



Office of the Registrar - Student Records
Department of Enrollment Management
Division of Student Affairs and Services
University of Cincinnati
PO Box 210060
Cincinnati OH 45221-0060
University Pavilion
www.uc.edu/registrar

APPLICATION FOR CHANGE IN RESIDENCY CLASSIFICATION INSTRUCTION SHEET

Fill out both sides of the application completely. Application must be notarized. The Office of Student Records has a Notary Public available from 8:00 a.m. until 3:00 p.m. Monday through Friday.

If you are under the age of 21, have your parent(s) and/or your legal guardian complete a 'Statement of Parents or Legal Guardian' form. The form is available upon request from the Office of Student Records. Have the form notarized and return it to us along with the Application for Change in Residency Classification.

You are responsible for providing us with copies of your documents to be submitted with your application. If you bring in or send the originals please understand that they will not be returned.

Documentation of earned income is important. Students who have earned income that cannot be documented cannot claim the amount as income on their applications. All earned income for the previous twelve months must be subjected to Ohio taxation.

You may claim income for the previous twelve months. You may not claim income earned, loans disbursed, or monies withdrawn from accounts prior to the twelve months preceding request for in-state residency or for future quarters.

DEADLINE FOR SUBMISSION: Three weeks prior to the beginning of classes of the quarter or semester for which you are applying.

NOTE: Failure to fully complete this application as well as failure to provide the requested documentation will delay processing of your application and may jeopardize your classification.

PLEASE RETURN APPLICATION AND ALL ATTACHMENTS TO:

Residency Officer
Division of Student Records
University of Cincinnati
PO Box 210060
Cincinnati, OH 45221-0060

**UNIVERSITY OF CINCINNATI
APPLICATION FOR CHANGE IN RESIDENCY CLASSIFICATION**

The Undersigned requests that he/she be classified as a resident of the State of Ohio for student fee purposes at the University of Cincinnati for the _____ Quarter of _____ Year.

1. Full legal name _____ SS# _____

Birth date _____ Birthplace _____

2. Currently enrolled? Yes ___ No ___ Which college? _____ First quarter/year attended: _____

Are you currently a full-time student? _____ or a part-time student? _____

3. Single ___ Married ___ Date of marriage _____ Name of Spouse _____

YOU MUST PROVIDE LEGAL DOCUMENTATION OF RESIDENCE FOR THE PAST TWELVE MONTHS: PROVIDE COPY OF LEASE (S), DEED, CANCELLED CHECK, ETC.

4. Present address:

Street _____ City _____ State _____ Zip Code _____

Date you moved here _____ Home Phone _____ Business Phone _____

If the above is less than 12 months prior to the current date, list all previous addresses and dates.

Street _____ City _____ State _____ Zip Code _____ Date _____

Street _____ City _____ State _____ Zip Code _____ Date _____

5. Address of your personal residence during the past summer:

Street _____ City _____ State _____ Zip Code _____ Date _____

6. Name & address of living parents or legal guardian: Name: _____

Street _____ City _____ State _____ Zip Code _____

Date they moved there _____.

7. Indicate the last year your parents or legal guardian claimed or will claim you as their dependent on their Federal Income Tax.

8. Are you a citizen of the United States: Yes ___ No ___

If no, what is your nationality? _____ What type of VISA do you have? _____

ATTACH A COPY OF YOUR PASSPORT AND VISA CODE OR THE FRONT AND BACK OF YOUR PERMANENT RESIDENT CARD.

9. In what state are you registered to vote? _____

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

IF YOU HAVE LIVED IN OHIO FOR THE PREVIOUS TWELVE MONTHS YOUR DRIVER'S LICENSE SHOULD BE FROM OHIO AND YOUR CAR SHOULD BE REGISTERED IN OHIO. ATTACH COPIES.

10. Do you have a driver's license? Yes ___ No ___ Issued in what state? _____

Do you currently own a vehicle? Yes ___ No ___ In what state is it registered? _____

ATTACH A COPY OF YOUR STATE INCOME TAX FORM (S), W-2 FORMS, ...FOR THE PREVIOUS CALENDAR YEAR

11. Have you filed a personal income tax statement in any state for the most recently completed calendar year?

Yes _____ No _____ If yes, in what state? _____

ATTACH YOUR PAYCHECK STUB SHOWING YEAR-TO-DATE EARNINGS AND OHIO TAX WITHHOLDING

12. Are you employed at the present time? Yes _____ No _____ If yes, date you were employed _____

Company name: _____ How many hours per week do you work? _____

Street _____ City _____ State _____ Zip Code _____

13. Explain fully the sources of all money received and used by you during the past 12 months only, for your education and living expenses.

