



OHIO
UNIVERSITY

Request for Residency Review

Read the following and select the rule that applies to you and provide the appropriate documentation.

Residency reclassification is never retroactive.

Documents must be submitted to the appropriate office prior to the last day to register for class for the term you wish reclassification.

To be reclassified as an Ohio resident you must demonstrate that you meet all of the criteria in one of the following sections.

Indicate which guideline (C-1 – E-8) you are using to establish Ohio residency:

C-1 Reclassification - If you are financially dependent upon a person living in Ohio

The Ohio Board of Regents Guidelines state:

"A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian, has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of the student in an institution of higher education."

This classification is for a person who has been claimed by either a parent or legal guardian as a dependent on that person's Internal Revenue Service tax filing for the previous year and has subjected their income to Ohio Taxation or the spouse of a person who has lived in and paid taxes to Ohio for the previous 12 consecutive months. The person the student is dependent upon must meet the definition of being a resident of Ohio for all legal purposes.

MUST PRESENT

- A notarized statement from spouse, parent or legal guardian specifying how long they have been a resident of Ohio. Statement must include dependent student's name and social security number.
- Copy of OH tax return for previous year
- Proof of residence/domicile

C-2 Reclassification - If you are financially independent

The Ohio Board of Regents Guidelines state:

"A person who has been a resident of Ohio for all other legal purposes for at least 12 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 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."

This classification is for a person who has never been classified as a resident at Ohio University and would like to be reclassified as a resident. This is for a person who is claiming to be financially independent of anyone else unless they have a spouse who is also living in Ohio. A person must prove that they have maintained a physical presence and domicile in Ohio for the 12 months preceding the quarter they would like to be classified as a resident. The person must also prove they have transferred all items of registration to Ohio. The person must finally show that they have been financially self-sustaining on eligible Ohio income and have not received financial support from persons or entities outside of Ohio during the 12 months preceding the quarter they would like to be reclassified as a resident.

MUST PRESENT: Residency Petition, complete with supporting documents and notarized.

Full Legal Name _____ Please Print Last _____ First _____ Middle _____		OU PID Number _____
Mailing Address _____ _____ _____		City _____ State _____ Zip _____
Date Received _____ / _____ / _____ Residency Approved - Effective Term: <input type="checkbox"/> Fall 200____ <input type="checkbox"/> Winter 200____ <input type="checkbox"/> Spring 200____ <input type="checkbox"/> Summer 200____ Residency Denied Reason: _____		Reviewed By: _____ Date: _____ / _____ / _____ For Office Use Only <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> E1 <input type="checkbox"/> E2 <input type="checkbox"/> E3 <input type="checkbox"/> E4 <input type="checkbox"/> E5 <input type="checkbox"/> E6 <input type="checkbox"/> E7 <input type="checkbox"/> E8

C-3 Reclassification - If you are financially dependent upon a spouse or parent

The Ohio Board of Regents Guidelines state:

"A dependent child of a parent or legal guardian, or the spouse of a person, who as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates."

This reclassification is for a person who has been claimed for tax purposes in the previous year by a parent or legal guardian and that person has not lived in Ohio for 12 months. The spouse, parent, or legal guardian must have accepted and begun full-time employment and established a domicile in Ohio before the quarter begins in order for the student to qualify.

Note: Two part-time jobs or any combination cannot be used to constitute one full-time position. This residency reclassification is based upon one full-time employment position.

If you are currently enrolled and your spouse has not lived in Ohio for 12 months, you cannot apply for this reclassification. The spouse must begin employment before your initial term of enrollment.

Students who marry an Ohio resident after their initial enrollment apply under C-1 if the spouse has lived in Ohio for 12 months.

Employment must be verified every quarter under C-3.

An employment letter will be required each quarter verifying the spouse or parent is still employed with the employer for which they received C-3 residency until the spouse or parent has lived in Ohio for 12 consecutive months.

Students will be classified as non-residents for the quarter after they receive C-3 residency unless a new employment letter is received by published deadlines.

MUST PRESENT: Documentation of full-time employment and domicile shall include both of the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio. Statement must include parent/spouse and student relationship, student's name and social security number in document.
2. A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

E-1 Reclassification – If you are an employed part-time student

The Ohio Board of Regents Guidelines state:

"A person who is living and gainfully employed on a full-time or part-time self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes."

E-1 residency applies to persons who are residing and are gainfully employed on a self-sustaining basis in Ohio and who are pursuing a part-time program of instruction. E-1 residency generally pertains to persons who have resided in Ohio less than 12 consecutive months and have moved to Ohio for employment purposes. However, it may also include non-resident students who have lived in Ohio more than 12 months and are working to financially emancipate themselves from non-Ohio parents.

