award letter, etc.

*Are you personally responsible for all of your monthly expenses? Yes No

*Have you filed an Ohio personal income tax statement for the past 12 months? Yes No

*Who claimed you as an exemption on the past year's federal income tax return? Self Other

*If "Other": Name: _____ Relationship: _____ Year: _____

ADDRESS

CITY

STATE

ZIP CODE

*Will this person claim you on the next year's tax return? Yes No

*Substantiate by attaching a photocopy of the latest IRS Tax Return or Tax Return Transcript. To order a Tax Return Transcript go to: <http://www.irs.gov/Individuals/Get-Transcript>

*Please list your monthly expenses.

Rent and Utilities : _____

Food and Entertainment: _____

Auto payments and Insurance: _____

Other / Miscellaneous: _____

Total Monthly Expenses: _____

Use this space for any comments you wish to make to support your validation of Ohio residency:

*Refer to Ohio Residency Required Documents Checklist and circle the specific section of the regulations from the Ohio Revised Code under which you qualify for residency:

C1 C2 C3 C4 C7 C8 E1 E2 E3 E4 E5 E6 E7 E8

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 Board of Regents for the purposes of assessing tuition and fees.

*Student signature (Required): _____ Date: ____/____/____

OHIO RESIDENCY REQUIRED DOCUMENTS CHECKLIST

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

- Copy of Ohio Driver's License or State of Ohio ID card of BOTH Student and Parent, Spouse or Legal Guardian.
- Copies of current immigration or Visa status for BOTH Student and 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 or tax return transcript for most recent tax year(s) showing student as a dependent.
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS immediately preceding the start of the semester for which you are requesting OH residency: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian.
 - ****If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Proof of employment for Parent, Spouse or Legal Guardian (copies of most recent pay stubs - last 4 weeks is sufficient).

C2: INDEPENDENT STUDENTS

- Copy of Ohio Driver's License or State of Ohio ID card.
- Copy of current immigration or Visa status (if applicable).
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS immediately preceding the start of the semester for which you are applying for a change in residency: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
 - ****If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Student's Ohio tax return and Federal tax return or tax return transcript for most recent tax year(s)
Parent, spouse, legal guardian Federal tax return or tax return transcript for most recent tax year(s).
(required if 25 or under)
- Proof of employment (most recent pay stubs - last 4 weeks is sufficient).

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

- Copy of Ohio Driver's License or State of Ohio ID card for BOTH Student and Parent, Spouse or Legal Guardian.
- Copies of current immigration or Visa status for BOTH Student and Parent, Spouse or Legal Guardian (if applicable).
- Copy of Parent Ohio tax return and Federal tax return or tax return transcript for most recent tax year(s).
- Copy of a marriage certificate (if residency is based on spouse).
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian.
 - ****If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Proof of Employment: A letter from the employer on company letterhead stating:
 - Name of employed person
 - Date the employment began
 - Employee is full-time and the annual salary
- Copies of most recent pay stubs from Parent, Spouse, or Legal Guardian - last 4 weeks is sufficient.
- ***This category of temporary residency 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.***

C8: FOREVER BUCKEYE - OHIO HIGH SCHOOL GRADUATES

- Copies of current immigration or Visa status (if applicable).
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
 - ****If student is NOT listed, a notarized statement from the person whom he/she is residing with is ALSO REQUIRED.**
- Official Ohio high school transcript or a verification letter of graduation on the high school's letterhead in a sealed envelope. Please Note: a copy of a high school diploma or GED (transcript or diploma) is not sufficient proof of high school graduation for proof of residency for tuition purposes.

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

- Copy of Ohio Driver's License or State of Ohio ID card.
- Copy of current immigration or Visa status (if applicable).
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
 - ****If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Most recent pay stubs showing earnings of at least \$300 per week (last 4 weeks is sufficient).
- Letter from the student's employer on official company letterhead or a notarized statement that indicates:
 - Student's name and CSU ID number
 - Semester for which the student is applying for E1 residency
 - Date employment began
 - Number of hours student is working per week
 - Rate of pay per hour
- ***This category of temporary residency requires a new petition for permanent residency once the student has lived in Ohio for 12 months.***

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

- Copy of Ohio driver's license or State of Ohio ID card.
- Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred.
- Copy of employee's Ohio tax return for the previous year.
- **For students dependent upon a parent, legal guardian or spouse:** submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
 - Student's name and CSU ID number
 - Dates parent or spouse has lived in Ohio.
 - Number of years parent or spouse has paid taxes in Ohio.
 - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
 - Substantiate by attaching a photocopy of Federal tax return or tax return transcript for spouse, parent, or legal guardian
- **For students dependent upon their spouse:** Submit a copy of marriage certificate.