ALL INCOME MUST BE DOCUMENTED.

PROVIDE INCOME FOR THE PREVIOUS TWELVE MONTHS ONLY.

SUBSTANTIAL AMOUNTS OF MONEY RECEIVED, AS GIFTS CANNOT BE COUNTED AS INCOME.

UGMAS, SAVINGS, MONEY MARKET ACCOUNTS, ETC. MUST BE DOCUMENTED: SHOW AMOUNT ESTABLISHED IN ACCOUNTS ONE YEAR PRIOR TO YOUR ATTENDANCE AT U.C., THE AMOUNT IN ACCOUNT TWELVE MONTHS PRIOR TO APPLYING FOR INSTATE RESIDENCY AND ANY MONIES WITHDRAWN FROM ACCOUNTS THAT YOU USED AS INCOME. ONLY THE AMOUNTS YOU HAVE WITHDRAWN IN THE PREVIOUS TWELVE MONTHS CAN BE COUNTED AS INCOME.

DESCRIPTION

Name of firm, dates you worked there, state you worked in (continue on separate sheet if necessary)

TYPE OF SUPPORT

AMOUNT

Your employment (past 12 mo)	_____	\$ _____
Spouse's employment (past 12 mo)	_____	_____
Scholarships	_____	_____
Grants	_____	_____
List all loans	_____	_____
Gifts (maximum \$500.)	_____	_____
Parents or guardian	_____	_____
G.I. benefits	_____	_____
Other (specify)	_____	_____
	Total	\$ _____

OATH

To the student: Do not sign this statement until you are directed to do so by the Notary.

State of _____ County of _____

The undersigned person, being first duly sworn, deposes and says that the foregoing statements are true, correct, and complete.

Signature of student

Subscribed and sworn to before me this _____ day of _____, _____

Notarized by _____ Commission expires _____



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Residence and Student Fees

Fees are charged on the basis of residence in the State of Ohio and residence outside of the State of Ohio.

Responsibility of the Student and Procedures

The burden of registering under the proper residence classification is placed upon the student.

If there is any question of the student's right to claim legal residence in Ohio for this purpose, an application for resident status must be presented to the Office of Student Records.

Institutions of higher education charged with assessing fees and with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes shall provide individual students with a fair and adequate opportunity to present proof of Ohio residency for purposes of these rules. Such institutions may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and completed determination under these rules.

Fee assessments are subject to audit at any time throughout the academic career of the student.

Intent and Authority

It is the intent of the Ohio Board of Regents to exclude from treatment as residents those persons who are present in the State of Ohio primarily for the purposes of receiving the benefit of a state-supported education.

This rule is adopted pursuant to Chapter 119. of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Revised Code.

Definitions and Assumptions for Purposes of this Rule:

1. A "resident of Ohio for all other legal purposes" shall mean any person who maintains a twelve-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state welfare benefits, and who may be subjected to State of Ohio income tax liabilities; provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.
2. "Financial support" shall not include grants, scholarships, and awards from persons or entities which are not related to the recipient.
3. An "institution of higher education" shall mean any university, community college, technical institute or college, general and technical college, medical college, or private medical or dental college which receives a direct subsidy from the State of Ohio.
4. "Domicile" is a person's permanent place of abode. There must exist a demonstrated intent to live permanently in Ohio and a legal ability under federal and state law to reside permanently in one state. For the purpose of this policy, only one domicile may be maintained at a given time.
5. An individual's immigration status will not prohibit an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

(Over)