The employment must begin and be self-sustaining before the first day of the quarter a person seeks to qualify for E-1 residency. Other sources of income such as loans cannot be considered as income contributing to a student's self-sustaining status.

Students who have received E-1 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C-2.

Note: Students must apply every quarter for E-1 classification.

MUST PRESENT: Residency Petition, complete with supporting documents and notarized. Must meet all requirements with the exception of living in Ohio for the previous 12 consecutive months.

E-2 Reclassification – If you or your parent or spouse are active duty military

The Ohio Board of Regents Guidelines state:

"A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all 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."

This residency exception is for a person who entered active duty military status as a resident of Ohio and is returning to Ohio after being discharged. This residency exception is also for a person who entered active duty military status as a resident of Ohio and their spouse or dependent child would like to return to Ohio and attend Ohio University while they are still on active duty military and not living in Ohio.

MUST PRESENT: **Dependent student:** Copy of parent's current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation. Must be accompanied with letter from parent listing student's name and social security number.

Independent student: Copy of current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation.

E-3 Reclassification – If you or your parent or spouse are active duty military and stationed in Ohio

The Ohio Board of Regents Guidelines state:

"A person on active duty status in the United States military who is both stationed and residing in Ohio (and their dependents) shall be considered a resident of Ohio for tuition purposes."

This residency exception is for a person, or their spouse, or their dependent child, who is stationed in Ohio on active duty military.

MUST PRESENT: **Dependent student:** Copy of parent's official military orders showing current active duty status in Ohio. Must be accompanied with letter from parent listing student's name and social security number.

Independent student: Copy of official military orders showing current active duty status in Ohio.

E-4 Reclassification – If your parents or spouse are Ohio residents and transferred outside of the United States

The Ohio Board of Regents Guidelines state:

"A person who is transferred by their 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 their 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 their tax liability to the State of Ohio for at least the tax year preceding enrollment."

This residency exception is for a person, or their spouse, or their dependent child, who would like to return to Ohio and attend Ohio University when they have not lived in Ohio for the previous 12 consecutive months.

MUST PRESENT: **Independent student:** Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred. Copy of the employees' Ohio tax return for the previous tax year.

Dependent student: The documents listed above for an Independent student must also be accompanied with letter from parent listing student's name and social security number and dependent status.

E-5 Reclassification – If you or your parents are migrant workers

The Ohio Board of Regents Guidelines state:

"A person who has been employed as a migrant worker in the State of Ohio and their dependents shall be considered a resident for these purposes provided such a person has worked in Ohio at least four months during the three years preceding the proposed enrollment."

This residency exception is for a person, or their spouse, or their dependent child who would like to attend Ohio University and they have not lived in Ohio for the previous 12 consecutive months.

MUST PRESENT: **Dependent student:** Statement(s) from employer(s) verifying the parent has worked in Ohio at least four months during each of the three previous years. Must be accompanied with letter from parent listing student's name and social security number.

Independent student: Statement(s) from employer(s) verifying the student has worked in Ohio at least four months during each of the three previous years.

E-6 Reclassification – If you or your parents or spouse are involved in community service

The Ohio Board of Regents Guidelines state:

"A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered residents of Ohio while in service and upon completion of service in the community service position."

This residency exception is for a person, or their spouse, or their dependent child who was a resident of Ohio and took a position working for: (A) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Board of Regents; or (B) an elected or appointed public official for a period of time not exceeding 24 consecutive months. The person now wishes to return to Ohio and be classified as a resident for tuition purposes.

MUST PRESENT: **Independent student:** A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.

Dependent student: In addition to the above, a signed letter from the parent verifying the dependent status of the student or a copy of a marriage certificate.

E-7 Reclassification – If you return to Ohio due to marital hardship

The Ohio Board of Regents Guidelines state:

"A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."

This residency exception is for a person or their dependent child who returns to Ohio and has legally separated from their spouse and is now provided with more than 50% of their support from a parent who is a bona fide Ohio resident.

- MUST PRESENT:**
1. Copy of court papers verifying the couple has taken legal steps to end the marriage.
 2. Proof of Ohio domicile: (**one of the following**)
 - a. Signed copy of rental agreement or lease
 - b. Copy of closing statement on the house you live in
 - c. If living with someone, a sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there
 3. A sworn affidavit from the parents stating all of the following:
 - a. The student's name and social security 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 subjected their income to Ohio taxation
 - d. Whether they are United States citizens, permanent resident aliens, or what their status is in the United States.

E-8 Reclassification – If you or your parent or spouse serve in the Ohio National Guard

The Ohio Board of Regents Guidelines state:

"A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse or dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard."

This residency exception is for a person, or their spouse, or their dependent child, who is living in Ohio and is in the Ohio National Guard.

MUST PRESENT: **Independent student:** A copy of enlistment papers or a letter from the base personnel officer verifying service in the Ohio National Guard.

