

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes, according to Section (C) of the Ohio Department of Higher Education Guidelines:

**Section C(1) – Spouse or Dependent Student Verification**

*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.*

**C1 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card of **both** Student and Parent, Spouse or Legal Guardian.
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for **both** Student and Parent, Spouse or Legal Guardian (*as applicable*).
- ▶ Copy of a marriage certificate (*if residency is based on spouse*).
- ▶ Copy of Parent, Spouse, Legal Guardian's **Federal tax return or transcript** for most recent tax year showing the student was claimed as a dependent (or filed jointly with spouse) in the most recent tax year.
- ▶ Copy of Parent, Spouse, Legal Guardian's **Ohio tax return or transcript** for most recent tax year.
- ▶ 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 they are residing with is also required.**
- ▶ Proof of employment for Parent, Spouse or Legal Guardian - an original letter on company letterhead, stating:
  - Name of employed person
  - Date the employment began
  - Employee is full-time and the annual salary
- ▶ Copy of Parent, Spouse, Legal Guardian's most recent pay stubs

**Section C(2) – Independent Student Verification**

*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.*

- The student is expected to live in Ohio for a full 12 consecutive months immediately preceding the semester for which residency is being requested.
- The student should demonstrate intent to become an Ohio resident by transferring any applicable items of registration to Ohio such as a driver's license, automobile registration, and voter registration.

- The student must demonstrate that during the 12-month period while establishing residency, they have had sufficient Ohio-based income to meet all expenses without the need of money from outside the State of Ohio. Documentation of income sources used during the 12-month period is required as well as financial statements.

### C2 Minimum Documentation Required:

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as 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 they are residing with is also required.**
- ▶ Copy of Student's **Federal tax return or transcript** for the most recent tax year.
- ▶ Copy of Student's **Ohio tax return or transcript** for most recent tax year.
- ▶ Copies of proof of financial resources for the past twelve (12) months, which includes: employment, unemployment, Social Security/SSI, Retirement pay, state benefits (food stamps, WIC, cash benefits), savings, mutual funds, gifts of support from Ohio resident, financial aid).
- ▶ Copies of monthly bank statements for all accounts on which the student is named or has access to for the past twelve (12) consecutive months. Provide documentation of **all** deposits/incoming transfers over \$100. An example of this is the image of the cancelled check.

### Section C(3) – Accelerated Spouse or Dependent Student Verification

*A dependent student 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.*

### C3 Minimum Documentation Required:

- ▶ Copy of Ohio Driver's License or State of Ohio ID card of **both** Student and Parent, Spouse or Legal Guardian.
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for **both** Student and Parent, Spouse or Legal Guardian (*as applicable*).
- ▶ Copy of a marriage certificate (*if residency is based on spouse*).
- ▶ Copy of Parent, Spouse, Legal Guardian's **Federal tax return or transcript** for most recent tax year showing the student was claimed as a dependent (or filed jointly with spouse) in the most recent tax year.
- ▶ Copy of Parent, Spouse, Legal Guardian's **Ohio tax return or transcript** for most recent tax year – if filed.
- ▶ 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 they are residing with is also required.**
- ▶ Proof of employment for Parent, Spouse or Legal Guardian - an original letter on company letterhead, stating:
  - Name of employed person
  - Date the employment began
  - Employee is full-time and the annual salary
- ▶ Copy of Parent, Spouse, Legal Guardian's most recent pay stubs (**must be submitted every semester until 12 consecutive months of residency are established, at which time the student may qualify for C1**).

**Section C(4) – Military Student Verification**

A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:

(a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.

(b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty, has been declared to be missing in action or a prisoner of war, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

**C4 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Proof of Ohio Domicile as of the first day of the 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 they are residing with is also required.**
- ▶ Copy of Student's **Form DD 214 Service 2 or Member 4** to prove *Honorable Discharge or Medical Separation* with 1 Year of Active Service.

Spouse and/or Dependent Children are eligible for in-state tuition **with classification specific documentation and:**

**Spouse\*:**

- ▶ Copy of your valid Driver's License or State Issued ID
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Copy of marriage certificate as proof of marriage

**Dependent Child\*:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Copy of Parent, Spouse, Legal Guardian's **Federal tax return or transcript** for most recent tax year showing the student was claimed as a dependent (or filed jointly with spouse) in the most recent tax year.

*\*The Spouse and/or Dependent documentation is the same for all subsequent Military guidelines*

**Section C(5) – Military Student Verification**

A veteran who is the recipient of federal veterans' benefits under the "All-Volunteer Force Educational Assistance Program," 38 U.S.C. 3001 et seq., or "Post-9/11 Veterans Educational Assistance Program," 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:

(a) The veteran served at least ninety days or active duty.

(b) The veteran enrolls in a state institution of higher education, as defined in section [3345.011](#) of the Ohio Revised Code.

(c) The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.

**C5 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Proof of Ohio Domicile as of the first day of the 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 they are residing with is also required.**
- ▶ Copy of Student's **Form DD 214 Service 2 or Member 4** to prove completion of service.

 **Section C(6) – Military Student Verification**

A person who is the recipient of the federal "Marine Gunnery Sergeant John David Fry" scholarship or transferred federal veterans' benefits under any of the programs listed in paragraph (C)(5) of this rule, if the person meets both of the following criteria:

(a) The person enrolls in a state institution of higher education.

(b) The person lives in the state as of the first day of a term of enrollment in the state institution of higher education

In order for a person using transferred federal veterans' benefits to qualify under paragraph (C)(6) of this rule, the veteran who transferred such benefits must have served at least ninety days on active duty or the service member who transferred such benefits is on active duty.