Residence Regulations—State of Ohio

1. The following persons shall be classified as residents of the State of Ohio for fee assessment purposes:
 - a. A dependent student, at least one of whose parents or legal guardian has been a resident of the State of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
 - b. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
 - c. A person who is living in Ohio and is gainfully employed in Ohio on a full-time or part-time and self-sustaining basis and who is pursuing a part-time program of instruction at an institution of higher education.
 - d. A person on active duty status in the United States military service who is stationed and resides in Ohio, and his or her dependents.
 - e. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes, and his or her dependents, as long as Ohio remains the state of such person's domicile. (Domicile for military personnel is the place a military person declares to be his or her home for voting and taxation purposes.)
 - f. A dependent student of a parent, or the spouse of a person who, as of the first day of classes, has accepted full-time, self-sustaining employment and has established domicile in Ohio for reasons other than gaining the benefit of favorable tuition rate. Documentation will be required.
2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under Items 1.a or 1.b of these regulations.
3. A dependent student classified as a resident of Ohio for those purposes, and who is enrolled in an institution of higher education when his or her parents or legal guardian remove their residency from the State of Ohio, shall continue to be considered as a resident of Ohio for fee assessment purposes during continuous full-time enrollment and until his or her completion of any one academic degree program.
4. A person who is transferred by his or her employer beyond the territorial limits of the fifty 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, and 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.
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.
6. Evidentiary documentation under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support. Additional criteria which may be considered in determining residency may include, but are not limited to, the following:
 - a. Criteria evidencing residency:
 - If a person is subject to tax liability under Section 5747.02 of the Revised Code
 - If a person qualifies to vote in Ohio
 - If a person is eligible to receive state welfare benefits
 - If a person has an Ohio driver's license and /or car registration
 - b. Criteria evidencing lack of residency:
 - If a person is a resident of, or intends to be a resident of, another state or nation for the purpose of tax liability, voting, receipt of welfare benefits, or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation).
 - If a person is a resident of, or intends to be a resident of, another state or nation for any purpose other than tax liability, voting, or receipt of welfare benefits (see above paragraph).
7. Any student once classified as a nonresident, upon the completion of twelve consecutive months of residency in Ohio for all other legal purposes, may apply to the institution he or she attends for reclassification as a resident of Ohio for fee assessment purposes. Should such student present clear and convincing proof that no part of his or her financial support is, or in the preceding twelve consecutive months has been, provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes such student shall be reclassified as an Ohio resident.
8. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.



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Guidelines for Application of Definitions and Regulations on Residence and Student Fees

The following information is provided as a supplement to the Definitions and Regulations on Residence and Student Fees to provide understanding of their interpretation and application.

A. Guidelines to the Definitions

• Definition 1

- a. A "twelve-month place or places of residence in Ohio," within the meaning of this section, shall mean the maintenance of living quarters in the state. This may be fulfilled in whole or in part by the rental of a dormitory room. It should not be interpreted so as to require unbroken physical presence in the state, so long as the "place" of residence is maintained. Residency is not lost, therefore, by vacationing out-of-state. However, should an individual leave for the entire summer to be employed out-of-state, the legitimacy of a claim that the twelve-month residency in Ohio has been maintained will be questioned.
- b. A person who is "qualified as a resident to vote in Ohio and receive state welfare benefits" need only be physically present here for thirty days and have declared himself or herself to be a resident. This does not mean that registering to vote or applying for welfare benefits is required.
- c. Persons "who may be subjected to State of Ohio income tax liabilities" are defined in R.C. 5747.0(I) as follows:

"(I) 'Resident' means:

(1) An individual who is domiciled in this state

(2) An individual who lives in and maintains a permanent place of abode in this state, and who does not maintain a permanent place of abode elsewhere, unless such individual, in the aggregate, lives more than three hundred thirty-fives days of the taxable year outside this state."

- b. A person who has not "declared himself or herself to be or allowed himself or herself to remain" a resident of another state for "these or other purposes" shall mean one who does not retain an out-of-state driver's license, automobile registration, or voting resident, or who does not receive such things as loans or scholarships from another state when residency in that state is prerequisite. This total disavowal of residency in another state must be for a full year's time before Ohio residency can be granted under this Rule.

• Definition 2

- a. The purpose of this section is to insure that persons receiving direct and substantial parental or family support from out-of- state shall not receive Ohio residency. Occasional small gifts which are not a substantial part of a person's maintenance should not disqualify that person from achieving residency. Similarly, the receipt of grants, loans, or scholarships from the federal government, corporations, foundations or banks which are not simply conduits for family support, or from other states when this is not precluded by Definition 1, should not disqualify a person.