Dependent Student: In addition to the above, a signed letter from the parent verifying the dependent status of the student or a copy of a marriage certificate.

I submit this Request for Residency Review form along with the appropriate supporting documents and request Ohio residency for university fee purposes based on the guideline selected above.

I understand that all male, Ohio residents between the ages of 18 and 26 must submit the Statement of Draft Registration Compliance and failure to return the form or to verify selective service registration for those who are required to do so will result, as the law stipulates, in the assessment of the out-of-state surcharge and the loss of financial aid.

Residency reclassification is never retroactive. Documents must be submitted to the appropriate office prior to the last day to register for class for the term you wish reclassification.

I am requesting Ohio residency reclassification for: Fall Winter Spring Summer Quarter 200_____

Name _____ Social Security Number _____ - _____ - _____
Last First Middle/Maiden

Address _____

City _____ State _____ Zip _____ Telephone (_____) _____ - _____

I certify that the information submitted within this document and all supporting documents is complete and accurate. I understand that submission of inaccurate information is sufficient cause for denial of residency and dismissal from Ohio University.

Signature _____ Date ____/____/____

Submit this form and all supporting documents to:

Undergraduate Students:

Undergraduate Admissions
120 Chubb Hall
Athens, Ohio 45701
740-593-4100

Graduate/Medical Students:

Graduate Studies
McKee House
Athens, Ohio 45701
740-593-2800



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Statement of Draft Registration Compliance

Section 3345.32 of the Ohio Revised Code became effective September 26, 1986 requiring that male students who are Ohio residents must register for selective service and verify that they have registered with the selective service in order to be considered in-state residents to attend Ohio public colleges and universities.

Ohio University and its male students are required to comply with the provisions of this law relating to verification; please do so by making the appropriate statement and signing your name.

Print Last Name First Middle Initial Social Security Number

- I am not required to be registered with selective service or provide verification because:
(check one below)
 - I am female.
 - I am an Ohio resident under the age of eighteen (18) years old and am therefore not currently required to register with the selective service. (I understand on my 18th birthday I must register for the selective service and notify Ohio University upon receipt of the selective service number.)
 - I am an Ohio resident and have attained the age of twenty-six years, and am therefore not required to register with the selective service. Date of birth is ____ / ____ / ____.
 - I am on active duty with the Armed Forces of the United States OTHER THAN for training in a Reserve or National Guard unit.
 - I am not a resident of the State of Ohio and am therefore not covered by the Ohio law.
 - I am a non-immigrant lawfully in the United States and not required to register.
List Visa type _____.
- I am a male, Ohio resident between the ages of eighteen and twenty-six (**date of birth is** ____ / ____ / ____) and have registered with the selective service. My **selective service number is** _____.
(NOTE: If you are registered, but have not received or have lost your number, call 1-847-688-2576.)
- I have recently registered with selective service but have not yet received my selective service number. Date registered ____ / ____ / ____.
(NOTE: If you check this statement, sign and return this form now. Do not wait until you receive your selective service number to mail this form.)

Complete and return this form to the Office of the Registrar, Chubb Hall, Ohio University, Athens, Ohio 45701.

Failure to return the form or to verify selective service registration for those who are required to do so will result, as the law stipulates, in the assessment of the out-of-state surcharge and the loss of financial aid.

I certify that the above information is correct and complete.

Signature _____ Date ____ / ____ / ____



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Residency Petition

Important Instructions - Please Read

Complete this **Residency Petition** only if you are seeking Ohio Residency under C2 or E1 of the **Ohio Board of Regents Residency Requirements 3333-1-10 Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes.**

Incomplete petitions will not be processed. Signed and notarized petitions must be submitted with requested documentation to the appropriate office indicated on the back of this document. This petition must be approved prior to the last day of registration of the term for which you are petitioning.

Note: Even if you would have qualified for Ohio residency for an earlier term, residency decisions are never retroactive. Please Print.

1 Identification

Name _____
Last First Middle/Maiden
Social Security Number _____ - _____
Date of Birth ____ / ____ / ____ Age _____
Marital Status: ? Single ? Married ____ / ____ / ____

2 Requesting Residency For

? Fall ? Winter ? Spring ? Summer Quarter 200 ____

3 Student Status

Currently Enrolled? ? Yes ? No
New Student? ? Yes ? No
Returning Student? ? Yes ? No
College/Department of Enrollment _____

? Undergraduate
? Full-time (11 or more hours)
? Part-time (10 or fewer hours)
? Graduate/Medical
? Full-time (9 or more hours)
? Part-time (8 or fewer hours)

Campus

? Athens ? Chillicothe ? Eastern
? Lancaster ? Southern ? Zanesville

4 Local Information

Home Telephone (____) _____ - _____
Work Telephone (____) _____ - _____
Present Address _____
City _____ State ____ Zip _____

5 Permanent Home Address

Address _____
City _____ State ____ Zip _____

6 Citizenship

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

If you are not a citizen of the United States, what type of visa do you hold?

