

Ohio Residency Application



Cleveland State University
 Campus411/All-in-One Enrollment Services
 2121 Euclid Ave MC 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

*** RESPONSE REQUIRED**

*** 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: _____

• 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 enrollment (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 D1 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: DEPENDENT ON 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 (if applicable).
- ▶ 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).
- ▶ Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS: 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 whom he/she is residing with is ALSO REQUIRED.**
- ▶ Proof of employment for Parent, Spouse or Legal Guardian (letter on company letterhead (see C3) **and** copies of most recent pay stubs).

C2: INDEPENDENT STUDENT

- ▶ 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: 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.**
- ▶ 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 financial resources for the past twelve (12) months:
income includes: *employment, unemployment benefits, Social Security/SSI, Retirement pay, State benefits (food stamps, WIC, cash benefits), savings, investments, gifts of support from Ohio resident, financial aid*
- ▶ Proof of employment (letter on company letterhead (see C3) **and** most recent pay stubs).

C3: DEPENDENT OF A PERSON 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 whom he/she is residing with is ALSO REQUIRED.**
- ▶ Proof of Employment: A letter from the employer on company letterhead stating:
 - A. Name of employed person
 - B. Date the employment began
 - C. Employee is full-time and the annual salary
- ▶ Copies of most recent pay stubs.

D1: 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. (**Note: a copy of a high school diploma is not sufficient proof of high school graduation**)

E1: GAINFUL EMPLOYMENT IN OHIO PURSUING PART-TIME 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 whom he/she is residing with is ALSO REQUIRED.**
- ▶ Most recent pay stubs showing earnings of at least \$300 per week.
- ▶ Letter from the student's employer on official company letterhead or a notarized statement that indicates:
 - A. Student's name and CSU ID number
 - B. Semester for which the student is applying for E1 residency
 - C. Date employment began
 - D. Number of hours student is working per week
 - E. Rate of pay per hour

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.
- ▶ Dependents: (spouse or children) additionally, submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
 - a. Student's name and CSU ID number
 - b. Dates parent or spouse has lived in Ohio.
 - c. Number of years parent or spouse has paid taxes in Ohio.
 - d. 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***.
- ▶ Copy of marriage certificate (for spouse only).

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 Dependents Only):** Submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
 - a. Student's name and CSU ID number.
 - b. Dates parent or spouse has lived in Ohio.
 - c. Number of years parent or spouse has paid taxes in Ohio.
 - d. Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- ▶ Copy of marriage certificate (for spouse only).

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 Dependents Only):** Submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
 - a. Student's name and CSU ID number.
 - b. Dates parent or spouse has lived in Ohio.
 - c. Number of years parent or spouse has paid taxes in Ohio. (Attach most recent **Ohio tax return**).
 - d. Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- ▶ Copy of marriage certificate (for spouse only).

E7: 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 parents stating the following:
 - a. The student's name and CSU ID number.
 - b. Whether or not they are providing more than 50% of the financial support for the student.
 - c. Length of time they have lived in Ohio and paid taxes.
 - d. Whether they are U.S. Citizens or current immigration/Visa status.

FOR MILITARY STUDENTS ONLY

C4: VETERANS

- ▶ Copy of Ohio Driver's License or State of Ohio ID card
- ▶ Military **DD-214 member 4** to prove *Honorable Discharge or Medical Separation* with **1-Year of Active Service**.
- ▶ Proof of Ohio Domicile as of the first day of a term of enrollment: 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.**
- ▶ Additional documentation for dependents:
 - a. SPOUSE:** Marriage Certificate as proof of marriage.
 - b. DEPENDENT CHILD:** Veteran's **Federal tax return or tax return transcript*** for the previous year.

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:
 - a. SPOUSE:** Marriage Certificate as proof of marriage.
 - b. DEPENDENT CHILD:** Veteran's **Federal tax return or tax return transcript*** for the previous year
- ▶ Valid, government issued identification for student and spouse.

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 and:**
 - a. SPOUSE:** Provide copy of marriage certificate
 - b. 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:
 - a. SPOUSE:** Marriage Certificate as proof of marriage.
 - b. DEPENDENT CHILD:** Veteran's **Federal tax return or tax return transcript*** for the previous year.