• Definition 5

- a. Certain immigration visas carry with them the current legal status, by virtue of federal treaties and agreements, to enable the holder to remain in the United States and establish resident status. A student who holds one of these visas can therefore be considered for resident status for tuition surcharge purposes in the same manner as any other student, assuming that the requirements specified in Definition 1 are met.
- b. The determination of the twelve-month residency requirement for an alien admitted for permanent residence, if necessary, shall include any portion, up to twelve months, of the elapsed time between the date of application for change of status to lawful permanent resident, and the date of application for residency for these purposes. All other relevant requirements under Regulation 1 of this rule must also be met in making the residency determination.
- c. To change his or her immigration status from temporary to permanent, an alien must file Immigration and Naturalization Service (INS) form I-485. The date an application was accepted by INS may be obtained through an information release from (G-641) signed by the alien. There is also a nominal service fee which must accompany the release form.
- d. In instances where, prior to August 10, 1978, aliens, for reasons of quota, have not been permitted to officially file for permanent residency (INS form I-485), but have had their visa preference petition approved by INS, and have been allowed to remain and to work in the United States, the INS verified petition approval date may be used to document intent to become a permanent resident. In these cases the visa preference petition must be filed by the individual seeking Ohio residency, if an adult, and not by another party. In the case of minors, the head of the family's application for such minors is acceptable. All other relevant requirements under Regulation 1 of this rule must also be met in making the residency determination.

B. GUIDELINES TO THE REGULATIONS

REGULATION 1

- a. The intent of the term "dependent student" is to tie the residency of persons who have never emancipated themselves from their parents to those parents. This connotes a continued, unbroken dependency, and should not be interpreted so as to allow immediate residency for a person who has once left his or her parents and then returned to obtain the benefits of in-state residency.
- b. "Enrollment" under this section shall begin with the first day of classes at the institution attended.
- c. The term "resident" in Regulation 1.b shall mean a person who meets the requirements of Definition 1.
- d. "Gainfully employed", as used in this section, shall mean engaged in an income-producing occupation. The spouse of the person gainfully employed may also be considered gainfully employed, provided he or she is providing full-time services as a homemaker.
- e. "Full-time" employment, as used in this section, shall be determined by using the standards applicable to a given occupation.
- f. A "part-time program of instruction" for these purposes is defined by the University of Cincinnati to be one to eleven credit hours per quarter or semester.
- g. The "United States military services" shall mean persons holding status in the branches of military service, whether performing actual military duty or on assignment elsewhere.
- h. "Dependents" under Regulation 1.d shall be limited to members of the immediate family who are dependent on a member of the military for a substantial part of their financial support.
- i. Active service of commissioned officers of the Public Health Service shall be considered to be in active military service in the Armed Forces of the United States for determining residency for tuition purposes.
- j. "Domicile" under Regulation 1.e shall mean the place a person declares to be his or her home for voting and taxation purposes.

REGULATIONS 2 AND 3

- a. A student's parents or legal guardian have lost their residency from Ohio when the person with whom a student resides and upon whom he or she is financially dependent leaves the state with no present intention of returning to resume residency.
- b. An "academic degree program" shall not include the Associate degree when the person receiving such degree continues full-time pursuit of a Baccalaureate degree.
- c. While Rule specifies that twelve-month residency of an independent student or dependent student's parents or legal guardian is required prior to enrollment of the student, a period of twelve months following removal of the independent student or dependent student's parents or legal guardian is also permitted during which residency is not lost.

REGULATION 4

"Domicile" is to be interpreted in the same manner as in Regulation 1.e.

REGULATION 5

- a. For purposes of this rule, a migrant is defined as someone who makes or has made his or her livelihood in hiring out the do seasonal work and has traveled interstate for this purpose.
- b. The income earned in Ohio shall have been subjected to Ohio taxation.
- c. In making a determination under this section, an institution may consider any probative evidence submitted by a person. Any evidence taken may be required to be sworn.

REGULATION 7

- a. A change in residency status under this section is never automatic. The individual seeking residency must initiate such change by completing the Application for change of residency Classification.
- b. "Clear and convincing proof" is that standard of evidence which is beyond a mere preponderance, but falling short of the "beyond a reasonable doubt" test: It requires that there exist no substantial evidence, direct or circumstantial, conflicting with that given by a person applying for a change in residency status.
- c. In making a determination under this section, an institution may consider any probative evidence submitted by a person. It may require, however, submission of only those things which the person himself or herself can secure. Any evidence taken may be required to be sworn.

REGULATION 8

It is the responsibility of the student to apply for a change in residency status. Failure to do so as soon as he or she is entitled to a change will prevent the granting of residency retroactive to that date. A change in residency shall be effective only from the date such application is received.

C. GUIDELINES TO THE PROCEDURES

It is not necessary for the applicant to make a personal appearance before the person or body making a residency determination. However, this opportunity is available on an equal basis to all students.

The person or body making a determination will allow the student to submit all documenting evidence that such student wishes in support of a claim of residency. Evidence that is relevant and probative shall be considered