? Permanent _____
? Student _____
? Other (explain) _____

Attach documentation

7 Resident For All Other Legal Purposes

In what state are you registered to vote? _____

Have you registered or voted outside Ohio within the past 12 months? ? Yes ? No

Attach documentation

Do you have a driver license? ? Yes ? No
Is it from Ohio? ? Yes ? No
Do you own a car? ? Yes ? No
Is it currently registered in Ohio? ? Yes ? No

Attach documentation

8 Place You Lived the Immediate Past Summer

Address _____

City _____ State ____ Zip _____

Working? ? Yes ? No Where _____

9 Residences

In careful chronological order (listing present address first) indicate where you have lived since completion of high school, or for the past five years, whichever is shorter.

Attach documentation showing you have lived in Ohio for the previous 12 consecutive months (i.e. apartment lease, canceled rent checks, rent receipts, landlord's statement). Use additional paper if needed.

Since ____ / ____ / ____ to present _____
City State

If student:

? Full-time ? Part-time ? Paid Nonresident Fee

If employed: ? Full-time ? Part-time

Occupation: _____

Employer: _____

Since ____ / ____ / ____ to ____ / ____ / ____ _____
City State

If student:

? Full-time ? Part-time ? Paid Nonresident Fee

If employed: ? Full-time ? Part-time

Occupation: _____

Employer: _____

Since ____ / ____ / ____ to ____ / ____ / ____ _____
City State

If student:

? Full-time ? Part-time ? Paid Nonresident Fee

If employed: ? Full-time ? Part-time

Occupation: _____

Employer: _____

10 Ohio Income Tax

Have you filed an Ohio personal income tax statement within the previous 12 months? ? Yes _____ ? No _____
year

Attach documentation

If not entirely self-supporting, who claimed you as an exemption on the past year's federal income tax return?

_____ name _____ relationship

Attach documentation

11 Source of Support

Explain completely your sources of money received during the previous 12 months (from employment, savings, loans, G.I. Bill, Social Security benefits, spouse, etc.) and **fully document your sources** (copies of contracts or awards, check stubs containing your name, statement from payroll officials, W-2 forms, etc.) Use additional paper as needed.

You must show income that can reasonably be considered adequate as self-sustaining. If you are a student during the 12 months being reviewed, you must show income that includes the cost of tuition, room and board, books and supplies and daily living expenses.

Source 1 _____
type of support
 Since ____ / ____ / ____ to ____ / ____ / ____
 State ____ Amount in past 12 months \$ _____

Source 2 _____
type of support
 Since ____ / ____ / ____ to ____ / ____ / ____
 State ____ Amount in past 12 months \$ _____

Source 3 _____
type of support
 Since ____ / ____ / ____ to ____ / ____ / ____
 State ____ Amount in past 12 months \$ _____

Source 4 _____
type of support
 Since ____ / ____ / ____ to ____ / ____ / ____
 State ____ Amount in past 12 months \$ _____

Attach documentation

12 Use this Budget Form to show your actual expenses for the previous 12 months.

CATEGORY	FALL QUARTER 200 ____	WINTER QUARTER 200 ____	SPRING QUARTER 200 ____	SUMMER QUARTER 200 ____	200 ____ ANNUAL TOTAL
INCOME:					
From Jobs					
From Parents					
From Student Loans					
From Scholarships					
From Financial Aid					
Other _____					
Other _____					
INCOME TOTAL					
EXPENSES:					
? LIVING ON CAMPUS					
Room					
Board					
? LIVING OFF CAMPUS					
Rent					
Utilities					
Electric					
Gas					
Water					
Telephone					
Cable					
Food					
Groceries					
COMMON EXPENSES					
Eating Out/Vending					
Automobile					
Payment					
Insurance					
Gasoline / Oil / etc.					
School					
Tuition					
Books/Supplies					
School Fees					
Computer Expenses					
Entertainment					
Other _____					
Other _____					
Other _____					
EXPENSES TOTAL					
NET INCOME (Income less expenses)					

Do not sign this Residency Petition until you are directed to do so by a Notary Public.

Oath

I declare that the foregoing statements are true, correct and complete. I understand that falsified information can result in financial obligation (non-resident fees) to, and dismissal from this institution. I also understand that information from my application for admission and other University records can be considered a part of this petition.

Signature _____ Date ____ / ____ / ____

_____ being duly sworn, deposes and says that the foregoing statements are true, correct and complete.

Affix Notary Seal Here

Print Name

Subscribed and sworn to before me this _____ day of _____, 200____.

_____ My commission expires ____ / ____ / ____ state of _____, county of _____

Signature of Notary Public