

Acceptable Residency Documents

To qualify as a Florida resident for tuition purposes, the student must be able to provide proof of U.S. citizenship, permanent resident, or being lawfully present in the United States.

- U.S. Passport
- U.S. Birth Certificate
- Permanent Resident Card
- Valid Visa
- Florida Driver's License

Students under 24 must submit Parent or Legal Guardians documents, or provide proof of independent status.

- Proof of court ordered guardianship required in addition to the required residency documentation.

Students above the age of 24 will submit their own documents.

Two documents are required; one document **MUST** come from list A. ALL documents must have been issued at least 12 months ago.

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.

List A (must provide at least one document from this list):

- Florida Driver's License or Florida State Identification Card
- Florida Vehicle Registration
- Florida Voter's Registration Card
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment via:
 - proof of evidence of title to property used as primary residence, or a homeowner's policy, or a title insurance policy
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period via:
 - Pay stubs for past 12 consecutive months from a Florida employer, and/or

- Letter of employment verification for the past 12 consecutive months from an employer on business letterhead and signed by a representative or HR. Letter must state the dates of employment and weekly hours hired to work.

List B:

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes
 - The document must have been filed at least 12 months prior to enrollment
- Florida professional or occupational license issued 12 months prior and still active
- Florida incorporation issued 12 months prior and still active
- Proof of membership in a Florida-based charitable or professional organization
- A lease agreement and proof of 12 consecutive months of payments
- Utility bills (water or electricity) and proof of 12 consecutive months of payments.
- Florida State assistance, such as food stamps (SNAP)
- An official state, federal, or court document evidencing legal ties to Florida

Insufficient Documents for Determining Residency:

- Florida concealed weapons permit
- medical marijuana license
- hunting/fishing licenses
- library cards
- shopping club/rental cards
- birth certificate
- passport
- social security card
- automobile insurance policy
- health insurance policy
- immigration/citizenship documents

Exemptions for Automatic Residency:

No additional documents are needed.

- Proof of a homestead exemption via:
 - The previous year's property taxes showing the homestead exemption
- Department of Children and Families Waiver
 - Letter from DCF showing student is/was under Department of Children and Families care
 - The student must be under 28 years of age
- Florida Prepaid
 - Document showing student's name and effective date of aid with Florida Prepaid letterhead
- An Official Florida College transcript showing last attendance within 12 months of enrolling at TSC with a "Resident" of "In-State" classification.

- Note: transcripts must be sent from the school and not by the student

Questions and Answers:

- **Question:** What do I do if I don't want to use my parent's information and I am under 24?
 - **Answer:** You will need to confirm that you are independent. To prove independent status, you must provide one of the following documents in addition to your two proofs of residency: marriage certificate, child's birth certificate, IRS 1040 tax form showing \$6,300, or active-duty military orders.
- **Question:** What if I cannot provide any of these documents and I do not qualify for an exemption?
 - **Answer:** If you cannot provide proof, then you will be marked as nonresident and must pay Out-of-State fees. You will be eligible to reclassify as a Florida resident in the following semester, provided you submit two documents showing 12 months of residency.
- **Question:** How do I know if I qualify for an exemption?
 - **Answer:** Please check our Florida Residency Declaration for Tuition Purposes form on DocuSign by going <https://www.tsc.fl.edu/admissions/forms/> which has a list of exceptions. You can then fill in the form and submit it to us to be considered.
- **Question:** What is reclassification?
 - **Answer:** Reclassification is for current TSC students who were previously marked as non-resident and wish to declare legal Florida residency.
- **Question:** What if I do not have court documents to prove legal guardianship?
 - **Answer:** You can have your guardian use the last three consecutive years of tax returns showing that you were claimed as their dependent.
- **Question:** What if my place of employment does not provide official letterheads?
 - **Answer:** Please obtain a letter on regular paper. We may call your employer or ask for additional verification documents.

You can submit these documents to AR@tsc.fl.edu