**C6 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Proof of Ohio Domicile as of the first day of the 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 they are residing with is also required.**
- ▶ Copy of Student's **Form DD 214 Service 2 or Member 4** to prove completion of service.
- ▶ Certificate of Eligibility

**Section C(7) – Vocational Rehabilitation and Employment Verification**

*A person who is using federal veterans' educational assistance under the "Vocational Rehabilitation and Employment", 38 U.S.C. 3101 et seq if the person meets the following criteria:*

*(a) The person enrolls in a state institution of higher education.*

*(b) The person lives in the state as of the first day of a term of enrollment in the state institution of higher education.*

**C7 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Certificate of Eligibility
- ▶ 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 they are residing with is also required.**

**Section C(8) – Forever Buckeye Student Verification**

*A person who, while a resident of this state for state subsidy and tuition surcharge purposes, graduated from a high school in this state or completed the final year of instruction at home as authorized under section [3321.04](#) of the Revised Code, if the person enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment.*

**C8 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Copy of Student's **Ohio high school transcript** or letter from Ohio high school.
- ▶ 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 they are residing with is also required.**

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes, according to Section (E) of the Ohio Department of Education Guidelines:

**Section E(1) Conditional Residency – Employed Student Verification**

*A person who is living and is gainfully employed 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 shall be considered a resident of Ohio for these purposes.*

- ▶ Students not meeting the minimum income threshold are required to submit a budget of household income and expenses, including additional third-party Ohio-based support (the minimum salary requirement for “self-sustaining” employment is \$3,600 per 12 week period in Ohio).

**E1 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver’s License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ 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 they are residing with is also required.**
- ▶ Proof of employment for Student - an original letter on company letterhead, stating:
  - Student’s name
  - Date the employment began
  - Number of hours student is working per week
  - Rate of pay per hour
- ▶ Copy of Student’s most recent pay stubs (**must be submitted every semester until 12 consecutive months of residency are established, at which time the student may qualify for C2**)

**Section E(2) – Military Student Verification**

*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 shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.*

**E2 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver’s License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Military active duty orders

**Section E(3) – Military Student Verification**

*A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.*

**E3 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Military active duty orders verifying station in Ohio

 **Section E(4) – Ohio Residents Transferred Outside of the US by their Employer Verification**

*A person who is transferred by his 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 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.*

**E4 Minimum Documentation Required:**

- ▶ Copy of Ohio Driver's License or State of Ohio ID card for Student
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ 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 or transcript** for most recent tax year.
- ▶ **Dependents (spouse or children):** Submit an original, notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  - Student's name and Cougar ID number
  - Dates parent or spouse has lived in Ohio (include documentation)
  - Number of years parent or spouse has paid taxes in Ohio (attach copies of returns or transcripts)
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year (attach copy of most recently filed Federal tax return or transcript)
- ▶ **Spouse Only:** Copy of marriage certificate

**Section E(5) – Migrant Workers Verification**

*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.*

**E5 Minimum Documentation Required:**

- ▶ Copy of valid state issued ID card
- ▶ 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 (spouse or children):** Submit an original, notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  - Student’s name and Cougar ID number
  - Dates parent or spouse has lived in Ohio (include documentation)
  - Number of years parent or spouse has paid taxes in Ohio (attach copies of returns or transcripts)
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year (attach copy of most recently filed Federal tax return or transcript)n
- ▶ **Spouse Only:** Copy of marriage certificate

**Section E(6) – Ohio Residents Who Are Community Service Workers Verification**

*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 (TPA, Peace Corp. or Vista) and his or her spouse and dependents, shall be considered a residents of Ohio while in service and upon completion of service in the community service position.*

**E6 Minimum Documentation Required:**

- ▶ Copy of valid state issued ID card
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Copy of a sworn statement from the community service group verifying Ohio home of record for the individual
- ▶ **For Dependents (spouse and children):** Submit an original, notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  - Student’s name and Cougar ID number
  - Dates spouse, parent or legal guardian has lived in Ohio (include documentation)
  - Number of years parent or spouse has paid taxes in Ohio (attach copies of returns or transcripts)
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year (attach copy of most recently filed Federal tax return or transcript)
- ▶ **Spouse Only:** Copy of marriage certificate



**Section E(7) – Marital Hardship Verification**

*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.*

**E7 Minimum Documentation Required:**

- ▶ Copy of valid Ohio driver's license or state of Ohio issued ID card for **both** student and parent
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ Copy of court papers verifying the couple has taken legal steps to end the marriage
- ▶ Proof of Ohio Domicile as of the first day of the 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 they are residing with is also required.**
- ▶ An original, notarized statement from the parent, or legal guardian living in Ohio that includes the following information:
  - Student's name
  - Whether or not they are providing more than 50% of the financial support for the student
  - Number of years the parent has paid taxes in Ohio
- ▶ Copy of parent's **Ohio tax return or transcript** for most recent tax year(s)

 **Section E(8) – Military Student Verification**

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

**E8 Minimum Documentation Required:**

- ▶ Copy of your valid Driver's License or State Issued ID
- ▶ Proof of citizenship: A copy of current immigration/Visa status, US birth certificate or US passport for Student (*as applicable*).
- ▶ A copy of enlistment papers (**DD Form 4/1**) or a letter from the base personnel officer verifying service in the Ohio National Guard.

***Students should note that the list are not all inclusive. Residency Officers are permitted by law to request additional documentation if needed to reach a determination.***