E5: MIGRANT WORKERS

- Statement from the Ohio Department of Job and Family Services verifying the parent/student/spouse has been working in Ohio at least four months during each of the previous three years.
- **For students dependent upon a parent, legal guardian or spouse:** submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
 - Student's name and CSU ID number.
 - Dates parent or spouse has lived in Ohio.
 - Number of years parent or spouse has paid taxes in Ohio.
 - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
 - Number of years parent or spouse has paid taxes in Ohio. (Attach most recent Ohio tax return).
 - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
 - Substantiate by attaching a photocopy of Federal tax return or tax return transcript for spouse, parent, or legal guardian
- **For married students dependent upon their spouse:** Submit a copy of marriage certificate.

E6: OHIO RESIDENTS WHO ARE COMMUNITY SERVICE WORKERS

- Copy of Ohio driver's license or State of Ohio ID card.
- Copies of current immigration or Visa status (if applicable).
- A signed statement on letterhead from the community service group verifying Ohio home of record for the individual.
- A signed statement on letterhead verifying Ohio home of record for the individual.
- **For students dependent upon a parent, legal guardian or spouse:** Submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following:
 - Student's name and CSU ID number.
 - Dates parent or spouse has lived in Ohio.
 - Number of years parent or spouse has paid taxes in Ohio. (Attach most recent Ohio tax return).
 - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
 - Substantiate by attaching a photocopy of Federal tax return or tax return transcript for parent or legal guardian
- **For married students dependent upon their spouse:** Submit a copy of marriage certificate.

E7: TEMPORARY RESIDENCY - MARITAL HARDSHIP

- Copy of Ohio driver's license or State of Ohio ID card.
- Copies of current immigration or Visa status (if applicable).
- Copy of court papers verifying the couple has taken legal steps to end the marriage.
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian.
- A notarized statement from the parent(s) stating the following:
 - The student's name and CSU ID number.
 - Whether or not the parent(s) are providing more than 50% of the financial support for the student.
 - Length of time they (the parent(s)) have lived in Ohio and paid taxes.
 - Whether they (the parent(s)) are U.S. Citizens or current immigration/Visa status.
 - Substantiate with copies of current immigration or Visa status for parent or legal guardian.
- ***This category of temporary Residency requires recertification every semester.***

MILITARY STUDENTS

C4: VETERANS

- Copy of Ohio Driver's 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.
- Proof of Ohio Domicile as of the first day of the semester for which OH residency is being requested: Signed copies of rental agreement, lease, and/or HUD settlement statement of property owned.
 - ****If student is NOT listed, listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- 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.

C7: VOCATIONAL REHABILITATION & EMPLOYMENT

- Student must be enrolled in a state institution of higher education
- Proof of Ohio Domicile as of the first day of the semester for which OH residency is being requested: Signed copies of rental agreement, lease, and/or HUD settlement statement of property owned.
 - ****If student is NOT listed, listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Military DD-214 member 4 to show Honorable Discharge or Medical Separation with 1-Year of Active Service.
- Certificate of BVR eligibility.

E2: OH 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).

MILITARY STUDENTS (CONT.)

E3: ACTIVE DUTY MILITARY STATIONED IN OHIO

- Valid government issued identification.
- Military active duty orders verifying station in Ohio.
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
 - ****If student is NOT listed, a notarized statement from the person whom he/she is residing with is ALSO REQUIRED.**
- Dependents: (spouse or children) are eligible for in-state tuition with above information.
 - SPOUSE: Provide copy of marriage certificate.
 - DEPENDENT CHILD: Provide copy of veteran's Federal tax return or 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 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), **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 a 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 Board of Regents 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.

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 Visa or Asylee paperwork, US Passport, or Naturalization certificate
- If the student is dependent upon a parent or legal guardian, a copy of that person's Federal and Ohio Income Tax returns showing the student as a dependent for tax purposes.
- If student is 25 years of age or under, a copy of the student's parent(s) or legal guardian(s) state and federal income tax returns
- If the student is dependent upon a spouse, a copy of the marriage certificate